Appendix 6.

Flowchart: Allegations Made Against A Member of Staff (January 2017)

If an allegation is made that a member of staff has harmed a child; is alleged to have behaved in a way in their private life that may suggest they are unsuitable to work with children and young people; **or if a disqualified person lives or is employed in their household*, the designated child protection officer (Catherine Gardner / Jean Carr) or in their absence identified designated child protection officer, must be informed immediately. If the allegation concerns the manager/designated child protection officer, the chair of the board of governors/management committee/proprietor must be informed.

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To assess the most appropriate course of action, the following initial information must be collated:

- the date and time of the observation or the disclosure,
- the exact words spoken by the child/staff/member/parent/volunteer as far as possible,
- the name of the person to whom the concern was reported (with date and time),
- the names of any other person present at the time,
- wider relevant knowledge or background information.

(Note: it is <u>not appropriate</u> at this stage to conduct formal interviews or take written statements from staff, as this could compromise a later or police investigation)

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The Local Authority designated officer (LADO) **must be informed within one working day** on Tel: **020 7527 8102**. lado@islington.gov.uk
The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken. In serious situations, the LADO will advise whether a suspension should take place immediately.

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After discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is required.

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Refer the allegation to Children's Services Contact Team: 020 7527 7400 email csctreferrals@islington.gov.uk and follow this up in writing within 24 hours as requested by CSCT

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Children's Social Care will contact the setting as to how to proceed. A formal strategy meeting will take place between Children's Social Care, the settings representative and the police (as appropriate). This meeting will agree what action is required immediately to safeguard and promote the welfare of the child, and/or provide interim services and support.

After discussing the situation with the LADO, it may become clear that a referral to Children's Social Care is **<u>not</u>** required and the setting is to follow their own complaints and disciplinary procedures.

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The incident should be documented and a clear and honest explanation given to the child's parent/carer. Ofsted and Gwen Fitzpatrick, Early Years Safeguarding Advisor 0207 527 5629 must be informed of this outcome in writing where applicable.

The member(s) of staff may be suspended on full pay (advice from the LADO will support you with this decision). This overall decision to suspend is vested in the chair of the board of governors/ management committee/proprietor. Suspension is a neutral act and allows a full investigation of facts to take place.

Ofsted must be informed within 24 hours on (0300 123 1231) of any allegation concerns made against a member of staff. Complete the safeguarding and child protection concerns form and send this to Ofsted: fax 08456 40 40 49 or email: enquiries@ofsted.gov.uk.

Once the investigation is complete, Ofsted may visit to discuss the implications of the investigation. It may be necessary to implement the setting's disciplinary, grievance or complaints procedure.
DBS (Disclosure and Barring Service) must be informed if a staff member has been dismissed as a result of the allegation
*Where a disclosure has been made by a staff member that a disqualified person lives or is employed in their household - a risk assessment should be completed by your HR department/Ofsted must be notified and LADO informed where applicable