



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

# Dealing with Allegations or Concerns against employees and /or volunteers

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## Policy Statement

Concerns for the safety and well-being of children could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer's relationship with a child, young person or group of children/young people, particularly if they have:

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

## EYFS Key Themes and Commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
<b>Keeping Safe Health and Well-Being</b>	<b>Parents as Partners</b>	<b>The Wider Context</b>	

## Procedures

- In the event of an allegation or concern about an employee and /or volunteer the Charity Trustees are to be informed immediately.
- The Trustees will immediately contact the Local Authority Designated Officer (LADO) **Mark Blackwell** on 01962 876 364, [mark.blackwell@hants.gov.uk](mailto:mark.blackwell@hants.gov.uk)

The LADO is available to W.I.S.P.S to provide advice and/or support during the allegations process, including advising whether or not immediate suspension should be initiated. If Mark Blackwell is unavailable or concerns are raised out of hours contact should be made with:

- Hants Direct
- Out of hours service
- In an emergency, the Police
- Records will be held securely and made available to relevant employees and professional on a need to know basis.



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- The employee/volunteer in question will be treated fairly and honestly, helped to understand the concerns expressed and the process that is being followed along with the outcomes
- The Setting Manager **Toni Nocella** and/or Trustees should seek advice from the LADO and social care team/police before informing the person who is subject to the allegation
- W.I.S.P.S will notify Ofsted without delay of any allegations or concerns expressed, it is a requirement to do so and failure to comply will result in committing an offence.
- W.I.S.P.S will notify any Child Protection Agency (children's services or the police) in allegations of abuse being made against a member of staff.

### **Other useful publications**

[Safeguarding Children](#)