



Pre-School and Nursery

Dealing with Allegations Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 01st April 2025

Review Date: 01st April 2026

Dealing with Allegations or concerns against any employee or volunteer working within your setting

Procedures need to be applied with common sense and judgement. If an allegation is made or a suspicion or concern, which relates to the following criteria, the person who works with children has:

- 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 in a way that indicates s/he is unsuitable to work with children.

Some allegations will be so serious as to require immediate referral to children's social care and the police for investigation. Others may be much less serious and at first sight might not seem to warrant consideration of a police investigation, or enquiries by children's social care. However, **in all cases you MUST** in the first **instance** contact HCC LADO using this link:

https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGnm_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSjFKVEFBUIVLRzgxQS4u

This should be reported immediately

If the LADO is unavailable contact:

- **children's services team at Hants direct 0300 555 1373**
- **out of normal office hours 0300 555 1373**
- **in an emergency call the police on 999; NOT 101**

The LADO is responsible for the management and oversight of individual cases and must be informed of all allegations or concerns relating to staff or volunteers that fit the criteria above. The LADO:

- **will provide advice and guidance to any setting**
- **will liaise with Children's Social Care, other agencies and inform Ofsted**
- will monitor the progress of cases where necessary
- will work to ensure that all allegations are dealt with appropriately

This information has been taken from:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

Allegations against staff or volunteer

The Nursery DSL (designated Safeguard Lead), will refer any such complaint immediately to the Local Authority Designated Officer (LADO) on https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGNm_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSjFKVEFBUIVLRzgxQS4u

Ofsted should also be contact:

https://contact.ofsted.gov.uk/contact-us?page=what_are_you_contacting_ofsted_about

For advice on the course of action to follow, the LADO will carry out his/her own investigation. Any action the setting takes with regards to approaching or suspending the staff member or volunteer will solely depend on the advice given by the LADO.

If the LADO is unavailable or the concern is raised out of hours the Child Protection Officer/Senior Manager will contact Hants Direct or the out of hours service or, in an emergency the police.

Records should be secured and will be strictly limited to relevant staff and external professionals on a need-to-know basis.

Once the LADO has been notified by phone a referral form will be completed and forwarded. Under no Circumstances are referral forms completed prior discussions with the LADO.

The member of staff or volunteer should be treated fairly and honestly, help to understand the concern expressed the process being followed and the outcome of the process

Advice should be sought from the LADO and Social Care/ Police before informing the person who is the subject to an allegation. Approaching the person could lead to the destruction of evidence and effect any possible police investigation.

This policy was adopted by Little Munchkins on 01/06/2025

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 01/06/2026