



**Policy for:
What happens if an
allegation of abuse is
made against a member
of
The Barna-Bus
Pre-School**

It is a sad fact that unfortunately child abuse does occasionally take place in day care settings. In consideration of recent Serious Case Reviews, the Barna-The Barna-Bus Pre-School have reviewed some policies, including 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 Ofsted and Social Services.

How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it in the accident book as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident book.
- If a child arrives with a noticeable injury sustained elsewhere we will ask for an explanation and again record this in the accident book and ask whoever has brought in the child to sign the record.
- We will ensure that all staff, and where possible regular volunteers undertake regular child protection training.
- We will offer opportunities for all parents to understand our role and responsibility in child protection. The opportunities will be provided on our Website, in the form of written information and through annual information sessions.
- Our 'Achieving Positive Behaviour' Policy and Procedures state that no physical punishments or threats of physical punishment will be used. Physical restraint is not used unless it is necessary to protect the safety of a child, adult or prevent serious damage to property. We will take every reasonable steps to prevent physical punishments are not given.
- Training will be given to all staff through Induction, in-house training sessions and off site training provision in behaviour management.
- We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
- 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 avoid doing things of a personal nature for children that they can do for themselves.
- 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 and Committee Chairperson and other appropriate members of the Management Committee 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?

- If anyone makes an allegation of abuse against a member of our staff, Pippa Anderson will be informed immediately and will contact:

Claire Ray, Area Children's Officer (Early Years) West Kent on 03000 411995

They will assess whether the allegation reaches the threshold for referral to Police/Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

- Pippa Anderson will complete the attached form for recording allegations or complaints made against staff.
- Pippa Anderson will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
- **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. When in doubt - consult.**
- If Social Services and/or the police decide to carry out an investigation, it may be possible that Ofsted will advise us to suspend the member of staff, whilst enquiries are carried out. The Barna-Bus Pre-School could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves **unless** Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

If an allegation is made against Pippa Anderson then the allegation should be reported to the Chairperson of The Barna-Bus Pre-School Management Committee or directly to: *Claire Ray, West Kent & North Kent Area Children's Officer (Early Years) West Kent on 03000 411995.*

Always remember ...

The welfare of the child is Paramount

**Guidance for Managers and Management Committee
completing Checklist for handling and recording
allegations or complaints of abuse made against a
member of staff regarding a child/children in their care.**

1. Record the name and position of 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.
3. 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 member of staff at the Barna-Bus Pre-School makes a complaint against you it must be passed immediately to your line manager.
4. Record the full name, age and date of birth of the child.
5. The address recorded should be the address at which the child lives with the main carer.
6. If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
7. Check the attendance register/ diary of work to see if the child was present/seen on that day and the shift patterns of the staff member involved to see if they were working at that time. This will confirm the likelihood of the incident having taken place.
8. If you have received the complaint in writing attach it to the checklist. You can then summarise it on the form.
9. 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.**

10. Remember that if an allegation of abuse is made against a member of our staff you must inform *Pippa Anderson* who will contact the Children's Safeguards Unit for further advice .
11. **Ofsted must be informed** if an allegation is made against a member of our staff, even if the Children's Safeguards Unit decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
12. Make a note of any actions the Children's Safeguards Unit or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against Pippa Anderson then you should speak to the Chairperson of The Barna-Bus Pre-School Management Committee or directly to Claire Ray, West Kent & North Kent Area Safeguarding Adviser (Education) **03000 411995** Mobile No: 07920 108820

CONTACT DETAILS

Updated January 2015

Claire Ray: |Tel: 03000 411995

West Kent Area Safeguarding
Adviser (Education) Mobile: 07920 108828

Social Services 01892 515045

Ofsted 0300 123 1231

Chairperson Fiona Baxter 01732 469225 / 07826 011880
The Barna-Bus Pre-School

**Checklist for handling and recording allegations or complaints
of abuse made against a member of staff regarding a
child/children in their care.**

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

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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/carer name(s) and address

6. Date of alleged incident/s _____

7. Did the child attend/seen 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. Social services contact at (date and time) _____

11. Ofsted informed at (date and time) _____

12. Further actions advised by Social Services Department and

Ofsted: _____

Your name & position _____

Signature _____

Today's date and time _____

Legal framework and Guidance for this policy:

Department of Education Guidance - 'Dealing with Allegations of Abuse against Teachers and Other Staff' (2011)

'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children' (2010)

The Education Act 2002 (Section 175)

Data Protection Act (1998)

The Human Rights Act (1998 & 2000)

The Freedom of Information Act (2000)

United Nations Rights of the Child (UNRC) - (1989)

SEN Code of Practice (2001) (Green Paper Review 2011 - 2012)

Education Act (2002)

The Children's Act (2004)

The Disability and Discrimination Act (2005)

The Childcare Act (2006)

The Early Years Foundation Stage (Revised 2012)

The Equality Act (2010)

Kent Information Sharing protocol, (as required under the Children Act 2004).

Links to other Policies and Procedures

This policy can be linked and read in conjunction with:

Staffing and Employment Policy

Child Protection and Safeguarding Policy

Acceptable Use Policy (NEW)

Staff Code of Conduct (NEW)

Confidentiality Policy

Equal Opportunities Policy

Equalities and Diversity Policy

Special Educational Needs / Disability Policy

Whistleblowing Policy

Complains and Concerns Procedure

This policy was adopted at a
meeting of

The Barna-Bus Pre-
School

Held on (date)

Signed on behalf of Management Committee

Chairperson

Review Date:

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