



NORMAN COURT

Norman Court Montessori CIC Allegations Against a Member of Staff Policy

Statutory Guidance

Local Safeguarding Children's Board website www.4lscb.org.uk

Services for Young Children Website www.hants.gov.uk/childcare

Keeping Children Safe in Education:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Statutory Framework for EYFS (2017):

http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Working Together to Safeguard Children 2015 – OFSTED

What to do if you're worried a child is being abused (2015):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Norman Court Montessori CIC is committed to providing a service of the highest quality. This right to a high quality service applies to all children, the parent(s)/guardian(s), staff members, and members of the public. If any individual feels that the service they have received is less than adequate Norman Court Montessori CIC ask that they make a complaint through the complaints procedure. If an individual feels that a staff member has acted inappropriately, they have the right to make a formal allegation of misconduct against that staff member.

If the allegation is made by a child

- The member of staff who receives the allegation should involve the Setting Manager immediately.
- The Setting Manager will inform the Designated Safeguarding Lead at the earliest convenience.
- If the allegation is against the Setting Manager the member of staff who received the allegation should contact the Designated Safeguarding Lead or HR Recruitment Manager at the earliest convenience.
- Full notes should be recorded detailing what is said, and staff dealing with the allegation must show themselves to be sympathetic and understanding, but non-committal and non-judgemental.
- Once informed, the Designated Safeguarding Lead or HR Recruitment Manager will take charge of the situation and commence the investigation process.
- The Designated Safeguarding Lead will contact the parent(s)/guardian(s) of the child to explain the nature of the allegation and to discuss/propose the action to be taken.
- The Designated Safeguarding Lead will arrange for the member of staff concerned to be questioned about the matter, and for the incident to be investigated. This may necessitate taking statements from other members of staff/children on camp about the alleged incident.
- The Designated Safeguarding Lead or HR Recruitment Manager will use all available resources to resolve the matter, including informing Ofsted, the Local Authority Safeguarding Board, Social Services and the Police where necessary, and will ensure that all parties (staff member(s), the parent(s)/guardian(s) and child) are kept advised of any on-going developments.

If the allegation is made by the parent(s)/guardian(s)

- The parent(s)/guardian(s) will be directed immediately to the Setting Manager, and the above procedure will be followed and the matter will be investigated accordingly.

If the allegation is made by another member of staff

- Minor internal disputes e.g. stemming from a conflict of interest/personality should not need to involve other members of staff, parent(s)/guardian(s), and will be resolved through a meeting with the involved parties, the Setting Manager and/or a representative from senior management.
- Allegations regarding the staff member's behaviour towards a child, the parent(s)/guardian(s) or member of the public will follow the procedure above.
- Norman Court Montessori CIC believes that every member of staff has the right to work in an environment that is free of abuse and harassment. This includes verbal, physical, sexual, emotional and racial abuse and bullying. Norman Court Montessori CIC will take very seriously any reports of abuse, assault or harassment and will support the individual in making complaints to the police and other appropriate authorities.
- If the staff member does not feel that Norman Court Montessori CIC have taken the allegation serious enough then the staff member should follow the whistleblowing policy.

Suspension of staff

- If allegations of misconduct are made against a staff member and this requires investigation from the Local Authority Safeguarding Board, the police, Ofsted or any other regulatory body, Norman Court Montessori CIC will suspend the staff member whilst the investigation takes place.
- If allegations of misconduct are made against a staff member and are investigated internally, Norman Court Montessori CIC will make any decisions regarding suspension during the investigation in accordance with Norman Court Montessori CIC Disciplinary Procedures.

The outcome of investigations

- If allegations of misconduct are proved to be true and are considered to be an act of gross misconduct, the staff member concerned will be immediately dismissed and referred to the Local Safeguarding Board and Ofsted if not done so already.
- If the allegations of misconduct are proved to be true and are considered to be an act of minor misconduct, the staff member concerned will be issued with a formal warning.
- If the allegations are proved to be true, but not considered to be an act of misconduct, the staff member concerned will be issued with a verbal warning.
- The Norman Court Montessori CIC staff member coordinating the investigation will inform all parties involved where appropriate, of the outcomes reached.



NORMAN COURT

This procedure should be read in conjunction with the Complaints Policy and Procedure This procedure in no way affects the rights of any individual to make a complaint to Norman Court Montessori CIC, Ofsted, Local Safeguarding Board or the police.