

## **St Barnabas Pre-School Allegations Policy.**

### **Policy Statement**

St Barnabas Pre-School follows strict protocol in the event of receiving an allegation made against a member of staff/trustee/pre-school associate or someone who is closely associated with them. An immediate and thorough investigation will be conducted by the Designated Safeguarding Lead alongside St Barnabas Pre-School board of Trustees.

### **Policy Procedure**

This allegation procedures will be invoked in the event of St Barnabas Pre-School receiving an allegation that a member of staff /trustee/pre-school associate or someone who is closely associated with them has:

- Behaved in a way that has harmed a child, 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 to children

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The allegation will be reported to Bournemouth, Christchurch and Poole Council Named Senior Officer/LADO, who will advise on the decision whether the staff member, against whom the allegations have been made, will be suspended on full pay pending further investigation.

A referral will be made to the LADO within one working day, by either phoning or using the LADO Referral form. The LADO contact details are Laura Baldwin or John McLaughlin 01202 456744 [lado@bcpcouncil.gov.uk](mailto:lado@bcpcouncil.gov.uk).

### **Process once allegation is received.**

- Any allegation against a member of staff /trustee/pre-school associate or someone who is closely associated with them must be reported immediately to the duty manager.
- An allegation against the duty manager must be reported to the Chair of Trustees, Reverend Andy McPherson.
- The person receiving the allegation must make a full written report of the allegation.
- The duty manager must report this to the Chair of Trustees Reverend Andy McPherson as soon as reasonably practicable, and without exception within one working day.
- The duty manager will contact Bournemouth, Christchurch and Poole Council Named Senior Officer/LADO as soon as reasonably practicable, and without exception within one working day.
- If appropriate the duty manager will report the allegation to the Police as soon as reasonably practicable, and without exception within one working day.

- The duty manager will contact OFSTED as soon as reasonably practicable, and without exception within 14 days.
- The member of staff/trustee/pre-school associate will be informed of the allegation.
- The member of staff/trustee/pre-school associate will be informed they must not attend St Barnabas Pre-School or contact any person or family associated with the pre-school during the investigation.
- Staff members will be suspended on full pay pending an investigation.
- All members of staff/trustee/pre-school associates must comply with investigations undertaken in house and by outside agencies.
- All members of staff /trustee/pre-school associates must maintain confidentiality regarding the allegation.
- The duty manager and trustees will follow guidance from Bournemouth, Christchurch and Poole Council Named Senior Officer/LADO and Police.
- The person making the allegation will be kept up-to-date at each stage of the investigation.
- The in-house investigation will conclude within 14 days.

A comprehensive, confidential report of all actions and conclusion, will be compiled by the duty manager including:

- Written record of the allegation
- A log of events
- Accounts of any meetings
- Details of the internal provision's investigation
- Involvement of any professionals/ agencies
- Any action taken
- The steps taken to support the child and family
- Any lessons learnt from the allegation and resulting investigations
- Details of any resulting changes to be made in the provision's procedures/policies

In the event of St Barnabas Pre-School removing a member of staff /trustee/pre-school associate (paid worker or unpaid volunteer) from work (or would have, had the person not left first) because the person poses a risk of harm to children, the duty manager will inform Disclosure and Barring Service.