



## **Home-Grown in Malvern** **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 opening 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 our 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.

### **Allegations against someone working [or living] on the premises (LADO referral)**

A complaint is an allegation of abuse if it indicates that someone:

- Has/may have acted in a way that has harmed a child
- Acted in a way which has put a child at risk
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

If a complaint (from a parent, child, staff member, member of the public, etc) includes an allegation of abuse, whether made verbally or in writing, the incident would be noted in the record of complaints (with minimal detail to ensure confidentiality) and the registered provider informed.

The registered provider/Manager or DSL will make a record of the allegation and contact LADO either through the online referral form or phone.

**We will not investigate an allegation of abuse or discuss with the person involved and we will follow the advice of LADO.**

The registered provider will inform Ofsted of any allegations of serious harm or abuse whether the allegations relate to harm or abuse committed on the premises or elsewhere.

- Confirmation of the allegation in writing would be sought from the person making the allegation, but action would not be delayed whilst awaiting written confirmation
- The recipient of the allegation would immediately inform the registered provider

- The registered person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with the **LADO** on **01905 846221**
- The manager would telephone the LADO and if this is not possible, the Family Front Door
- If the allegation is against the DSL or the manager, it will be necessary to report the concern to the person's superior. If this is not possible staff should inform the LADO directly
- If the allegation is against the registered person, the DSL should inform the LADO immediately and then notify Ofsted
- A note would be made of any actions advised by the LADO or by Ofsted and of the date and time they are implemented
- The provider would conduct a risk assessment to determine whether the staff member should be suspended
- Parents/carers would be informed unless to do so could put the child in further danger.

If no further action is recommended, we may still proceed with disciplinary procedures. If there are concerns about the suitability of the member of staff to continue to work with children, we have a statutory duty to refer to the Disclosure and Barring Service (DBS)

In all cases where an allegation against a member of staff is made, we would review all policies and procedures, and address identified training/supervision needs.

Records of allegations would be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer.

The registered provider completes training on managing allegations.

### **Concerns or allegations that do not meet the harm threshold**

We recognise the importance of ensuring staff working with children and young people remain suitable throughout their employment. This includes ensuring that all adults who work with children either paid or voluntary do so in accordance with our settings values and policies including the Staff Code of Conduct.

If you have any concerns regarding this procedure, please do discuss them with Denise or Penny.

Signed:

Date Reviewed: