



# Waltham Pre-School

## Allegations Against a Member of Staff

An allegation may be made by anyone, and all allegations will be treated seriously and investigated in accordance with NELSCP (North East Lincs Safeguarding Children's Partnership)

**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 dealing with an allegation made by a child- staff member:**

Ensure the immediate safety of the children

- 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 Safeguarding Lead must be informed immediately
- Staff are not to discuss anything spoken about while in the presence of the children or amongst themselves.
- The staff members involved will then be called upon as and when needed.
- While an investigation is pending or commencing the staff member may be put on non-contact duties within the nursery depending on the severity of the situation.

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

- Ensuring the immediate safety of all child/ren
- Record in writing everything that you need to make the allegation
- Approach a safeguarding officer and discuss with them the next step.
- Everything is to be kept confidential and staff must not discuss the situation with any other staff member/ parent.
- The Staff members involved will then be called upon as and when is necessary.
- While an investigation is pending the staff member may be put on non-contact duties within the nursery depending on the severity of the investigation.
- LADO will be contacted for further advice.

Staff, volunteers and other individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the investigation process as should others who are also involved. They should be helped to understand the concerns being expressed and the process being operated and be clearly informed of the outcome of any investigation, and the implications for disciplinary or related processes. The investigation should be completed as quickly as possible, consistent with its effective conduct.

Parents/carers of affected children should be given information about the concerns, advised on the process to be followed, and the outcomes reached. The provision of information and advice must take place in a manner that does not impede the proper exercise of inquiry, disciplinary and investigation process.

**Designated Safeguarding Lead:** Catherine Standley – Manager of Waltham Pre-School

**Deputy Designated Safeguarding Officer:** Rachael Barker/Victoria Rawcliffe – Deputy Managers of Waltham Pre-School

