Leapfrogs Pre school and Out of School Club 4.

Allegations of child abuse made against a member of staff Policy

At Leapfrogs we expect the highest standards of behaviour from our staff, both within the setting and outside it, to ensure our children are safe.

**Our aims are to:**

* Create a safe environment for both children and adults
* Respect and protect adult’s and children’s rights
* Ensure that all staff are suitable to work within our setting
* Protect staff against any allegations

**Method:**

We will check and monitor all staff by:

* Obtaining appropriate references on all staff prior to employment
* Verify identification
* Vetting and clearance by the Disclosure and Barring Services
* Monitoring of staff/volunteers/visitors by the designated officers during sessions
* Ensure that staff and other adults are not left on their own with children
* 4-6 weekly supervision with a designated Line Manager

Our **Designated Officer** who co-ordinate safeguarding children is **Gail Barrow**

We follow the guidance of Hertfordshire safeguarding Children Board and our Local Authority designated officer when responding to any complaint that a member of staff or volunteer has abused a child.

Contact numbers: HSCB 01992 588757

 LADO 01992 556979

* We respond to **any** disclosure by children, staff or parent/carer that a member of staff has or is putting a child’s safety in jeopardy.
* In the event of an allegation being made the following information will be gathered by the Designated safeguarding officers within the pre school
1. The date of the incident & the allegation being made.
2. By whom
3. Who the allegation is against
4. The content of the allegation
5. Record of any witnesses
* The above information will be passed onto the LADO who will advise the Designated Safeguarding Officer on the next action to take.
* We will encourage staff to co-operate with the investigation in any way they can and to act impartially.
* All investigations will be completed and brought to a managed conclusion regardless of and alleged staff members resignation.
* If an allegation is shown to be unfounded the LADO may continue their investigations or make a referral to social care as the child may be being abused elsewhere or be in need of additional services.
* We ensure that all parents/carers know who to approach to share concerns about staff or volunteers within our setting. We display this information on our notice board and in our prospectus.
* Allegations of child abuse against a member of staff will be treated in strict confidence.
* We will follow the advice of the LADO on the suspension of the staff member during the investigation. Should suspension be advised then this is not an indication of admission that the alleged incident took place, but it is to protect the staff as well as the children and families throughout the process.
* Where suspension is advised then members of staff will be honoured with one week’s pay with leave to allow the investigation to take place.
* When the investigation is completed and brought to a conclusion and disciplinary action is required because of misconduct relating to a child, we notify the appropriate authorities so that their names can be added on the List for the Protection of Children and Vulnerable Adults.
* Should the allegation prove to be founded then the staff members employment will be terminated immediately without further pay.
* Our Designated officer will ensure that the associated parents/carers in a case are kept up to date and support them in their understanding of the processes undertaken.
* The manager will take appropriate action to ensure the safety of children.
* A staff member may be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.
* Ofsted will be informed as soon as possible, at the latest 14 days, when a member of staff has been disqualified.

Please see Hertfordshire Safeguarding Children Board for further details and guidance.

[www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk)

safeguarding Vunerable Groups Act 2006

Policy adopted on: 20/03/14

Policy reviewed on: 03/09/14

Signed on behalf of the committee………………………………………………………………………………..

Name and role: ………………………………………………………………………………………………………..

Date ………………………………………………………………………………………………………………………