



Little Forest Folk

Allegation of abuse against a member of staff Policy

Date Created: May 2017

Review date: 10th July 2024

Reviewed by: Jeni Dunning

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both the Early Years Foundation Stage and the Local Safeguarding Children Board.

How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an accident/incident form via Family as soon as possible. Family will automatically notify the parent that an accident has occurred, and the parent can view the details of the accident. When the child is collected, we will inform whoever picks the child up about the injury and ensure that the parent/guardian has seen details of the accident and can ask any questions if they wish.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and record this on an existing injury form
- All staff will complete level 1 staff guarding training and safeguarding will be discussed regularly at team meetings and staff one to one supervisions. The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will both complete the local borough level 3 safeguarding training which will be refreshed every two years.
- We will ensure that all parents understand our role and responsibility in child protection. Within the nursery this will be to parents in writing within the parent's / carer's information before the child begins to attend Little Forest Folk;
- Our Positive Behaviour policy states that no physical sanctions will be used, and we will ensure that everyone complies with it in all areas of the setting.
- We do not allow lone working at LFF under any circumstances. Staff must always be within sight and or sound of another staff member

- We will avoid engaging in rough physical play with children- as this may be misconstrued and could cause accidental injury to a child.
- We will encourage children to be independent in their personal care where it is developmentally appropriate.
- We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.
- We will encourage an open- door ethos, to enable staff to talk to senior managers if they have concerns about the conduct of any of their colleagues.
- If anyone makes an allegation of abuse against a member of our staff, Jeni Dunning (Operations Director) will be informed immediately and will contact:
 - SAAM Duty Team, LBH: Safeguarding Advice and Allegations Management (SAAM) duty system: Tel: 0208 583 5730 Email: lado@hounslow.gov.uk. LADO Designated Officers Sarah Paltenghi- 0208 5833423/07970198380 or Grace Murphy - 0208 5834933
 -
 - Ofsted: 0300 123 4666 / 08456 404040 (as soon as possible and within 14 days of the allegation being made). The registered person MUST make the referral to Ofsted to comply with the statutory framework

They will assess whether the allegation reaches the threshold for referral to Police or may decide to investigate themselves or ask the Nursery to investigate it internally and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

- The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will complete the attached form for recording allegations or complaints made against staff.
- The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will not discuss the allegation with the member of staff concerned, unless advised to do so by the LADO
- All staff need to be aware that it is a disciplinary offense not to report concerns about the conduct of a colleague that could place a child at risk. For further information please see our Whistle Blowing Policy.

When in doubt – consult.



If an investigation is carried out, either externally or internally it may be possible that we will be advised to suspend the member of staff, whilst an investigation is carried out. Little Forest Folk could also invoke their disciplinary procedure.

We will not carry out an investigation ourselves unless LADO and/ or the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

The welfare of the child is paramount.

Guidance for DSL's and DDSL's completing Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding children in their care.

1. Record the name and position of a member of staff against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen. It is important to identify who made the complaint and whether it was received first- hand or is a concern that is passed on from somebody else. If this is the case it is better that you receive the information first- hand. If a parent, carer or a staff member at Little Forest Folk makes a complaint against you it must be passed immediately to the DSL or DDSL
3. Record the full name, age, date of birth and address of the child. The address recorded should be the address at which the child lives with the main carer.
4. If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
5. If you have received the complaint in writing attach it to the complaint form. You can then summarise it on the form. Any other information should be factual. It will be helpful if you can confirm things such as the level of contact that the staff member has with the child and any other minor concerns that may have been raised previously. **Do not attempt to investigate the complaint yourself.**
 - Remember that if an allegation of abuse is made against a member of our staff you must inform the Designated Safeguarding Lead (DSL). If the DSL is not available, then contact the Deputy Designated Safeguarding Person. If the allegation is about the DSL then contact the Operations Manager. In any event, either of these people will contact SAAM Duty Team, LBH: Safeguarding Advice and Allegations Management (SAAM) duty system: Tel: 0208 583 5730 Email: lado@hounslow.gov.uk. **These allegations must be reported within 4 hours.**



6. Ofsted must be informed if an allegation is made against a member of our staff and of actions taken, even if the SAAM decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met. Ofsted must be contacted within 14 days of the alleged event – this is a legal requirement and failure to comply constitutes an offense.
7. Make a note of any actions the SAAM or Ofsted advise you to take and the date or times at which you implemented them.
8. If the allegation is against David Jenkins, then you should speak to the Manager who will follow the procedures above.
9. Where an allegation of abuse is made against any member of the Little Forest Folk back office Team or a member of the Senior Management Team any staff member or volunteer should report the allegation immediately to the DSL who will contact the LADO directly. The DSL will then inform the contact below for support:
 - Allegations against The Company Director/s – contact Director of Operations
 - Allegations against the Director of Operations - contact Stephen Booty - Bright Stars Chairman
 - Allegations made against the Operations Manager – contact Director of Operations
 - Allegations made against the Senior People Guru – contact Operations Manager
 - Allegations made against any other member of the Back Office Team – contact Operations Manager



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Record of allegation or complaint of abuse made against a member of staff regarding children in care at Little Forest Folk:

1. Name and position of staff who is the subject of allegations/complaint:

2. Is the complaint: Written or verbal (delete as necessary).

3. Complaint made by: _____ Relationship to child _____

4. Name of child _____ Age and date of birth _____

5. Parent's/carers name(s) and address

6. Date of alleged incident/s _____

7. Did the child attend on this/these date/s: _____

8. Nature of complaint (if received in writing see guidance)

9. Other relevant information (continue on a separate sheet if needed):

10. Lado contacted at (date and time) _____

11. Ofsted contacted at (date and time) _____

12. Further actions advised by LADO and Ofsted _____



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Your name and position _____

Signature _____ Today's date and time: _____



Disqualification

In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision.

Where Little Forest Folk becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.

In the event of disqualification of a person employed in early years provision, Little Forest Folk will not continue to employ that person.

Little Forest Folk will provide Ofsted the following information when relevant:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
- A certified copy of the relevant order (in relation to an order or conviction).

The information will be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the setting became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

