

Flowchart: Allegations Made Against A Member of Staff (2020)

If an allegation is made that a member of staff has harmed a child or 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 the head or manager (.....) or in their absence the most senior member of staff, must be informed immediately. If the allegation concerns the manager/head, the chair of the board of governors'/management committee/proprietor must be informed.

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 not appropriate at this stage to conduct formal interviews or take written statements from staff as this could compromise an investigation)

The Local Authority designated officer (LADO) **must be informed within one working day** on Tel: **020 7527 8102**.
[LADO referral](#)

The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken

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

Refer the allegation to Children's Services Contact Team: 020 7527 7400
Follow the referral up in writing within 24 hours as required by CSCT online
[CSCT REFERRAL](#)

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.

Ofsted must be informed within 24 hours on (0300 123 1231) of any allegation or 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

After discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is **not** required and the setting is to follow their own complaints and disciplinary procedures.

The incident should be documented
Early Years Safeguarding Lead Gwen Fitzpatrick 0207 527 5629 must be informed of this outcome in writing where applicable.

The member(s) of staff may be suspended on full pay (in line with your HR procedures. 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.