

## Safeguarding and Child Protection Policy



Date ratified by Board of Governors: 2/11/2017

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#### 1. Child Protection Ethos

We recognise that we have a pastoral responsibility towards our pupils and that we should do all that is reasonable to promote pupils' welfare and safety.

We aim to provide a caring, supportive and secure environment so that all children feel safe, comfortable and happy in their surroundings, which for young children should be an extension of their home.

The purpose of the following procedures on Child Protection is to protect our pupils and to ensure that everyone who works in our school, teaching and non-teaching staff, should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or neglect of a child is suspected and outlines referral procedures within our school. The overriding concern of adults must be the care, welfare and safety of the children. The problem of child abuse will not be ignored by anyone who works in our school. We know that some forms of child abuse are also a criminal offence.

#### 2. Principles

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, the Department of Education (Northern Ireland) guidance "Pastoral Care in Schools- Child Protection" (DENI Circular 99/10) and the Area Child Protection Committees' Regional Policy and Procedures (2005).

The following principles form the basis of our Child Protection Policy.

- It is a child's right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident the child's welfare must be paramount, this overrides all other considerations.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child's interest must always come first.

#### 3. Other Relevant Policies

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other school policies including:

- Behaviour Management Policy
- Anti-Bullying
- Use of Reasonable Force/Safe Handling
- Special Educational Needs
- Volunteer help on Educational Visits
- · First Aid and the Administration of Medicines
- Health and Safety Policy

- Accident and Emergency Policy
- E Safety
- Intimate Care
- Personal, Social and Emotional Development Policy

These policies are available free to parents and any parent requiring a copy should contact the School Principal. Copies are also retained in the Reception Hall.

#### 4. School Safeguarding Team

The following are members of the schools Safeguarding Team

- Designated Teacher Mrs Joan Thompson
- Deputy Designated Teacher Mrs Debbie Gervais
- Principal Mrs Joan Thompson
- Designated Governor for Child Protection Mrs Freda Donnelly
- Chair of the Board of Governors Mrs Valerie King

#### 5. Roles And Responsibilities

#### 5.1 The Designated Teacher and Deputy Designated Teacher

The designated teacher and deputy designated teacher must:

- Avail of training so that they are aware of duties, responsibilities and role
- Organise training for all staff (whole school training)
- Lead in the development of the school's Child Protection Policy
- Act as a point of contact for staff and parents
- Assist in the drafting and issuing of the summary of our Child Protection arrangements for parents
- Make referrals to Social Services Gateway team or PSNI Public Protection Unit where appropriate
- Liaise with the Education Authority's {EA} Designated Officers for Child Protection
- Maintain records of all child protection concerns
- Keep the School Principal informed
- Provide written annual report to the Board of Governors regarding child protection

#### 5.2 The Principal

The Principal must ensure that:-

- DENI 1999 / 10 guidance is implemented within the school
- She attends training on Managing Safeguarding and Child Protection
- A designated teacher and deputy designated teacher are appointed
- All staff receive child protection training
- All necessary referrals are taken forward in the appropriate manner

- The Chair of the Board of Governors is kept informed
- Child protection activities feature on the agenda of the Board of Governors meetings and termly updates & annual report are provided
- The school's child protection policy is reviewed annually and that parents and pupils receive a copy/summary of this policy every year
- Confidentiality is paramount. Information should only be passed to the entire Board of Governors on a need to know basis.

#### **5.3 The Designated Governor for Child Protection**

The Designated Governor should avail of child protection awareness training delivered by CPSSS and will take the lead in child protection issues in order to advise the Governors on:

- The role of the Designated Teachers
- The content of child protection policies
- The content of a code of conduct for adults within the school
- The content of the termly updates and full Annual Designated Teachers Report
- · Recruitment, selection and vetting of staff

#### 5.4 The Chair of the Board of Governors

The Chair of the Board of Governors should:

- Ensure that he/ she has received appropriate Education Authority training
- Ensure that a safeguarding ethos is maintained within the school environment
- Ensure that the school has a Child Protection Policy in place and that staff implement the policy
- Ensure that Governors undertake appropriate child protection and recruitment & selection training provided by the Child Protection Support Service for Schools {CPSS} and the Governor Support and Human Resource departments.
- Ensure that a Designated Governor for Child Protection is appointed
- Assume lead responsibility for managing any complaint/allegation against the School Principal
- Ensure that the Board of Governors receive termly updates and a full written annual report in relation to child protection activity

#### 5.5 Other Members of School Staff

Staff in school see children over long periods and can notice physical, behavioural and emotional indicators and hear allegations of abuse.

