# Allegations Made Against a Member of Staff

## Statement of Intent

Our Pre-school expects the highest standards from our staff at all times to ensure the safety of the children.

## Aims

* To create a safe environment at the Pre-school.
* Respect and protect adults and children’s rights.
* Ensure that all staff are suitable to work in the Pre-school.
* Protect staff against malicious and false allegations.

## Method

The Pre-school will check and monitor its staff by:

* Vetting and clearance by Bucks County Council’s Disclosure and Barring Service (DBS)
* Monitoring of staff and other adults by Manager during sessions.
* Our daily procedures ensure staff avoid putting themselves in situations that may lead to allegations being made against them.
* We ensure that all parents know [how to complain](http://step-by-step.org.uk/complaints) about staff or a volunteer within the Pre-school, which may include an [allegation of abuse](http://step-by-step.org.uk/allegations).
* Suspicions or allegations of child abuse against a member of staff will be made by the Pre-school to the **Local Authority Designated Officer: 01296382070** or emailed to secure-LADO@buckscc.gov.uk. Alternatively for advice speak to the Early Years Designated Senior Manager for allegations against the childcare workforce - Early Years Designated Manager, Vanessa Mills, Deputy Designated Safeguarding Manager, Tanya Page or Deputy Designated Manager, Louise Merridan: by calling 01296-387111.The allegations should also then be reported to Ofsted 0300 123 1231.
* This will be done as soon as is reasonably practical, but at the latest within 14 days of the allegations being made.
* We follow the guidance of the Buckinghamshire Safeguarding Children Panel when investigating any complaint that a member of staff or volunteer has abused a child.
* Allegations of child abuse against a member of staff will be treated in the strictest confidence. People who are authorised to know of the allegations in the Pre-school will be:

Joanna Brookfield – Pre-School Manager and Child Protection Officer

Sarah Gowers – Deputy Manager and Designated Safeguarding Officer

Susie Chester – Committee Chairperson and Child Protection Officer

Claire Kettle - Deputy Designated Safeguarding Leader

* Allegations of child abuse made against the Manager should be made to the Designated Safeguarding Officer, Sarah Gowers or if unavailable the Committee Chair Person and Child Protection Officer Susie Chester.
* We ensure staff are supported and any investigation will be carried out objectively but in all cases the safety and wellbeing of the child is paramount
* Once an allegation has been made the Manager will contact the Local Authority Designated Officer (LADO) as soon as possible (within 24 hours) for advice on how best to deal with the situation.
* Where necessary the staff member whom the allegation has been made against may be suspended from attending the setting for the duration of the investigation. Any suspension from work will be reviewed by the committee until it is deemed the staff member is suitable to return to work.

When the investigation is completed, the Pre-school will implement the Pre-school disciplinary proceedings to determine the future of the member of staff at the Pre-school.

OFSTED will be notified of the final outcome of any investigation within 48 hours of completion.

This policy was adopted by West Wycombe Pre-school Playgroup in October 2012. Policies are updated when necessary and reviewed on a yearly basis.

Reviewed and amended June 2025