

Allegations against staff policy

Updated September 2015

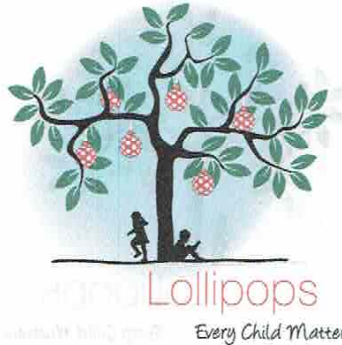
Unfortunately, child abuse does occasionally take place in Preschool settings, so we have introduced this separate policy to remind staff of the measures that can be taken in this event:

- We ensure that all parents know how to complain about staff or volunteer action within the pre-school, which may include an allegation of abuse.
- We follow the guidance of Kent County Council Safeguarding Unit when responding to any complaint that a member of staff or volunteer has abused a child
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social service department to investigate.
- We co-operate entirely with any investigation carried out by LSA in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the setting investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.

We recognise that a staff member who has suspicions or concerns about another member of staff may feel uncomfortable reporting concerns to their Manager, so they can report their concerns confidentially and directly to Helen Windiate, Area Safeguarding Adviser on **03000 412445**, mobile 07730183798 or email Helen.windiate@kent.gov.uk or contact the Central Duty Team on **03000 411111** or out of hours **03000419191**

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LADO Team contact number: 03000 410 888 Now it's just one number for the whole LADO Team covering Kent Local Authority Email: kentchildrenslado@kent.gov.uk

Kroner House Paul Startup LADO Manager Amy Wells PA to LADO Manager Robin Brivio LADO Jinder Pal Kaur LADO Nicola Anthony (not Monday or Tuesday) LADO Angela Chapman LADO (not Friday) Becky Cooper LADO (not Monday or Tuesday) Admin Support Jane Francis & Amy Wells.

Follow procedure on Appendix A

Date agreed: 13/10/15

Date of next review: 13/10/16

Signed by: *[Signature]*

Role of Signatory: MANAGER 13/10/15

Witnessed by: S Masen 13.10.2015

Role of Signatory: Deputy Manager