



Allegations of Abuse Policy Whistleblowing Policy

(An allegation of abuse policy should also include what would happen if a parent or someone outside of the organisation (not a staff member) makes an allegation about a staff member.

We aim to ensure that all adults working at Tiddlers Nursery (staff, volunteers and students) are DBS checked, are aware of their individual roles and understand the procedures should an allegation be made against them.

We recognise that anyone dealing with an allegation of abuse must do so with an open and inquiring mind and that allegations must be taken seriously. The rights of the child are paramount and their voice will be heard. The rights of the staff member will also be considered and appropriate support will be offered where necessary.

All staff members have a responsibility to whistleblow (report) if they believe another member of staff including Managers or Directors are harming or using unacceptable behaviour towards a child. This may include:

- Inappropriate sexualised behaviour
- Physical harm or abuse include rough handling
- Emotional abuse e.g bullying, ignoring, unequal treatment
- Neglect to ensure the child's physical needs are being met
- Discriminatory behaviour

This is a list of examples and is not exhaustive

Procedure

- If a child discloses to a member of staff an incident that causes a level of concern they must be listened to and taken seriously. The member of staff must report the allegation to the Designated Safeguarding Lead (DSL) immediately. They must not investigate the allegation themselves but must provide a full written account of what the child has said (in the child's own words) or the actions that they have observed which is dated and signed.
- If the allegation is made about the DSL (Designated Safeguarding Leader) then an alternative DSL should be informed and the same procedure followed – the incident/ concern/ disclosure recorded accurately and signed and dated.
- If a member of staff feels that their position in the organisation may be compromised by reporting a concern about another staff member they should contact the LADO (Local Authority Designated Offer)

immediately and report their concern to them

LADO@coventry.gcsx.gov.uk – 024-76833443

On receiving an allegation from a member of staff the following procedure will be followed:

- a. The Registered Person Michelle and appointed Designated Safeguarding Leaders, Ed, Emma, Clare and Kyra will be informed about what has occurred.
- b. The Nursery manager Michelle or the onsite DSL will inform the Coventry Safeguarding Children Board (CSCB) Local Authority Designated Officer (LADO) about the allegation on the same day. No further action will be taken by the Nursery Manager or registered person (DSL) until the LADO has been consulted and the course of any further action will be determined in conjunction with them.
- c. On advice from the LADO and following completion of a suspension risk assessment, the Nursery manager or registered person will decide whether or not to suspend the member of staff involved on full pay. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- d. The LADO team will advise the employer whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the employer should inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).
- e. The parent/s and the child, if sufficiently mature, should be helped to understand the processes involved and be kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.
- f. The employer should seek advice from the LADO team, the police and/or children's social care about how much information should be disclosed to the suspected person. Subject to restrictions on the information that can be shared, the employer should, as soon as possible, inform the suspected person about the nature of any allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, or referral to the DBS and/or a regulatory body).

The suspected member of staff should:

- ⇒ Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- ⇒ Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
- ⇒ If suspended, be kept up to date about events in the workplace.

g. Ofsted will be notified as soon as possible about the allegation and the course of action taken.

h. If any member of staff is convicted of an offence which may affect their suitability to work with children then the Nursery Manager will refer this to the Independent Safeguarding Authority (ISA) as well as the agencies referred to above, so that individuals who pose a threat to children can be identified and barred from working with them.

The Nursery understands the importance of confidentiality should a staff abuse allegation occur. All persons involved will be kept anonymous to anyone outside the Nursery and confidentiality will be respected throughout the investigation.

Suspension

A suspension is a neutral act and it should not be automatic. It should be considered in any case where:

- There is cause to suspect a child is at risk of significant harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might be grounds for dismissal.

The possible risk of harm to children should be evaluated and managed in respect of the child/ren involved and any other children in the accused member of staff's home, work or community life.

If a strategy meeting/discussion is to be held or if children's social care or the police are to make enquiries, the LADO team should canvass their views on suspension and inform the employer. Only the employer, however, has the power to suspend an accused employee and they cannot be required to do so by a local authority or police.

If the suspension is lifted and the person is to return to work, the employer should consider what help and support might be appropriate (e.g. a phased return to work and/or provision of a mentor), and also how best to manage the member of staff's contact with the child concerned, if still in the workplace.

Whistle-blowing

All staff should be made aware of their organisation's whistle-blowing policy and feel confident to voice concerns about the attitude or actions of colleagues.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by their organisation, they should report the matter to the LADO team.

Date:

Signed:

The date for review: