

# The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Policy No 36-04

## Child Protection – Allegations Against a Staff Member

This policy sets out the procedure to be followed in the event of child protection allegations being made against a member of nursery Staff:

1. We acknowledge that there is always a possibility that a member of its staff may face a child protection allegation, for any number of reasons. It is also acknowledged that this can result in delicate, uncomfortable and often difficult situations where the allegations have been made against a colleague, and this policy sets out the procedures to be followed to secure that child protection procedures are followed in an objective, professional and fair manner. The overriding priority in such cases will be safeguarding and protection of the Child's welfare.
2. When the allegation is made against a staff member the nursery manager must be informed immediately. Then the nursery manager will take action as set out in the following clauses of this policy.
3. The nursery manager will meet the complainant in order to gather as much information as possible and to ensure that all relevant issues are completely clear. The nursery manager will not attempt to conduct any sort of investigation.
4. The nursery manager will inform OFSTED.
5. Depending upon the nature of the complaint the nursery manager will interview the accused person to hear his / her side of the story. NB if the complaint involves alleged sexual abuse the nursery manager will not interview the person concerned and will not alert him/ her to the concerns until the social services and/ or police have been consulted.
6. According to the nature of the allegations the nursery manager will contact the social services and/ or the police. These organisations will then give advice on the best course of action to take them in the short term.
7. The nursery manager will keep clear written records of all discussions and observations involving the complaint, the accused person, and any other persons interviewed.

Signed by \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_

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8. It is the responsibility of the nursery manager to remain focused and completely objective regarding the allegation made. It must be borne in mind that there is the possibility that the person being accused is at risk to children, and immediate safeguards must be put in place. Following advice from the social services/ and or the police, the accused person should be suspended from all duties with immediate effect. It should be explained to the person that this does not in any way imply guilt but allows an independent investigation to proceed unhindered. It must be explained to the accused person that he/ she should not attempt to contact the nursery or other staff in any way while the investigation is in process.
9. The nursery manager will have established protocols for dealing with the following issues regarding the sudden absence of the suspended person from work. In all cases the right of the accused person , together with appropriate issues of confidentiality will be respected:
  - communicating with parent/ carers
  - communicating the facts to other staff members and maintaining a morale
  - what and how to inform children when asked why the accused staff member is missing
  - maintenance of staffing level and ratios within the setting
  - Handling the media in the event that the situation reaches that point
  - Liaising with OFSTED, the social services and the police, as appropriate.
10. The nursery manager will maintain close contact with the social services and/ or police while the investigation is proceeding, and the accused person will be kept informed as to progress at regular intervals. The information to be given to the person will have been previously discussed and agreed with appropriate investigating agencies.
11. At the conclusion of the investigation, if the outcome is inconclusive but there remains concerns regarding possible misconduct in respect of the employees attitude, behaviour or practices, the nursery disciplinary procedure, ref policy no 12-3, can be invoked to address these concerns.

Signed by \_\_\_\_\_ Date \_\_\_\_\_ Review Date \_\_\_\_\_

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