

Safeguarding

Allegations Against Staff Member/Whistle Blowing

It is important that a staff member avoids putting themselves in situations that may lead to allegations being made against them. However, if an allegation is made against a member of staff by a parent or another member of staff, the following action will be taken:

*Haddenham Puddleducks Pre-school's DO (Designated Officer) will contact the LADO (Local Authority Designated Officer) within 24 hours and inform Ofsted (**as soon as it is reasonably practicable. Failure to comply is committing an offence**) and Safeguarding in Education, Social Care, Child Protection and Sexual Crime Unit (as appropriate) - contact and flow chart details below.*

If an allegation is made against the manager, by a parent to another member of staff the staff member will contact the LADO, see contact details and appendix 2.

The member of staff should:

- *Be treated fairly, 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*
- *An investigation will take place by the Management Committee's HR Officer (with due care not to interfere with any investigation by the child protection authorities or the police) in line with the compiles guidance published by Buckinghamshire Safeguarding Children Board*

Confidentiality

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person up to date with the progress of the case, information should be restricted to those who have a need to know in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

Referral

If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his/her services:

- *the LADO should discuss with the employer whether a referral should be made to the DfES List 99, Protection of Children Act List and/or a regulatory body*
- *Inform Ofsted and the DBS of the allegation so their registers can be updated*

In compiling a report for a barring or regulatory body, the employer will be offered guidance by the LADA in:

- *Ensuring that wherever possible, the employer receives sufficient evidence from Social Care enquiries and Police investigations*
- *Assisting in the interpretation of outcomes and professional opinion*
- *Assisting in the identification of risks to children*

*If a referral is to be made it should be submitted **within 1 month**.*

Consideration will then be given to whether the individual should be barred from, or have conditions imposed in respect of working with children.

All allegations against staff should be reported to Ofsted and to the Local Authority Designated Officer detailed on page 16