



Ditton Church Pre-School



Allegations Against Staff Policy

(In accordance with Kent Safeguarding Children Multi-Agency Partnership Guidance as amended 2023)

Where an allegation is made against a staff member:

- The designated person (Wendy Caldicott) will contact the (LADO) Local Area Designated Officer within 1 working day to align with the guidelines.

LADO (Local Area Designated Officer)- Contact for any allegations against or concerns about staff via the Kent Integrated Children's Service Portal.

- Wendy Caldicott will complete a form to record allegations or complaints made against staff. (Example attached)
- Ofsted will be informed of all allegations/complaints. This is regardless of whether further investigations by the necessary authority are deemed necessary. Ofsted may do their own investigation to ensure that requirements are being met

Tel: 0300 123 1231

- Wendy Caldicott will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Care.
- The setting will co-operate fully with any enquiry and if Children's Social Care and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the staff member whilst the investigation is underway and we may need to invoke our disciplinary procedure



- We will not carry out an investigation ourselves unless Children's Social Care and the police decide that it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations
- **All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt consult!**

Procedure Guidance for dealing with allegations against staff

If an allegation is received against a member of staff who works with children that causes concern that they have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or,
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.

The named person responsible (Wendy Caldicott) will:

1. Record the name and position of the member of staff against whom the allegation or complaint has been made
2. Check the register for children and staff for that specific date and time to ensure the likelihood of the alleged events taking place
3. If appropriate, request written details of the allegation/complaint if the original complaint has been given verbally; some complaints may require immediate action that does not allow time for this to happen. The original written copy of the complaint should be attached to the form for recording allegations or complaints
4. It is important to identify who has made the complaint and whether it was received firsthand or is a concern that is passed on from somebody else. If this is the case, you should ensure that you receive the information firsthand before proceeding with your investigation. If a parent or carer has made an allegation or complaint against the named person responsible (Wendy Caldicott) the second designated person (Bev McCrum) would be informed, and she will pass this to Ross Terranova for him to proceed further
5. Record the name, address, age, date of birth of the child involved. The recorded address should be the address at which the child lives with the main carer
6. If there are more than one alleged incident, specific dates and details of each allegation should be recorded



7. All information recorded must be factual and should include whether previous concerns or complaints have been raised previously. The LESAS (LADO Education Safeguarding Advisory Service) will be given all information, and Ofsted will also be advised. The investigation must not be attempted without instructions from the authority involved
8. Record any of the actions that are advised to take by the Children's Social Care or Ofsted and dates of their implementation.

Where the management committee and children's social care agree it is appropriate in the circumstances, the chairman will suspend the member of staff on full pay, 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 the children and families throughout the process.

Disciplinary Action

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the independent Barring Board administrators so that the name may be included on the protection of Children and Vulnerable Adults barred list.

This policy was adopted by the:

Ditton Church Pre-School Management Committee

Date:

November 2025

Signed on behalf of the Management Committee:

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Role of signatory:

Chair of Management Committee

Next review date:

November 2026



Checklist for Handling and Recording Allegations or Complaints Made Against a Member of Staff

Your name and position	
Name and position of staff who is the subject of allegation/complaint.	
Is the complaint verbal or written?	
Details of complainant	
What is their relationship to the child?	
Name of child	
Date of birth of child	
Child's age when the alleged incident occurred.	
Parent's/Carer's name(s) Address Telephone number(s)	
Date of alleged incident(s)	
Did the child attend at this time(s)	
Nature of complaint(s)	
Other information	
LADO contacted date and time	
Ofsted contacted date and time	
Further action advised by Social Services/Ofsted	
Date and time	
Signature of person completing checklist	
Please give details of any further information attached to this sheet.	