



Regent House Preschool

Allegations Against a Member of Staff Policy

Introduction

It is essential that any allegation of abuse made against a member of staff in the Preschool is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. The procedures outlined in this policy will be followed alongside the Preschool's Complaints Policy and Safeguarding and Child Protection Policy.

Staff should understand what to do if they receive an allegation against another member of staff or they themselves have concerns about the behaviour of another member of staff (see whistle blowing policy). It is our policy that all allegations will be reported immediately to the Preschool Manager or to the Registered Person in Charge if the Manager is absent or is the subject of the allegation or concern.

Purpose

This policy will be adopted in respect of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. The Preschool's Complaints and Safeguarding and Child Protection Procedures will be followed alongside this policy.

This policy will be used in respect of all cases in which it is alleged that a member of staff (including a volunteer or student) has:

- Behaved in a way that has harmed a child, or may have harmed a child (see the Safeguarding and Child Protection Policy for definitions of harm)
- Possibly committed a criminal offence against or related to a child or,
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. This will include cases of verbal abuse.

There may be up to three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence
- Enquiries and assessment by social services about whether a child is in need of protection or in need of services
- Consideration by Regent House School Governors & EA of disciplinary action in respect of the individual.

Supporting Those Involved

Parents/Carers of a child or children involved will be told about the allegation as soon as possible if they do not already know of it. They will also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution. This includes the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the Parents/Carers of the child will be told the outcome.

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, social services, or the police as appropriate, will be consulted by the Registered Person in Charge to consider what support the child or children involved may need. The Registered person will also keep the person who is the subject of the allegations informed of the progress of the case and consider what other support is appropriate for the individual. If the person is suspended, the Registered Person in Charge will also keep the individual informed about developments at the Preschool. If the person is a member of a union or professional association she/he will be advised to contact that body at the outset.

Confidentiality

Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated/considered.

Resignations and "Compromise Agreements"

The fact that a person tenders his or her resignation, or ceases to provide their services, will not prevent an allegation being followed up in accordance with these procedures. Every effort will be made to reach a conclusion in all cases of allegations bearing in mind the safety or welfare of children including any in which the person concerned refuses to cooperate with the process.

Wherever possible the person will be given a full opportunity to answer the allegation and make representations about it. The process of investigating the allegation and reaching a judgement about whether it can be regarded as substantiated will continue even if the person does not cooperate.

Similarly, so called "compromise agreements" by which a person agrees to resign, the Preschool agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, will not be used in cases of alleged child abuse. In any event, such an agreement will not prevent a thorough police investigation where that is appropriate. Furthermore, it will not override the statutory duty to make a referral to the Disclosure and Barring Service (DBS) for consideration of placing the person's name on the Children's Barred List where circumstances require that.

Record Keeping

A clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on a person's confidential personnel file, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on.

It will provide clarification in cases where a future DBS checks reveals information from the police about an allegation that did not result in a criminal conviction. In addition, it will help to prevent unnecessary re-investigation if an allegation re-surfaces after a period of time. The record will be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation, if that is longer.

Initial Considerations

The Gateway Services should be informed, by the Manager or the Registered Person in Charge of all allegations of abuse against staff on the same day, even where the police are contacted directly.

The Manager or the Registered Person in Charge will inform the accused person about the allegation as soon as possible after consulting the registered person and Gateway Services. However, where a strategy discussion is needed, or where police

or children's social care need to be involved, the manager/teacher in charge will not do that until those agencies have been consulted and have agreed what information can be disclosed to the person. If the person is a member of a union or professional association s/he will be advised to contact that organisation at the outset.

If the allegation is not demonstrably false or unfounded, and there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion will be convened by the registered person with Gateway Services and other appropriate agencies, such as the police.

In cases where a formal strategy discussion is not considered appropriate because the threshold of "significant harm" is not reached, but a police investigation might be needed, the registered person will consult with Gateway Services, police and any other agencies involved with the child to evaluate the allegation and decide how it should be dealt with.

(NB. The police will be consulted about any case in which a criminal offence may have been committed).

If the allegation is about physical contact, the strategy discussion or initial evaluation with the police will take account of the fact that Preschool staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour (see Reasonable Force and Safe Handling Policy).

The Registered Person in Charge and Gateway Services may conclude that the complaint or allegation is such that it is clear that an investigation by police and/or enquiries by social services is not necessary. In these circumstances the options open to the Preschool depend on the nature and circumstances of the allegation and the evidence and information available, and will range from taking no further action to summary dismissal or a decision not to use the person's services in future.

Suspension

Suspension will be considered in any case where there is cause to suspect a child is at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal. However, a person will not be suspended automatically, or without careful thought.

The power to suspend is vested in the Registered Person. However, they will speak to Gateway Services who may canvass police/social care views about whether the

accused member of staff needs to be suspended from contact with children, to inform the Preschool's consideration of suspension.

Action on Conclusion of a Case

If the allegation is substantiated and the person is dismissed or the Preschool ceases to use the person's services, or the person resigns or otherwise ceases to provide his/her services, the Registered Person will determine with the Gateway Services whether a referral to the police/social services is required, or advisable. The school must report to the DBS, any person (whether employed, contracted or a volunteer) whose services are no longer used because he or she is considered unsuitable to work with children. This report will be made within one month of the decision to cease using the services of that person.

In cases where it is decided on the conclusion of the case that a person who has been suspended can return to work the Preschool will consider how best to facilitate that. We appreciate that most people will benefit from some help and support to return to work after a very stressful experience. The Preschool will also consider how the person's contact with the child or children who made the allegation can best be managed if they are still attending the Preschool.

Action in Respect of False Allegations

If an allegation is determined to be false, the Registered Person in Charge will refer the matter to children's social services to determine whether the child concerned is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the Registered Person will consider whether any disciplinary action is appropriate against the person who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if she/he was not a child.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:

16/05/23

Approved by BOG:

21/09/23