

## **ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF POLICY**

(To be read in conjunction with the whole School Child Protection Policy)

### **FOUNDATION STAGE**

*At Durham High School for Girls we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.*

At Rainbow Hill Nursery we believe that children's welfare is of paramount importance.

Mrs G Settle, Head of Junior House, is the designated Child Protection Officer for Early Years.

We understand that it is important for staff to avoid putting themselves into a situation that may lead to an allegation of abuse being made against them.

However, in the case of an allegation of child abuse being made against staff, volunteers or students the most senior person available will:

- remove the person concerned from the setting and arrange any necessary cover to ensure staff/child ratios are maintained
- collect accurate information from the individuals concerned and record information on the recognised complaints form
- immediately pass information on to the local Child Protection team who will advise on how to proceed
- inform OFSTED as soon as possible but at the latest within 14 days.
- inform and keep informed the relevant people

If the allegation is made against a member of staff, the member of staff will be removed immediately from the setting and will be informed that they will only be allowed back onto the premises by prior arrangement with the person in charge.

The member of staff will be given full pay until informed otherwise.

If the allegation is made against a student, the course tutor or placement officer will be informed. The student will be asked to leave and not to return until further notice.

### **Standard 13 Child Protection**

Children Act Regulations – you must keep a statement of the arrangements in place for the protection of each child, including arrangements to safeguard children from abuse

or neglect and the procedures to be followed in the event of allegations of abuse or neglect.

If the allegation is made against a volunteer, this person will be asked to leave and not return until further notice.

**WHEN AN ALLEGATION IS MADE, IT IS IMPERATIVE THAT ALL INFORMATION IS KEPT CONFIDENTIAL.**

If any allegations made against a member of staff, volunteer or student are found to be false then the person in question will:

- remain calm at all times
- follow the senior person's instructions
- co-operate with all enquiries and instructions
- seek advice and support through any appropriate professional advisor
- not confront the accuser.