They should remember the 5 Rs: Receive, Reassure, Respond, Record and Refer

#### The member of staff must:

- refer concerns to the Designated/Deputy Teacher for Child Protection/Principal
- listen to what is being said without displaying shock or disbelief and support the child
- act promptly

- make a concise written record of a child's disclosure using the actual words of the child (Appendix 1)
- Avail of whole school training and relevant other training regarding safeguarding children
- Not give children a guarantee of total confidentiality regarding their disclosures
- Not investigate
- Not ask leading questions

#### In addition the Class Teacher should:

 Keep the Designated Teacher informed about poor attendance and punctuality, poor presentation, changed or unusual behaviour including self-harm and suicidal thoughts, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about pupil abuse or serious bullying, concerns about home conditions including disclosures of domestic violence.

#### 5.6 Parents

Parents should play their part in safeguarding by:

- telephoning the school on the morning of their child's absence, or sending in a note on the child's return to school, so as the school is reassured as to the child's situation;
- informing the school whenever anyone, other than themselves, intends to pick up the child after school; Parents are asked to name three 'collectors' and to provide phone numbers. Children will only be discharged from the classroom or outdoor play area to a 'familiar' adult. No person under the age of 18 will be allowed to collect the childeven a sibling.
- Parents should give details of arrangements in the event of a recent separation or divorce, outlining those who have parental responsibility/access to the child;
- Parental responsibility, parental control and any court access orders pertaining to the child are noted and held in the utmost confidence and will only be disclosed to staff 'who need to know' to ensure the child's safety and well-being at all times.
- letting the school know in advance if their child is going home to an address other than their own home;
- The staff will exercise professional judgement and not release a child to someone
  they deem as under the influence of any substance and or alcohol; who may put the
  child at risk. Another person on the list of collectors will be contacted to collect the
  child. Social services or PSNI may be contacted if the person is intending to drive.
- all parents will be informed about the overall school Child Protection and Safeguarding Policy and be given a copy when their child commences school. They

will be given details about how to make a complaint or raise a concern. A copy of this policy and other related documentation is available in the Reception Hall.

- familiarising themselves with the School's Pastoral Care, Anti Bullying, Positive Behaviour, E Safety and Child Protection Policies;
- raising concerns they have in relation to their child with the school.
- Parents will also be made aware that staff may have to change children's clothing on occasions e.g. when administering first aid, toileting accidents or when a child has wet clothes after playing at an activity. It will be necessary to inform parents that staff will apply sun cream and hats during summer months to protect children from effects of the sun. Written permission will be sought for both these practices. (See relevant policies) On such occasions other members of staff will be aware of the arrangements and such circumstances have been highlighted in the staff's Code of Conduct.
- It is recognised that families from different backgrounds and cultures may have different approaches to child rearing. These differences should be acknowledged and respected provided they do not place the child at risk as defined earlier in this policy.

#### 5.7 The Board of Governors

The Board of Governors must ensure that the school fulfils its responsibilities in keeping with current legislation and DE guidance including

- having a Safeguarding and Child Protection Policy which is reviewed annually
- having a staff code of conduct for all adults working in the school
- attendance at relevant training by governors and that up-to-date training records are maintained
- the vetting of all staff and volunteers

#### 6. What Is Child Abuse?

#### **6.1 Definition of Abuse**

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

The following definitions of child abuse are taken from 'Co-operating to Safeguard Children and Young People in Northern Ireland 2016'.

#### 6.2 Types of Abuse

**Physical Abuse** is deliberately physically hurting a child. It might take a variety of forms including, hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

**Emotional Abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying-including online bullying through social networks, online games or mobile phones-by a child's peers.

**Neglect** is the persistent failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often suffer from other types of abuse.

