



## **Allegations against staff Policy and Procedure**

**Unfortunately, there is the opportunity for child abuse to take place in our setting, so we have introduced this 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 the Safeguarding Children Board Procedures (2007) and written in conjunction with EMVA's Safeguarding Policy (see Safeguarding file).**

### **How we can protect ourselves?**

- 1. If a child sustains an injury whilst in our care, we will record it in the accident book as soon as possible. We will inform parents and carers of the injury and also the named school for the individual.**
- 2. If a child arrives with an injury sustained elsewhere we will ask for an explanation and again if concerned we will record this in EMVA Safeguarding file.**
- 3. We will ensure that all staff undertake regular child protection training.**
- 4. We will ensure that all parents and carers understand our role and responsibility in child protection. Within EMVA this will be to parents in writing within the prospectus before the child begins to attend.**
- 5. Our Behaviour Policy states that no physical sanctions will be used and we will ensure that everyone complies with it within the setting.**
- 7. We will avoid engaging in rough physical play with learner's- as this may be misconstrued and could cause accidental injury to a learner.**
- 8. We will avoid doing things of a personal nature for a learner that they can do for themselves.**
- 9. We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history. The Management team will undertake Safer Recruitment Training.**
- 10. 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.**



## **What happens if an allegation of abuse is made against a member of staff in the Setting?**

- 1. If anyone makes an allegation of abuse against a member of EMVA staff, The Designated Safeguarding Officer (DSO) Michelle Vernon will need to be informed immediately and will contact: LADO, or Local Authority Designated Officer. They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.**
- 2. The DSO will complete the relevant paperwork for recording allegations or complaints made against staff.**
- 3. The DSO will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.**
- 4. All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff supervision will cover EMVA's Whistleblowing Policy. When in doubt – consult.**
- 5. If Duty Assessment Team and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. EMVA could also invoke their disciplinary procedure.**
- 6. We will not carry out an investigation ourselves unless Children's Social Services and the Police decide it is not appropriate for them to do so. We understand that our Regulators may wish to undertake further investigations.**

**Always remember;**

**The welfare of the child is Paramount.**