Allegations against staff

Anallegation maybe made by anyone and all allegations will be treated seriously and investigated accordingly.

**An allegation is described as a concern or complaint and may indicate that a person has :**

* Harmed a child
* Displayed inappropriate behaviour relating to a child that may constitute a criminal offence
* Raised concerns about the suitability of working with children

**First steps to dealingwith an allegation made by a child-staff member :**

Ensure the immediate safety of the child/ren

* Listen and record in writing what the child is saying
* Use the TED technique – TELL, EXPLAIN, DESCRIBE. Do not ask leading questions, e.g. instead of asking, « did he punch you ? » ask « what happened ? »
* The Designated Child Protection Lead must be informed immediately
* Staff are not to discuss anything spoken about while in the presence of the children or amongstthemselves.
* The staff members involved will then be called upon as and when needed.
* While an investigation is pending or commencing the staff member maybe put on non-contact duties within the nursery depending on the severity of the situation.

**First steps to dealing with an allegation made by adult-staff member :**

* Ensuring the immediatesafety of all child/ren
* Record in writing everything that you need to make the allegation
* Approach a safeguarding officer and discuss with them the nextstep
* Everything is to be kept confidential and staff must not discuss the situation with anyother staff member/ parent
* The Staff member sinvolved will then be called upon as and when is necessary within the nursery depending on the severity of the investigation.
* LADO will be contacted for further advice.

**Sunrise Nursery Designated Child Protection Lead :**Meenakshi Singh

Signed on behalf of the Management Committee

Signatory : Mary Anne Lovage Date : 11 November 2024

Date of review : 11 November 2025