**Sexual Abuse** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing.

**Exploitation** is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking.

#### 6.3 Sexual Exploitation of Children and Young People

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

#### 6.4

#### **Domestic Violence and Abuse**

It is now recognised that children who live in an atmosphere of domestic violence may be at risk. Domestic violence is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have

been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Virtual

Symptoms which young people may display and which are indicators only include:

- Nervousness
- Low self-worth
- Disturbed sleep patterns
- Nightmares / flashbacks
- Physiological stress / nerves
- Stomach pain
- Bed wetting
- Immature / needy behaviour
- Temper tantrums
- Aggression
- Internalising distress or withdrawal
- Truancy
- Alcohol and drugs
- Bullying

These symptoms can lead to a child/ young person being misdiagnosed as having an illness, learning difficulties, or being naughty or disruptive.

If it comes to the attention of school staff that domestic abuse is or may be a factor for a child/young person this must be passed to the Designated/Deputy Designated Teacher who has an obligation to share the information to Social Services

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

## 6.5 Signs and symptoms of abuse ~ Possible Indicators

### Physical Abuse

Physical Indicators	Behavioural Indicators
Unexplained bruises – in various stages	Self-destructive tendencies;
of healing – grip marks on arms;	aggressive to other children;
slap marks; human bite marks; welts;	behavioural extremes (withdrawn or
bald spots; unexplained/untreated burns;	aggressive);
especially cigarette burns (glove like);	appears frightened or cowed in presence
unexplained fractures; lacerations; or	of adults;
abrasions;	improbable excuses to explain injuries;
untreated injuries;	chronic runaway;
bruising on both sides of the ear –	uncomfortable with physical contact;
symmetrical bruising should be treated	come to school early or stays last as if
with suspicion; injuries occurring in a	afraid to be at home;
time pattern e.g. every Monday	clothing inappropriate to weather – to
	hide part of body; violent themes in art
	work or stories

## **Emotional Abuse**

Physical Indicators	Behavioural Indicators
Well below average in height and weight;	Apathy and dejection;
"failing to thrive";	inappropriate emotional responses to
poor hair and skin; alopecia;	painful situations;
swollen extremities i.e. icy cold and	rocking/head banging;
swollen hands and feet;	inability to play;
recurrent diarrhoea, wetting and soiling;	indifference to separation from family
sudden speech disorders;	indiscriminate attachment;
signs of self-mutilation;	reluctance for parental liaison;
signs of solvent abuse (e.g. mouth sores,	fear of new situation;
smell of glue, drowsiness);	chronic runaway;
extremes of physical, mental and	attention seeking/needing behaviour;
emotional development (e.g. anorexia,	poor peer relationships.
vomiting, stooping).	

## <u>Neglect</u>

Physical Indicators	Behavioural Indicators
Looks very thin, poorly and sad;	Tired or listless (falls asleep in class);
constant hunger; lack of energy;	steals food; compulsive eating;
untreated medical problems;	begging from class friends;
special needs of child not being met;	withdrawn; lacks concentration;
constant tiredness; inappropriate dress;	misses school medicals;
poor hygiene;	reports that no carer is at home;
repeatedly unwashed; smelly;	low self-esteem;
repeated accidents, especially burns.	persistent non-attendance at school;
	exposure to violence including
	unsuitable videos.

### 6.4 Signs and symptoms of abuse ~ Possible Indicators

## **Sexual Abuse**

Physical Indicators	Behavioural Indicators
Bruises, scratches, bite marks or other	What the child tells you;
injuries to breasts, buttocks, lower	withdrawn; chronic depression;
abdomen or thighs;	excessive sexual precociousness;
bruises or bleeding in genital or anal	seductiveness;
areas;	children having knowledge beyond their
torn, stained or bloody underclothes;	usual frame of reference e.g. young child
chronic ailments such as recurrent	who can describe details of adult
abdominal pains or headaches;	sexuality; parent/child role reversal;
difficulty in walking or sitting;	over concerned for siblings;
frequent urinary infections;	poor self-esteem; self-devaluation;
avoidance of lessons especially PE,	lack of confidence; peer problems;
games, showers;	lack of involvement;
unexplained pregnancies where the	massive weight change;
identify of the father is vague;	suicide attempts (especially
anorexia/gross over-eating.	adolescents); hysterical/angry outbursts;
	lack of emotional control;
	sudden school difficulties e.g.
	deterioration in school work or behaviour;
	inappropriate sex play;
	repeated attempts to run away from
	home; unusual or bizarre sexual themes
	in children's art work or stories;
	vulnerability to sexual and emotional
	exploitation; promiscuity;
	exposure to pornographic material.

