



Allegations of Abuse Against Early Years Educator Procedure

As childcare professionals we may be subject to allegations of abuse being made against us. We will take precautions to protect ourselves from this happening by:

- Ensuring that all staff and volunteer over 16 are DBS certified.
- Ensuring that all visitors to the setting sign the visitors book and do not have unsupervised access to the children under any circumstances.
- Documenting every accident and incident that occurs in the setting. Informing parents of the details and requesting them to sign our records to say they have been told.
- Documenting unwanted behavior that occurs in the setting. Informing parents of the details and requesting them to sign our records to say they have been told.
- Documenting physical intervention incidents in the setting. Informing parents of the details and requesting them to sign our records to say they have been told.
- Documenting any existing injuries, a child may have. This could be on arrival or later in the day if the injury isn't clearly visible. If parents haven't informed us of the injury, they could be contacted for an explanation dependent on the severity of the injury. Parents will be asked to complete and sign the Existing Injury record. If the explanation isn't convincing, a concerns form will be complete and a decision made as to whether the concern is referred.
- Documenting any concerns we may have regarding a child.
- Ensuring the children are supervised at all times.
- Keeping accurate records on each child.

However, sometimes allegations are made and this unfortunate situation cannot be avoided. We will then follow the procedure detailed below:

- The staff member would be suspended and they would be informed that they won't be contacted until after the allegation has been investigate.
- Record the details of the allegation on a Record of Complaint form and record the details of the complaint on the Complaints Log.
- Obtain advice from the LADO (Local Authority Designated Officer) by e-mail at frontdoorforfamilies@brighton-hove.gov.uk.
- Obtain witness statements from other members of staff on the day of the allegation. These to include what was said and by whom, with times and dates.
- If the allegation requires, a professional investigation would take place whilst the member of staff was suspended.
- This would then be followed by an internal investigation, with guidance from the LADO, which would include discussions with the suspended member of staff. This would result in either the re-instatement or dismissal of the staff member.
- The allegation must also be reported to Ofsted (0300 123 1231) within 14 days. They may then want to come and review all the paperwork to ensure that the allegation was handled correctly.



The role of the Local Authority Designated Officer (LADO) is to:

Manage and oversee individual cases, capture concerns, allegations or offences and involvement from the initial phase of the allegation through to the conclusion of the case. Providing advice, guidance and help to determine whether the allegation sits within the scope of the procedures to employers, voluntary organisations and community groups. Liaising with the police, social care and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

Responsible for ensuring the children's workforce is safe by managing such allegations and making referrals to the relevant professional bodies, or regulators as appropriate. Responsible for raising awareness and understanding of safe working practices and safer recruitment and provide advice and help co-ordinate information sharing with the right people.

Associated forms:

- Record of Complaint
- Complaints Log
- Internal Investigation form

Relevant References:

- Children Act 1989 - www.legislation.gov.uk/ukpga/1989/41/contents
- Children Act 2004 - www.legislation.gov.uk/ukpga/2004/31/contents
- Children Act 2006 - www.legislation.gov.uk/ukpga/2006/21/contents

Review and update details

| Date | R | U | Details | Q | Latest version |
|---------|---|---|---------------------------------|---|-------------------|
| 10/7/23 | ✓ | ✓ | Policy updated and quiz issued. | ✓ | Issue 3/July 2023 |

- R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.
- Note: A quiz should be issued for new or updated policies and at least once a year.