



Little Acorns Nursery at High Halden

Church Hill, High Halden
Kent TN26 3JB
Telephone 01233 850113

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff to 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 Children's 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 form.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the incident form and ask whoever has brought in the child to sign the record.
- We will ensure that all staff undertakes regular child protection training.
- We will ensure that all parents understand our role and responsibility in child protection. Within the nursery this will be to parents in writing within the prospectus before the child begins to attend Little Acorns Nursery at High Halden.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within the setting.
- 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 if they have concerns about the conduct of any their colleagues.
- We will not use personal mobile devices during nursery contracted hours all devices are switched off and kept in lockers.
- We will only use designated nursery cameras for photos and filming for evidence of children's learning and development.

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, Sam Smith will be informed immediately and will contact **Kel Arthur 01622 694162 or 07786 191359 who is the area designated officer**. They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- Sam Smith will complete the attached form for recording allegations or complaints made against staff.
- Sam Smith will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.
- **All staff need to be aware that it is disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.**
- If Children's Social Services and/or the police decide to carry out an investigation, **it may be possible that we will be advised to**

suspend the member of staff, whilst enquiries are carried out. Little Acorns Nursery at High Halden could also invoke their disciplinary procedure.

- We will not carry out an investigation ourselves **unless** Children's 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.

Always Remember;

The welfare of the child is Paramount

Guidance for managers 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 member of staff at Little Acorns Nursery at High Halden makes a complaint against you it must be passed immediately to your line manager/committee.
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 the 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 Samantha Smith 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 staff, even if the Children's Safeguard's 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 Samantha Smith then you should speak to the designated safeguarding committee member who will follow the procedures above.

Checklist for handling & 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:

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's/Carers name(s) and address

6. Date of alleged incident/s _____

7. Did the child attend 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

11. Ofsted contacted at (date & time)

12. Further actions advised by Social Services Department and Ofsted

Your Name & Position:

Signature:

Today's date & time:

I have read and understood the policy for an allegation against a member of staff and I know what to do if the situation occurred.

Manager:

Deputy Manager:

Nursery Nurse:

Nursery Nurse:

Nursery Assistant:

Fees Administrator:

Safeguarding Committee Member:

This policy was adopted at a meeting of Little Acorns Nursery

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/ owner)