# The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

Do:	Do not:
<ul> <li>Listen to what the child says</li> <li>Assure the child they are not at fault</li> <li>Explain to the child that you cannot keep it a secret</li> <li>Document exactly what the child says using his/her exact words</li> <li>Remember not to promise the child confidentiality</li> </ul>	<ul> <li>Ask leading questions.</li> <li>Put words into the child's mouth.</li> <li>Ignore the child's behaviour.</li> <li>Remove any clothing.</li> <li>Panic</li> <li>Promise to keep secrets</li> </ul>

- Stay calm
- ❖ Listen
- Accept
- Reassure
- Explain what you are going to do
- Record accurately
- Seek support for yourself

- Ask leading questions
- Make the child repeat the story unnecessarily
- Delay
- Start to investigate
- Do Nothing

#### 7. Procedures for making complaints in relation to child abuse

#### 7.1 How a Parent can make a Complaint

We aim to work closely with parents/guardians in supporting all aspects of their child's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern they can talk to the class teacher or any member of the school's safeguarding team: the Principal, the Designated or Deputy Designated Teacher for child protection. If they are still concerned they may talk to the Chair of the Board of Governors. At any time a parent may talk to a social worker in the local Gateway team or to the PSNI Public Protection Unit. Details of who to contact are shown in the flowchart in **Appendix 2**.

## 7.2 Where the school has concerns or has been given information about possible abuse by someone other than a member of the school staff including volunteers

Where staff become aware of concerns or are approached by a child they should not investigate as this is the responsibility of Social Services and/or PSNI. Staff should report these concerns immediately to the Designated/Deputy Teacher and full notes should be made. These notes or records should be factual, objective and include what was seen, said, heard or reported. They should include details of the place and time and who was present and should be given to the Designated/Deputy Designated Teacher. The person who reports the incident must treat the matter in confidence.

The Designated/Deputy Designated Teacher will decide whether in the best interest of the child the matter needs to be referred to Social Services. If there are concerns that the child may be at risk, the school is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parent will be informed immediately.

The Designated/Deputy Designated Teacher may consult with members of the school's safeguarding team, the Education Authority's Designated Officer for Child Protection or

Social Services Gateway Team before a referral is made. During consultation with the Education Authority's Designated Officer the child's details will be shared. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. The safety of the child is our prime priority.

Where there are concerns about possible abuse and a referral needs to be made the Designated/Deputy Designated Teacher will telephone Social Services Gateway Team. He/she will also notify the EA's Designated Officer for Child Protection. A UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form will also be completed and forwarded to the Gateway team with a copy sent to the EA Designated Officer for Child Protection and a copy will be kept in the school's child protection file.

If the Principal has concerns that a child may be at immediate risk from a volunteer, the services of the volunteer will be terminated immediately.

This procedure with names and contact numbers is shown in **Appendix 3**.

## 7.3 Where a complaint has been made about possible abuse by a member of the school's staff

If a complaint about possible child abuse is made against a member of staff, the Principal {or Designated/Deputy Designated Teacher if the Principal is not available) **must be informed immediately.** The above procedures will apply (unless the complaint is about the Principal/Designated/Deputy Designated Teacher)

If a complaint is made against the Principal the Designated/Deputy Designated Teacher will inform the Chairperson of the Board of Governors who will ensure that necessary action is taken.

Where the matter is referred to Social Services the member of staff may be removed from duties involving direct contact with pupils or may be suspended from duty as a precautionary measure pending investigation by the appropriate authorities. The Chair of the Board of Governors will be informed immediately.

Child protection procedures as outlined in Appendix will be followed in keeping with current Department of Education guidance.

