

**Under Fives Roundabout
Procedures for allegations
of abuse made against a
member of staff
Policy No: 1.3.**

Last reviewed: January 2010

To be reviewed by: January 2011

Responsible member of staff: Liz Lord

Responsible member of committee:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe			

1.3. Procedure for allegations of abuse made against a member of staff

All members of staff are aware of our policies and procedures regarding child protection.

If an allegation of child abuse is made against a member of staff:

1. A written record should be kept detailing names and addresses of those involved, the date and time of the alleged incident, and all ensuing conversations and telephone calls.
2. The parent/carer making the allegation should be advised to contact either the police or social services and OFSTED. They should be informed that we will also be doing the same.
3. The Chair of the Committee and/or the Child Protection Coordinator should be informed of the allegation immediately and they will contact the police and/or social services, as well as OFSTED, and follow their advice.
4. It is our policy to suspend a staff member on full pay for the duration of an investigation, to protect the staff as well as the child and family involved.
5. Discussion with the alleged perpetrator should be kept to a minimum. Confidentiality should be maintained throughout the investigation.
6. If a child protection investigation proves inconclusive it may still be necessary to instigate disciplinary procedures. An offer of resignation by a member of staff cannot be accepted.
7. Support for all parties will be considered and set up, including the child, complainant, alleged perpetrator and other members of staff.

Useful Telephone Numbers

OFSTED Helpline No. 08456 404049

Cambridge City Social Care Team No. 0345 045 5203; out of hours 01733 234724

Cambridge Constabulary (non-emergency) No. 0345 456 456 4

Cambridgeshire Local Safeguarding Children Board (LSCB) <http://www.cambslscb.org.uk>

LADO UNIT 01480 372644

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