

## Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303  
Pre school Ofsted URN – 2549120  
RP number - 906327

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### Allegations Against Staff

#### **Statement of Intent**

At Bizzie Lizzies Nursery, we are committed to safeguarding and promoting the welfare of children. We expect all staff, students, and volunteers to share this commitment.

We recognise that children may be vulnerable to abuse and that allegations of abuse or inappropriate conduct may be made against staff, students, or volunteers working with children.

This policy sets out the actions to be taken if such an allegation arises, ensuring that all allegations are treated seriously, dealt with fairly, quickly, and consistently, and in a way that protects children while also supporting the member of staff involved.

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#### **Scope**

This policy applies to all:

- Permanent and temporary staff
- Students, apprentices, and volunteers
- Agency staff and contractors working directly with children

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#### **Principles**

- The welfare of the child is paramount.
- All allegations will be taken seriously and handled in accordance with statutory guidance.
- Staff subject to allegations will be treated fairly and with respect.
- Confidentiality will be maintained, and information shared only with those who need to know.

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## Procedures

### 1. Immediate Action

- If an allegation is made that a member of staff has:
  - 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 in a way that indicates they may pose a risk of harm to children;

The following steps must be taken immediately:

- The child's immediate safety is ensured.
- The staff member is removed from direct contact with children until further advice is sought. This may mean suspension, or alternative duties, depending on the circumstances.
- The Nursery Manager (or Deputy if the Manager is absent) is informed straight away.

### 2. Reporting Allegations

- The Nursery Manager must report the allegation within 24 hours to the **Local Authority Designated Officer (LADO)** for safeguarding.
- Ofsted must be informed within 14 days of the allegation.
- The Nursery Manager will follow the advice of the LADO regarding next steps, including any investigation by social care or the police.

### 3. If the Allegation is Against the Nursery Manager

- The allegation must be reported immediately to the **Chair of the Management Committee/Proprietor** who will then contact the LADO.

### 4. Supporting All Parties

- The staff member will be treated with fairness and offered support, including access to a colleague, trade union, or external counselling if needed.
- The child and their family will be supported appropriately throughout the process.
- Parents will be kept informed at the appropriate stage, provided this does not prejudice investigations.

## 5. Record Keeping

- A clear, detailed, and confidential written record of the allegation, actions taken, and outcomes will be maintained.
- Records will be stored securely in line with data protection requirements and will not be kept on the staff member's personal file if the allegation is found to be unfounded.

## 6. Outcomes of Investigations

The allegation may be:

- **Substantiated** – sufficient evidence to prove the allegation.
- **Unsubstantiated** – insufficient evidence to prove or disprove the allegation.
- **False** – sufficient evidence to disprove the allegation.
- **Malicious** – deliberate act to deceive.
- **Unfounded** – no evidence or proper basis to support the allegation.

Action will be taken according to the outcome and in line with safeguarding procedures. Where substantiated, disciplinary action will follow.

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### Confidentiality

All allegations will be treated in strict confidence. Information will be shared only on a need-to-know basis and in line with safeguarding and data protection requirements.

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### Monitoring and Review

This policy is reviewed annually or sooner if new guidance is issued. Staff are trained on these procedures as part of safeguarding induction and refresher training.

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### Legal Framework

- **Statutory Framework for the Early Years Foundation Stage (EYFS)**

- **Working Together to Safeguard Children (2018)**
- **Keeping Children Safe in Education (2023)**
- **Local Authority Safeguarding Children Partnership procedures**