This procedure with names and contact numbers is shown in **Appendix 4** 

#### 8. Attendance at Child Protection Case Conferences and Core Group Meetings

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend an initial and review Child Protection Case Conferences and/or core group meetings convened by the Health & Social Care Trust. They will provide a written report which will be compiled following consultation with relevant staff. Feedback will be given to staff under the 'need to know 'principle on a case-by-case basis. Children whose names are on the Child Protection register will be monitored and supported in accordance with the child protection plan.

#### 9. Confidentiality And Information Sharing

Information given to members of staff about possible child abuse cannot be held "in confidence". In the interests of the child, staff have a responsibility to share relevant information about the protection of children with other professionals particularly the investigative agencies. Where abuse is suspected schools have a legal duty to refer to the Statutory Agencies. In keeping with the principle of confidentiality, the sharing of information with school staff will be on a 'need to know' basis.

Should a child transfer to another school whilst there are current child protection concerns we will share these concerns with the Designated Teacher in the receiving school.

#### 10. Record Keeping

All child protection records, information and confidential notes are kept in separate files in a locked drawer. These records are kept separate from any other file that is held on the child or young person and are only accessible by members of the safeguarding team.

#### 11. Vetting Procedures

All staff paid or unpaid who are appointed to positions in the School are vetted / supervised in accordance with relevant legislation and Departmental guidance.

#### 12. Code Of Conduct For all Staff Paid Or Unpaid

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust and that their behaviour towards the child and young people in their charge must be above reproach.

The school's code of conduct is available on request.

#### 13. Staff Training

The Grove Nursery is committed to in-service training for its entire staff. Each member of staff will receive general training on Policy and procedures with some members of staff receiving more specialist training in line with their roles and responsibilities. All staff will receive basic child protection awareness training and annual refresher training. The Principal/Designated Teacher/Deputy Designated Teacher, Chair of the Board of Governors and Designated Governor for Child Protection will also attend relevant child protection training courses provided by the Child Protection Support Service for Schools.

When new staff or volunteers start at the school they are briefed on the school's Child Protection Policy and Code of Conduct and given copies of these policies.

#### 14. The Preventative Curriculum

Throughout the school year child protection issues are addressed through class discussions and circle time and there is a permanent child protection notice board in the main corridor and relevant information in each resource area, which provides advice and displays child helpline numbers. A flow diagram of how a parent may make a complaint is also on display. An enlarged flow diagram for a teacher allegation is in staff room.

As part of our ongoing teaching programme and as part of the 'Preventative Curriculum', children will have the opportunity to listen to talks from PSNI, NSPCC, NI Fire and Rescue Service, EA'S Road Safety Officer, Barnardo's and other outside agencies on issues such as 'The Right to Say No', 'Stranger Danger'. Road Safety, Safety in the Home etc. as appropriate to the age, understanding and stage of development of nursery children. Staff will discuss "What makes us happy/sad/ frightened?" as part of 'circle time' discussions. Our child protection/ pastoral care are linked closely to our PSE Policy:

#### 15. Monitoring And Evaluation

The Safeguarding Team in The Grove Nursery will update this Policy and Procedures in the light of any further guidance and legislation as necessary and review it annually. The Board of Governors will also monitor child protection activity and the implementation of the Safeguarding and Child Protection policy on a regular basis through the provision of reports from the Designated Teacher. The Principal will report to the BOG each term about current child protection issues, without giving details and the register will be signed at the end of each school year. It is impossible to lay down hard and fast rules to cover all circumstances but the teachers' professional judgements will be exercised at all times and practices, procedures, relationships with pupils, the manner and approach to individual pupils will give no grounds for doubt about intentions in the mind of others,

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Date Policy Reviewed:	
Signed:	(Designated Teacher
	(Principal)
	(Chair of Board of Governors)

On-going evaluation will ensure the effectiveness of the Policy



## **The Grove Nursery School**

#### **CONFIDENTIAL**

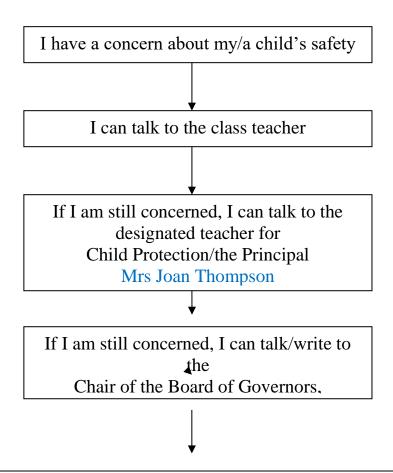
## **NOTE OF CONCERN**

### CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER

Name of Pupil:
Class
Date, time of incident / disclosure:
Circumstances of incident / disclosure:
Nature and description of concern:
Parties involved, including any witnesses to an event and what was said or done and by whom:

