

**Pumpkin Pie childcare, allegations of abuse against a member of staff**

This policy contains the procedure, which will be undertaken if an allegation of abuse is made against a member of staff.

**To minimise the chance of any misunderstanding the following procedure will be applied:-**

* If a child sustains an injury whilst in our care, we will record it on the accident form as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident form.
* If a child arrives with an injury sustained elsewhere we will ask for an explanation and will record this on the accident form with the explanation given. We will ask whoever has told us of the incident to sign the record.
* We ensure that all staff undertake regular child protection training.
* We will endeavour to ensure that all parents understand our role and responsibility in child protection through the information given to parents prior to entry.
* No physical sanctions will be used against children and we will ensure that everyone complies with this within the setting.
* We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
* We will avoid engaging in rough physical play with children – as this may be misconstrued and could cause accidental injury to a child.
* We will avoid doing things of a personal nature for children that they can do for themselves, wherever possible.
* We will take up references, including one from the candidate’s last employer, and will always question any gaps in employment history.
* We encourage an open door ethos, to enable staff to talk to senior managers if they have concerns about the conduct of any of their colleagues.
* We hold regular Staff Supervision for Safeguarding meetings with each member of staff.

**What happens if an allegation of abuse is made against a member of staff in the Setting?**

* If anyone makes an allegation of abuse against a member of our staff, Lucy Grieve will be informed immediately, or in the case where the accusation involves Lucy Grieve, Sophie Mallaburn or Lucy Cowell.
* In either case the receiving manager will contact the Designated Officer.
* They will together assess whether the allegation reaches the threshold for referral to Police / Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

 The manager / deputy will complete an incident form regarding the event.

 The manager / deputy will not discuss the allegation with the member of staff concerned, unless advised to do so by Designated Officer.

 **All staff are aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.**

 If Social Services and/or the Police decide to carry out an investigation, **it may be possible that Ofsted will advise the Nursery to suspend the member of staff, whilst enquiries are carried out.** Pumpkin Pie childcare will also invoke their own disciplinary procedure.

Ofsted must be informed of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises. They will also be notified of the action taken in respect of the allegations. These will be made as soon as is reasonable practicable, but at the latest within 14 days of the allegations being made.

**We always remember: The welfare of the child is Paramount.**