



## Kingsdown Pre-school Allegations Against Staff Policy

**The Designated Safeguarding Leads (DSL) at Kingsdown Pre-school are:  
Jacqui Hodgson-Pope and Jeanette Thomson**

Kingsdown Pre-school recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received.

- Any allegation against a member of staff or volunteer should be referred immediately to the DSL
- The DSL will contact the Local Authority Designated Officer (LADO) who will guide on further action to be taken
  - LADO 03000 41 08 88
- In the event of an allegation being made against the manager (also the lead DSL), staff are advised that the allegation should be reported to the Deputy DSL who will contact the LADO.
- If an internal investigation is required, the setting will request the DSL at the local Kingsdown and Ringwold Primary School oversee the investigation to ensure it is completed in a fair and impartial way
- The investigation will be carried out and completed as soon as is reasonably practical and the findings discussed with the member of staff. A written report will be provided.
- If the member of staff is advised to not work during the period of the investigation they will be supported by regular contact from a senior member of the team as it is recognised this is a very stressful experience. However the investigation will not be discussed at this point
- The nominated person will notify Ofsted of the action taken in respect of an allegation. Notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegation being made, being aware that to not do so would be an offence.
- As a registered provider we are aware of our duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).
- The Committee also ensure we meet our responsibilities under Section 35 of Safeguarding Vulnerable Groups Act 2006. This includes the duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

This policy was reviewed by the pre-school on 7 April 2022 and will be reviewed annually or sooner if required

Signed on behalf of the pre-school: A Bridges  
Chairperson of Kingsdown Pre-school Committee