

Allegations against staff policy

**ALWAYS REMEMBER- WELFARE OF THE CHILD IS PARAMOUNT**

This policy is to help reduce the risk of any allegations being made against staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff.

How we can protect ourselves?

* If a child sustains an injury whilst in our care, we will record it on an 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. These forms will also be signed by a manager.
* If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this on an existing injury form and ask whoever brought the child in to sign the record.
* We will ensure that all staff undertakes child protection training and this is renewed every 3 years.
* We will ensure that all parents understand our role and responsibility in child protection. Parents will be made aware of all policies including the Child Protection Policy. They will made aware they can access these through the website.
* As per our behavioural policy, no physical sanctions will be used.
* 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 a child that they can do themselves.
* We will encourage an open door ethos, to enable staff to talk to supervisors or management about any concerns they may have.
* We will not use personal mobile devices during nursery hours, unless on an outing or school run. All mobiles will be kept in the staff room. Also refer to mobile phone policy.

If an allegation is made against a member of staff-

* The manager will be informed immediately. She will contact John and Ursula Lindsay (proprietors) and Peninsula business advisory, who will assess whether the allegation warrants referral to Northern Health and Social Care Trust. They will then advise accordingly regarding further action to be taken in respect of the child and member of staff.
* The manager will take a full written record of the allegation.
* Verbal complaints should be backed up in writing by the complainant though some may require immediate action that does not allow time for this to happen.
* Record the full name, age and date of birth of the child.
* If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened
* All staff need to be aware that it is a disciplinary offense not to report concerns about the conduct of a colleague that may put a child at risk.
* If circumstances dictate, it may be necessary that we will have to suspend the member of staff while enquiries are carried out. Jollytots could also invoke our disciplinary procedure.

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

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