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**The Little Firefly Allegation of abuse against a member of staff Policy**

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of 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 the Early Years Foundation Stage and Buckinghamshire Safeguarding Children Board.

How we can protect ourselves?

* If a child sustains an injury whilst in our care, we will record it on an accident/incident form as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that the parent/guardian also signs the accident/incident form (as per The Little Firefly’s Accident and Incident Policy).
* If a child arrives with an injury sustained elsewhere we will ask for an explanation and record this on an accident/incident form, and ask whoever has brought in the child to sign the record.
* We will ensure that all staff undertake annual child protection training within the county..
* 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 parent’s / carer’s information before the child begins to attend The Little Firefly;
* Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all areas of the setting.
* We will try to avoid situations where an adult is left alone with a child.
* 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 of their colleagues.
* If anyone makes an allegation of abuse against a member of our staff, please notify the nursery manager Georgina Adams. If the allegation is against the nursery manager, please use the contact details below;
* You can call Buckinghamshire County Council’s First Response Team on 01296 383962 (out of hours: 0800 999 7677). They will listen to your concerns and decide on the appropriate course of action.
* If your enquiry is of a confidential nature please contact them via our secure email address: secure-bscb@buckscc.gov.uk Please note that this is only fully secure if you are also emailing from a secure email address.
* You can write to them at: BSCB, 4th Floor, County Hall, Aylesbury, Bucks, HP20 1UZ

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.

* Georgina Adams will complete the attached form for recording allegations or complaints made against staff.
* Georgina Adams 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 a 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. The Little Firefly 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.

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 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. 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 a staff member at The Little Firefly makes a complaint against you it must be passed immediately to the nursery Manager.
3. Record the full name, age, date of birth and address of the child. The address recorded should be the address at which the child lives with the main carer.
4. If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
5. If you have received the complaint in writing attach it to the complaint form. You can then summarise it on the form. 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.
6. Remember that if an allegation of abuse is made against a member of our staff you must inform Georgina Adams (the Designated Safeguarding Lead (DSL). If the allegation is about Georgina, then contact You can call Buckinghamshire County Council’s First Response Team on 01296 383962 (out of hours: 0800 999 7677). They will listen to your concerns and decide on the appropriate course of action. **These allegations must be reported within 4 hours.**
7. Ofsted must be informed if an allegation is made against a member of our staff and of actions taken, even if the SPA decide no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met. Ofsted must be contacted within 14 days of the alleged event – this is a legal requirement and failure to comply constitutes an offence.
8. Make a note of any actions the Ofsted advise you to take and the date or times at which you implemented them.

Record of allegation or complaint of abuse made against a member of staff regarding children in care at The Little Firefly:

1. Name and position of staff who is the subject of allegations/complaint:

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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

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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)

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9. Other relevant information (continue on a separate sheet if needed):

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10 Social Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Ofsted contacted at (date and time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Further actions advised by Social Services Department and Ofsted \_\_\_\_\_\_\_\_\_\_\_\_

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Your name and position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s date and time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disqualification

In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision.

Where The Little Firefly becomes aware of relevant information which may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.

In the event of disqualification of a person employed in early years provision, The Little Firefly will not continue to employ that person.

The Little Firefly will provide Ofsted the following information when relevant:

* Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
* The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
* The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
* A certified copy of the relevant order (in relation to an order or conviction).

The information will be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the setting became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.