



# **Allegations of Abuse Against Staff Policy**

## **1. Policy Statement**

Kidzproof Ltd is committed to safeguarding and promoting the welfare of all children. We take all allegations of abuse against staff, volunteers, students, or any adult working on behalf of the nursery seriously and will act promptly, fairly, and in accordance with statutory guidance.

This policy applies to:

- Paid staff
- Volunteers
- Students and work experience placements
- Agency staff
- Contractors

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## **2. Definition of an Allegation**

An allegation is when a member of staff or adult working in the setting is alleged to have:

- Behaved in a way that has harmed, 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 they may pose a risk of harm
- Behaved in a way that indicates they may not be suitable to work with children

### 3. Aims of the Policy

- To ensure the safety and wellbeing of children at all times
- To ensure allegations are handled fairly, consistently, and without delay
- To provide clear guidance to staff on how to respond to concerns
- To protect the rights of both the child and the adult involved

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### 4. Responsibilities

- **Designated Safeguarding Lead (DSL):**  
Responsible for managing concerns and liaising with external agencies
- **Manager/Owner:**  
Responsible for ensuring procedures are followed and staff supported
- **All Staff:**  
Must report concerns immediately and not investigate themselves

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### 5. Procedure for Responding to an Allegation

#### 5.1 Immediate Action

- Ensure the child is **safe**
- Do **not** question the child beyond basic clarification
- Record the concern immediately, using the child's words where possible
- Report the concern **immediately** to the DSL or manager

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#### 5.2 Initial Consideration

The DSL/manager will:

- Consider the nature of the allegation
- Contact the **Local Authority Designated Officer (LADO)** within 1 working day if required
- Seek advice before taking any further action

**⚠️ No internal investigation will take place until advice is received from the LADO**

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## 5.3 Suspension

- Suspension is **not an automatic response**
- It may be considered if:
  - There is a risk to children
  - The allegation is serious
  - It is advised by LADO or other agencies
- Suspension is a **neutral act** and does not imply guilt

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## 5.4 External Agency Involvement

Depending on advice, the allegation may be referred to:

- Children's Social Care
- Police
- LADO
- Ofsted (where required)

The nursery will fully cooperate with all investigations.

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## 6. Supporting the Child

- The child's welfare is the **paramount concern**
- Appropriate support will be provided
- Confidentiality will be maintained wherever possible

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## 7. Supporting the Adult

- The adult will be informed of the allegation (unless advised otherwise)
- They will be supported throughout the process
- Confidentiality will be respected
- They may be advised to seek union or legal support

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## 8. Confidentiality

- Information will be shared **on a need-to-know basis only**
- Staff must not discuss allegations with others
- Records will be kept securely and separately from personnel files

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## 9. Record Keeping

- Clear, accurate, and dated records will be kept
- Records will include:
  - The allegation
  - Actions taken
  - Decisions made
  - Outcomes
- Records will be retained until the individual reaches normal retirement age or for 10 years (whichever is longer)

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## 10. False or Malicious Allegations

- If an allegation is found to be false or malicious, appropriate action may be taken
- The child will still be supported appropriately
- The adult's reputation will be protected as far as possible

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## 11. Learning Lessons

After an allegation has been resolved:

- Practice and procedures will be reviewed
- Any learning points will be implemented
- Staff training updated if needed

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**Policy Review Date:** December 2026

**Signed (Manager/Owner):** Nichola O'Regan