

Denise Williams
Procedure For Allegations
of Abuse Against Member of Staff

As all members of staff work in close contact with children whilst they are in our care, we are vulnerable to allegations of abuse being made against us. We take precautions to protect ourselves from this happening by:

- Ensuring all household members over 16 are DBS cleared
- Ensuring all visitors to the house do not have unsupervised access to the children under any circumstances
- Ensuring, where possible, that no workmen are in the house during minded hours, unless it is to repair an emergency service or for Health and Safety Reasons.
- Documenting accidents and incidents that occur whilst in our care, informing parents and requesting them to sign my records
- Noting any marks on the children when they arrive and asking parents to inform us of any accidents that have occurred whilst outside our care
- Ensuring the children are supervised at all times
- Keeping accurate records on each child

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

Contact: **Worcestershire Children's Services Access Centre (01905 768 054)**
Ofsted Complaints, Investigation and Enforcement Team (0300 123 1231)
NCMA Legal Advice Line or Family Solicitor
Insurance Company

We will write a detailed record of all related incidents, including what was said and by whom, with times and dates as outlined in Worcestershire County Council's document 'Your Role and Responsibility in Child Protection/Safeguarding Children' p18.

We will ask any witnesses (if there were any) to 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.

If you have any concerns regarding this procedure please do discuss them with me.

Signed:

Date Reviewed: