

## Allegations against a member of staff or volunteer

### Policy Statement

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

### Procedures

- The Mulberry Bush will follow the guidance of the Kirklees Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child.
- The Mulberry Bush will respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate:

*Phil Holmes 01484 226748*

*07973490746*

*(name and phone  
number)*

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- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.  
Ofsted Piccadilly Gate, Store Street, Manchester, M1 2WD  
*0300 123 1231 Telephone*

## Safeguarding Children: Staff

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the Owner and children's social care agree it is appropriate in the circumstances, the owner will suspend the member of staff, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

This policy was adopted at a meeting of	<u>The Mulberry Bush</u>	<i>(name of provider)</i>
Held on	<u>8/4/2013</u>	<i>(date)</i>
Date to be reviewed	<u>8/4/2014</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	