Action taken at the time:	
Details of any advice sought, from whom ar	nd when:
Any further action taken:	
Any futiles action taken.	
Written report passed to Designated Teach If 'No' state reason:	er: Yes: No: No:
II NO State reason.	
Date and time of report to the Designated T	eacher:
Written note from staff member placed on p	oupil's Child Protection file
If 'No' state reason:	
Name of staff member making the report:	
Signature of Staff Member:	Date:
Signature of Designated Teacher:	Date:

# Appendix 2 How a Parent can make a Complaint



At any time a parent can talk to a Social Worker at the Gateway Team

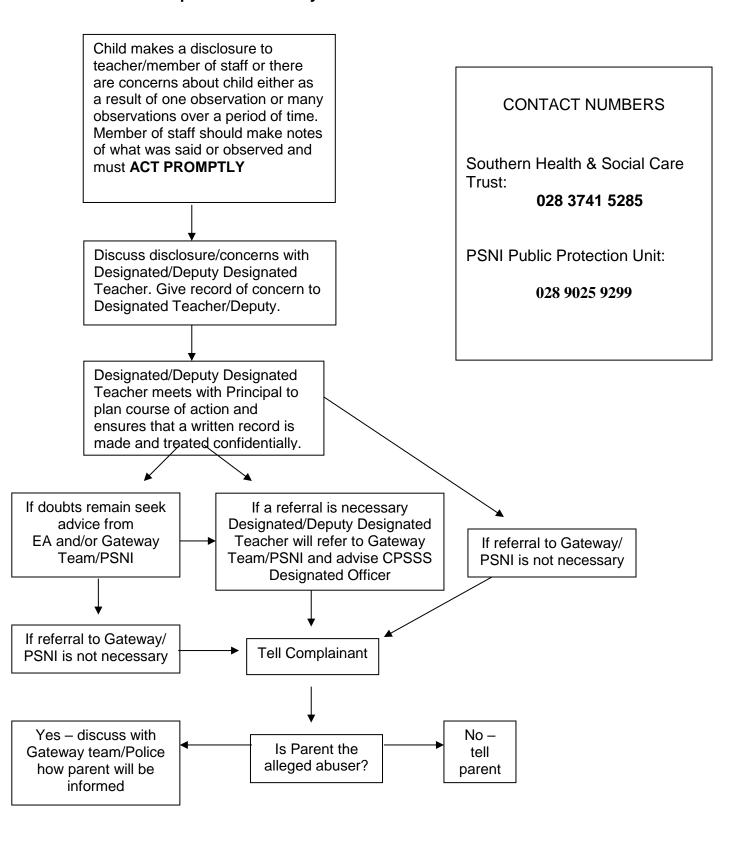
**Tel: 0800 7837745** {Free Phone from a Landline}

Or can contact the PSNI Public Protection Unit

**Tel**: **101** {Ask for PPU in 'E' District}

#### Appendix 3

## Procedure where the School has concerns, or has been given information, about possible abuse by someone other than a member of staff



#### **Appendix 4**

### **Dealing With Allegations of Abuse against a Member of Staff**

#### **Key Points**

Lead Individual learns of an allegation against a member of staff and informs the Chair/Vice Chair of BoG as appropriate

#### **Guidance on next steps**

Lead Individual then:
Establishes the facts, seeks advice from the key agencies as appropriate, usually through informal discussion

#### **Possible Outcomes**

Following on from establishing the facts, seeking advice from Key Agencies and discussion with the Chair and/or the BoG to agree way forward from the options below

Precautionary suspension is not appropriate and the matter is concluded Allegation addressed through relevant Disciplinary Procedures

Precautionary suspension under Child Protection Procedures imposed Alternatives to Precautionary Suspension imposed