Fun 4U Club
5 Allegations against Staff policy & Procedure

Principle
Fun 4U Club is committed to safeguarding the welfare of children, parents and staff alike and any allegation about staff conduct will be taken seriously and investigated thoroughly. The welfare of the children in our care is of paramount importance.

Statement of intent
Our policy is to ensure that in the event of any allegations being made against a staff member, relating to children, parents or another staff member. Fun 4U Club will establish the facts quickly and deal with each allegation consistently without favour, taking any action deemed necessary to safeguard the victim in the circumstance.

Procedures
The following points are to aid a thorough and swift investigation of any allegations against staff:-

- When any investigations are being carried out there should be at least two members of management in attendance at all times, with written statements being taking if deemed necessary.
- Identifying who the allegations has been made against and a meeting arranged for this staff member to explain the circumstance surrounding the incident and their subsequent behaviour.
- Identifying the nature of the allegations made and makes a decision whether any immediate action should be taken to suspend this member of staff until an outcome can be reached.
- If the allegations have come from an external source, a meeting will be arranged with the management to discuss all relevant information relating to the allegation.
- If the allegations have come from another staff member, a meeting will be arranged for them to discuss the grounds for making the allegation.
- All information from other staff members that can corroborate the circumstance surrounding the incident will be gathered. Please see attached form to complete.
- After a full investigation of the facts, if it is deemed necessary to take disciplinary action against a staff member our disciplinary rules and procedures will be followed as per Appendix Two of the staffing contract of employment