

Allegations Against Staff

It is the policy of the After School Club that all allegations are treated seriously and will be appropriately investigated. Allegations may be reported to the Room Leader, the Manager or a member of the Management Committee. We encourage allegations to be reported in writing, detailing the nature of the allegation, staff involved, times and dates etc. allegations provided verbally will also be dealt with appropriately.

Allegations may be received from other staff members, children, parents or family members or member of the public.

After an allegation has been made it may be necessary to meet with the person who is the source of the allegation, to clarify the details of the allegation, meeting with other staff members who were present when the alleged event took place and meeting with the member of staff at the centre of the allegation.

Following this initial clarification, a decision will be taken regarding what action may need to be taken. This may include a determination that no wrong doing occurred or that the allegation was not substantiated. Depending on the nature of the allegation a decision will then be taken regarding any disciplinary action which may be taken.

- Where the allegation is made about a member of staff, of a child protection nature, then the matter will be reported to the Designated Officer for Child Protection as a matter of urgency. Who will then determine what action should be taken immediately, including reporting the matter to the Police, Gateway Team and/or the Early Years Team.
- Allegations or concerns of bad practice relating to a staff member such as aggressive or threatening behaviour towards a child may be dealt with under disciplinary procedures.
- All complaints of child abuse against staff must be handled swiftly and sensitively. The basic principles of child protection must apply and underpin the whole process.
- If at any point it appears that a serious physical assault or sexual abuse may have been committed, the Designated Officer must inform the Gateway Team.
- The member of staff will be informed that the Child Protection procedures are being invoked, which may involve Social Services and the Police. This must be done without questioning the member of staff about the complaint and making it clear that they have the right to be accompanied by a Union representative or work colleague at all stages.
- The designated officer will discuss procedures with the senior members of the management committee and take appropriate action such as suspension or relocation.
- Parents will be informed as will appropriate staff members and the Early Years nominated social worker that the organisation is dealing with the situation.
- Following an assessment of the evidence, the information may then be sent as a referral to the Independent Safeguarding Authority (ISA) for consideration.
- The Manager /Management Committee will ensure that careful consideration is given to the kind of support that the member of staff concerned will require and his or her colleagues, both during any investigations and after it has reported any findings.