



Leasowe
Nursery School
& Family Centre

Procedure To Manage An Allegation Against A Member Of Staff Or Volunteer

1. Initial Action by Person Receiving or Identifying an Allegation or Concern

An allegation against a member of staff may arise from a number of sources (e.g. a report from a child, a concern raised by another adult in the organisation, or a complaint by a parent).

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should not:

- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations;
- Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis;
- Seek further information or evidence to prove the allegation to any degree, prior to referring.

They should:

- Make a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said;
- Sign and date the written record;
- Immediately report the matter to the Designated Senior Manager, or the deputy in their absence or; where the designated senior manager is the subject of the allegation report to the deputy or other appropriate senior manager.

2. Initial Action by Designated Senior Manager

When informed of a concern or allegation, the Designated Senior Manager should *not* investigate the matter in any way, nor interview the member of staff, child concerned or potential witnesses. They should:

- Obtain written details of the concern/allegation, signed and dated by the person receiving (not the child/adult making the allegation);
- Approve and date the written details;
- Record any information about times, dates and location of incident/s and names of any potential witnesses;
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

As is stated in **Working Together to Safeguard Children 2015**, the employer *must* inform the **Local Authority Designated Officer (LADO)** within **one working day** when they become aware of an allegation and this *must* be done and *prior* to any further investigation taking place as this could potentially seriously undermine a criminal investigation.

If a police officer receives an allegation, they should, without delay, report it to the Designated Detective Sergeant in the Family Crime Investigation Unit (FCIU). The Detective Sergeant should then immediately inform the LADO. These referrals *must* be made within **one working day**.

Similarly an allegation made to LA Children's Specialist Services should be immediately reported to the LADO and *must* be made within **one working day**.

All referring agencies must ensure that they do *not* delay a referral in order to gather information and a failure to report an allegation or concern in accordance with procedures as above is a potential disciplinary matter.

If the allegation meets the referral criteria, the Senior Manager must complete in full a LADO Allegations referral form:

And return this within **one working day**. If an allegation requires immediate attention, but is received outside normal office hours, the designated senior manager should consult the LA Children's Specialist Services emergency duty team or local police and inform the LADO as soon as possible.

For further information on managing an allegation, please refer to up to date information from Wirral Safeguarding Children's Board Procedures at:

http://wirrallscb.proceduresonline.com/chapters/p_man_alleg_vol.html#using_procedures