

Oaks Nursery Allegations and complaints policy; against staff students or volunteers.

Staff in the provision are privileged to be able to work closely with children and their families forming warm and caring relationships. However, because of the nature of their work staff are also vulnerable to allegations or complaints. Ofsted will be informed of any allegations of abuse against a staff member, student or volunteer. From the outset the Oaks Day Nursery will:

- When appointing staff take up references, including the candidate's last employer, and we will question gaps in employment history.
- Encourage an open door ethos to enable staff to talk to senior managers or Kent Union Directors if they have concerns about the conduct of any of their colleagues.

All staff need to be aware that it is a disciplinary offence not to report concerns about a colleague that could put a child at risk.

For their part staff need to avoid situations that may lead to allegations being made against them. This will be done by:

- Any injuries sustained to a child in our care will be recorded on an accident form with signatures from witnesses and parents.
- If a child arrives with a prior injury this will be recorded on an incident form, with parent's explanation, staff response and signature from parents and staff member.
- All staff will have access to Child Protection training.
- Situations where 1 adult will be left in sole charge of a child or children will be avoided, and in extreme circumstances that person must inform another member of staff of their intentions.
- Staff, student and volunteers will be encouraged to avoid rough physical play with children, and contact sports such as football will be adequately supervised at all times. This will avoid the situation of persons causing accidental injury to a child.
- Staff will encourage children wherever possible to carry out personal tasks independently.
- All allegations made by a child or adult will be recorded, including if any action is taken. Signatures will be sought from any witnesses to the incident.

Working in partnership with parents

Oaks Nursery actively promotes trust and supportive relationships with families, staff and volunteers.

To ensure inclusive practice that include open and transparent procedures we will:

- Make available Child Protection Policy to parents prior to their child starting nursery.
- Make available individual copies of the Child Protection Policy to parent's if requested.
- Relationships with parents and families will be conducted in a professional manner at all times.
- Parents are made aware of other policies which are relevant to safeguarding children such as;
 - Partnership with parents
 - Behaviour Management
 - Equal opportunities
 - SEN Code of Practice
 - Confidentiality
 - Lost children
 - Late collection procedures

Reporting procedure

If anyone makes an allegation of abuse against a member of staff, the **Designated Person, Chris Comper** will be informed immediately and will contact; **Education Safeguarding Team, Area Safeguarding Officer Mike O'Connell 01227 284636**. They will assess whether the allegation reaches the threshold for referral to Police/Social Services and advise accordingly regarding further action to be taken in respect of the child and member of staff.

- **Chris Comper** will complete the attached form for recording allegations and complaints made against staff.
- **Chris Comper** will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
- If Social Services and/or the police decide to carry out an investigation it may be possible that Ofsted will advise the suspension of the member of staff whilst enquiries are carried out. Kent Union could also invoke disciplinary procedures.
- Oaks Nursery will not carry out an independent investigation unless Social Services or the police decide that it is appropriate for them to do so.
- It is understood that Ofsted may wish to undertake further investigations.

This policy reflects the guidance and legislation issued in relation to safeguarding children and promoting their welfare, and will be reviewed every 2 years.

All staff to be provided with a copy of this policy and sign to the effect that they have read and understood its contents.

Adopted on (date): April 2009

Signed on behalf of The Oaks Day Nursery

Name: Chris Comper

Job title: Nursery Manager

Supporting documentation that is kept in Children in Need/Child protection procedure file:

1. KCC guidance for managers completing checklist and recording allegations or complaints of abuse made against a member of staff regarding children in their care.
2. Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding children in their care.
3. Setting signatory sheet for Staff, students and volunteers on receipt of a copy of this document.