



The Wye Nursery Policies and Procedures

Managing Allegations made against a member of Staff or Volunteer.

All staff, volunteers and students have a duty to disclose any concerns they have about the conduct of other staff, volunteers and students (See Whistle-blowing Policy).

If an allegation is made against a member of staff or volunteer, we will follow the Government guidance '***Working together to safeguard children 2015***' and Local Authority guidance from Herefordshire Safeguarding Board's document '***Allegations against staff or volunteers 2018***' (A copy of both documents are kept in the safeguarding folder).

The allegation should be reported to the Manager of The Wye Nursery – ***Maria Wrinch***. If this person is the subject of the allegation, then this should be reported to either ***Sarah Prosser*** – Operations Manager or ***Sarah Licqurish*** – Deputy Manager.

The Wye Nursery will **notify Ofsted within 14 days** of any allegations of serious harm or abuse by any person working or looking after children in our premises (Whether the allegations relate to harm or abuse committed on our premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations.

A LADO (Local Authority Designated Officer) will be involved in the management and oversight of individual cases where it is alleged that a person working with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The Wye Nursery have a legal duty to notify the Disclosure and Barring Service (DBS) of relevant information, so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.



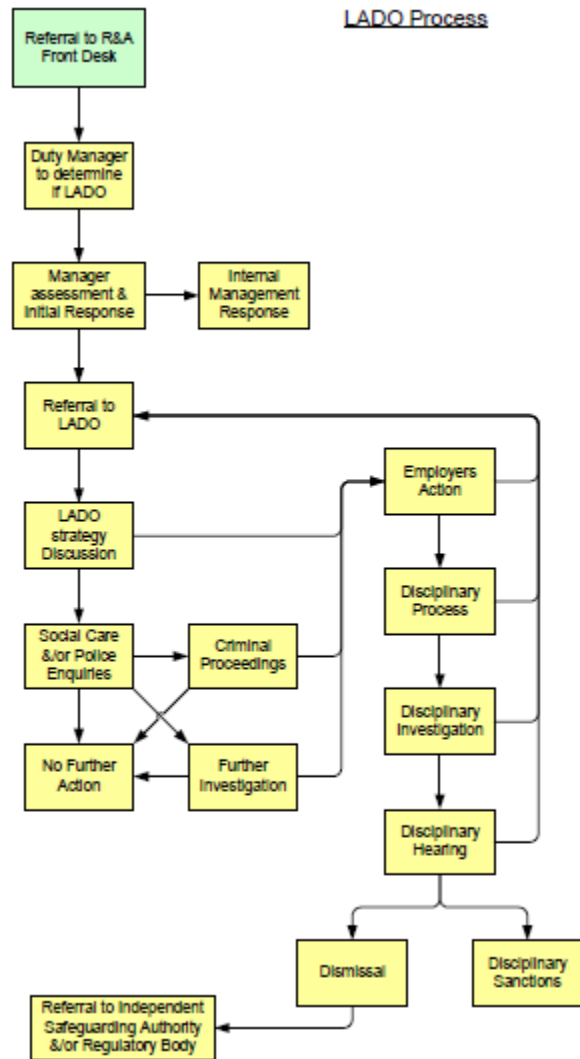
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Procedure for Reporting Allegations:

- The Local Authority Designated Officer (LADO) will be informed immediately by e-mail to lado@herefordshire.gcsx.gov.uk or calling the administrator on **01432 261708**.
- Ofsted will be notified as soon as reasonably practical but within 14 days at the latest of the allegation being made.
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted,) to determine how this will be handled
- The Wye Nursery will follow all instructions from the LADO and Ofsted and asks all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The Wye Nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery is also required to notify the Disclosure and Barring Service to ensure their records are updated.
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoid any unnecessary re-investigation.
- The Wye Nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Counselling will be available for any member of The Wye Nursery who is affected by an allegation, their colleagues and the parents.



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This is taken from the HSCB document 'Managing allegations against professionals 2011' and this protocol will be followed should an incident occur.