



ALLEGATIONS MADE AGAINST STAFF

To avoid staff feeling vulnerable to malicious allegations Jules et Lis have at least 2 members of staff per room (where possible). All premises are open plan and all areas of the provisions are visible by all, so no one member of staff should ever be left in a vulnerable situation.

In the event of an allegation being made toward a staff member, where it has been alleged that they have:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

the following steps will be followed:

1. Refer the allegation immediately to management;
2. Alert the Local Authority Designated Officer (LADO) within 24 hours on **01375 652 535** or **01375 672 468**
3. Inform OFSTED as soon as possible and complete a complaints log;
4. Inform the Local Safeguarding Children's Board
5. Inform the Police (if necessary)

Should the allegation be made about management, go direct to Ofsted and the Local Authority Designated Officer

6. The allegation will be fully investigated following advice of the LADO
7. Jules et Lis Complaints Procedure will be followed
8. Jules et Lis Disciplinary Procedures will be followed:-
 - Depending on the severity of the allegation, the staff member may be suspended during the investigation
 - If the allegation is a result of lack of training Jules et Lis will work to support the child, the child's family and staff member
 - Founded allegations of a serious nature will be passed on to the police and will result in the immediate termination of employment
 - Unfounded allegations will result in all rights being reinstated
9. All investigations/ interviews will be logged
10. All parties involved will be kept informed
11. Support will be given and counselling made available to anyone affected by an allegation.

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