

Safeguarding Policy

Allegations against a member of staff (EYFS 3.4, 3.8)

We ensure that all parents know how to complain about anything that they are concerned about including the behaviour or actions by staff or volunteers within the setting which may include an allegation of abuse.

We will respond to any disclosure by children, parents or staff that abuse by a member of staff, volunteer or anyone working on the premises make have taken place or is taking place by recording the details of any alleged incident on a safeguarding incident and concern form.

We will inform the West Sussex Local Safeguarding Children Board, Local Authority Designated Officer **LADO Claire Coles on 0330 222 3339** of all safeguarding complaints or concerns made about, or in relation to, the setting. This includes and allegations made against staff and volunteers in both their working and personal life.

All staff are made aware of their personal duty with regard to safeguarding. They are aware they must report any concerns they have about any other member of staff, volunteer or anyone working on the premises and that their disclosure will be dealt with confidentially. Staff are also aware that if they raised concerns to the designated person which they felt were not being appropriately dealt with or if they have concerns about the designated person, they should take the matter to the Chairperson of the Preschool Committee (Toni Lambert) or refer the matter themselves.

Where the management team and children's social care agree it is appropriate, the member of staff or volunteer will be suspended whilst the investigation is taking place. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff member as well as the children and their families throughout the process.

Once the investigation has concluded, if the allegation is found to be false, the staff member will be reinstated without restrictions. If the allegation is found to be true, the staff member will be dismissed from our employment. Under the Safeguarding Vulnerable Groups Act 2006, we notify the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

In accordance with regulations laid out in the EYFS, we will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at our premises. Ofsted will also be informed of the action taken in respect of these allegations within 14 days.

(Reviewed January 2017)