Should any staff member have a concern about the behaviour of a member of staff, this  
should be voiced immediately.

You should inform your manager or designated person (L Wolstenholme / D Williams) of any incidents where you feel the code of conduct has been breached.

In the absence of your manager or the designated person, in the instance that the concern is against your manager/designated person you are advised to contact the LADO (Local Authority Designated Officer) on 11111111 without delay.

Ofsted must be informed as soon as possible but within at least 14 days on 01708 123 1231

YOU MUST NOT speak to the member of staff or adult concerned OR take any action  
about the allegation until you have spoken with LADO, as this could jeopardise any  
possible subsequent investigation.

Allegation procedure

Handling allegations, particularly serious ones, is a complex and delicate process. All  
allegations need to be taken seriously. Good record keeping is essential to the success of  
child protection practises.

1. Allegation is made: All allegations against staff or any observations of inappropriate  
   behaviour by a member of staff should be brought to the attention of a senior  
   member of management in the strictest confidence.
2. Report allegation: The senior member of staff will notify LADO immediately. The  
   manager must also report this allegation to Ofsted.
3. Initiate allegation procedures: The LADO will decide whether the incident fits the  
   criteria of an “Allegations against a member of staff” in other words: Did the alleged  
   incident potentially cause harm to the child? Does the alleged incident constitute a  
   criminal offence? Does the alleged incident suggest that this person is potentially  
   unsuitable to work with children? Allegations procedures are clearly outlined in  
   Safeguarding Children & Safer Recruitment in Education and should be held to the  
   recommended timescales to avoid unnecessary distress to all involved.
4. Workplace arrangements: The LADO will advise whether the member of staff  
   should remain in the workplace or whether they should go on “gardening leave” or  
   be suspended until the investigation is resolved. If the member of staff remains in  
   the workplace, safeguards will be put into place to protect the member of staff and  
   the child/children involved. The member of staff will be advised to contact their  
   union representative (if applicable) and the senior member of staff will keep both  
   the member of staff and the family up to date with regard to timescales of meetings  
   and the procedures being put in place.
5. Strategy meeting: The LADO will schedule a strategy meeting with the  
   representative from the setting and from the police. A new police check will be  
   conducted prior to the strategy meeting to determine whether any previous  
   incidents involving that member of staff are known and have not been declared.
6. Decisions and next steps: Professionals at the strategy meeting will decide what  
   next steps to take- these may include criminal proceedings, child protection  
   procedures, disciplinary procedures, training needs, or no further taken.

**This** Allegation **Against A Member of Staff Policy** **is effective from: 13/05/21 until further notice**

I have read and been informed about the content, requirements, and expectations of the **Allegation Against A Member of Staff** **Policy** for employees at Grove Villa Childcare.

I have received a copy of the **Allegation Against A Member of Staff** **Policy** and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare.

I understand that if I have questions, at any time, regarding the **Allegation Against A Member of Staff Policy**, I will consult with my immediate manager.

Please read the **Allegation Against A Member of Staff Policy** carefully to ensure that you understand the policy before signing this document.

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