

# Allegations against staff

An allegation may be made by anyone and all allegations will be treated seriously and investigated accordingly.

**An allegation is described as a concern or complaint and may indicate that a person has :**

- Harmed a child
- Displayed inappropriate behaviour relating to a child that may constitute a criminal offence
- Raised concerns about the suitability of working with children

**First steps to dealing with an allegation made by a child-staff member :**

Ensure the immediate safety of the child/ren

- Listen and record in writing what the child is saying
- Use the TED technique – TELL, EXPLAIN, DESCRIBE. Do not ask leading questions, e.g. instead of asking, « did he punch you ? » ask « what happened ? »
- The Designated Child Protection Lead must be informed immediately
- Staff are not to discuss anything spoken about while in the presence of the children or amongst themselves.
- The staff members involved will then be called upon as and when needed.
- While an investigation is pending or commencing the staff member maybe put on non-contact duties within the nursery depending on the severity of the situation.

**First steps to dealing with an allegation made by adult-staff member :**

- Ensuring the immediate safety of all child/ren
- Record in writing everything that you need to make the allegation
- Approach a safeguarding officer and discuss with them the next step
- Everything is to be kept confidential and staff must not discuss the situation with any other staff member/ parent
- The Staff member involved will then be called upon as and when is necessary within the nursery depending on the severity of the investigation.
- LADO will be contacted for further advice.

**Sunrise Nursery Designated Child Protection Lead :Meenakshi Singh**

Signed on behalf of the Management Committee

Signatory : Mary Anne Lovage Date : 1 December 2025

Date of review : 1 December 2026

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Sunrise Preschool