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 asking 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 may be put on non-contact duties within the nursery depending on the severity of the situation.

**First steps to dealing with an allegation made by an 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 members involved will then be called upon as and when is necessary.
* While an investigation is pending the staff member may be put on non-contact duties 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

Role of Signatory: Named Individual for Sunrise Education Trust

Date: 9th September 2022

Date of review: 9th September 2023