

#### **4A. ALLEGATIONS AGAINST STAFF**

If allegations are made against a member of staff or a volunteer, by either a parent/carer or another member of staff, these should be reported to the 1<sup>st</sup> designated person as soon as possible. In the absence of the 1<sup>st</sup> designated person, the matter should be brought to the attention of the 2<sup>nd</sup> designated person. If the allegations implicate both the 1<sup>st</sup> and 2<sup>nd</sup> designated people, then the report should be made in the first instance to the Committee Safeguarding Lead - Chloe Parsons. The designated Child Protection lead will contact the LADO within 24 hours for consultation or makes a formal referral to the LADO.

1<sup>st</sup> Designated Person - Ms Sue Panther

2<sup>nd</sup> Designated person - Mrs Wendy Modeste

If an allegation is made against a member of staff the designated person (or 2<sup>nd</sup> designated person) must obtain a written record from the person who is reporting the concern. They must ensure the information includes the child/children's names, times, dates and details of potential witnesses. The person reporting the concern should sign and date the report, countersigned by the DP (or 2<sup>nd</sup> DP).

Decisions about suspension are made on a case by case basis and depend on the nature and seriousness of the allegation. These allegations include all forms of bullying and harassment, which will not be tolerated.

The LADO decides whether the person whom the allegation is made against:

- 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 towards a child in a way that indicates they are unsuitable to work with children.

If there is reason to suspect a child is suffering or likely to suffer significant harm, or a criminal offence might have been committed, an Allegations against Staff and Volunteers (ASV) Meeting will be held within five working days of the notification. This meeting is chaired by the LADO. The employer will usually attend as well as other agencies including Children's Social Care and the Police if a criminal offence might have been committed against a child or children.

In extreme cases both OfSTED and the Local Authority Designated Officer (LADO) would be involved to ensure a proper investigation of the allegation. Whatever the outcome the LADO will assist regarding any lessons to be learnt and ways in which safer working arrangements can be improved.

All allegations will be dealt with in confidence and fairly. Allegations will not be discussed with anyone other than those nominated above.

PLAYLEADER SIGNATURE..... DATED.....

COMMITTEE SIGNATURE..... DATED.....

Policies - Allegations

Email address for allegations against staff [lado@bromley.gov.uk](mailto:lado@bromley.gov.uk)

Telephone numbers 020 8461 7775

Out of Office Hours

Children's Social Care Out of Hours Emergency Duty Team 0300 303 8671

OfSTED [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

Complaints, Investigations & Enforcement Team - 0300 123 4666

OfSTED main number 0300 123 1231