33. Allegations

**Allegations against adult/ member of staff policy and procedure**

* Ensuring all visitors to the nursery sign the visitors book, this sign in and out book is used at times by any persons visiting the school
* Ensuring all staff has a DBS check and ones that are waiting must not be left unsupervised.
* No member of staff must carry any mobile phones on them at any time.
* Only school cameras/tablets must be allowed on the premises and must not leave the premises, only by the manager.
* All visitors do not have unsupervised access to the children under any circumstances
* Ensuring, where possible, that no workmen are in the nursery during school hours, unless it is to repair an emergency service or for Health and Safety Reasons.
* Document every accident and incident that occurs whilst in the care of the Orchard day nursery, informing parents and requesting them to sign the nursery accident and incident on GENIE.
* Noting any marks on the children when they arrive and asking parents to inform staff of any accidents that have occurred whilst outside our nursery care
* Ensuring the children are always supervised
* Keeping accurate and up to date records on each child

However sometimes allegations are made and this unfortunate situation cannot be avoided. The Orchard Day Nursery will then follow the procedure detailed below, in order to gain support and professional advice:

Contact: Safeguarding Officer: Erum Syed; Secondary Officer: Seemi Khan

Contact: Ofsted

MASH: 02085454226 / 02085454227

Local Authority Designated Officer (LADO) 020890374791

To safeguard the children in our care The Orchard day nursery takes all the necessary steps in vetting and referencing all employees.

However the Nursery takes any allegation of abuse against a member of staff very seriously. We recognise that an allegation can come from a number of sources:

A child

Parents, either directly or through Ofsted or any other agencies (Children & Families Referral & Assessment Team).

Current or former staff of the Nursery.

Staff and parents are informed that any concerns or allegations against a member of staff are to be reported to the designated person who will record concerns and inform the proprietor. If the allegation or concern is against the designated person then concerns should be reported to the deputy designated person and vice versa.

The Managing Allegations against Staff Officer (Designated Safeguarding Lead) will contact the Local Authority Designated Officer for support and advice in carrying out the procedure in line with the Local Safeguarding Children’s Board.

The person against whom the allegation is made will be informed of the allegation and will be told for their best interest that they will be suspended or asked to take time off leave whilst a full investigation takes place.

The member of staff accused will also be told that Ofsted will be informed as well as Barnet Children &families Referral & assessment team. In addition they will be informed that investigations will be in line with the Local Safeguarding Children’s Board.

Staff must instantly inform the manager of any allegations against an adult/member of staff.

Staff must write a detailed record of all related incidents, including what was said and by whom, with times and dates.

Any witnesses (if there were any) must also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

The member of staff will be immediately suspended until the allegation is fully investigated.

If there are any concerns regarding this procedure please do discuss them with Hemal (Head of Nurseries)