**Allegations Made Against a Member of Staff or Volunteers**

**This Policy should be read in conjunction with the Safeguarding Policy**

We will follow procedures set by the Gloucestershire Safeguarding Children Partnership.

Any concern raised will be listened to fairly and equally with all allegations being taken very seriously. An allegation can relate to an adult’s behaviour outside work in some circumstances.

If made against a staff member, then the allegation must be made to the Designated Safeguarding Lead (DSL)– either Anita Robertson or Joanne Smith.

If the allegation is made against one of the DSL’s, then the allegation must be referred to the other DSL. Should both DSL’s be subject to a concern then contact with the LADO should be made.

Guidance on Gloucestershire Safeguarding Children procedures for allegations against staff or volunteers can be found at:

<https://www.proceduresonline.com/swcpp/gloucestershire/p_alleg_against_staff.html?zoom_highlight=LADO>

**The Local Authority Designated Officer must always be asked for advice prior to investigation. The LADO should be informed of an allegation within one working day of being brought to DSL attention.**

**Telephone 01452 426994 (within 24 hours)**

Possible police or social care investigations may be compromised if advice is not obtained. The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.

Ofsted will be informed within a maximum of 14 days of any allegations of serious harm or abuse and actions taken. There is a report online function on the Gov.UK website.

<https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/>

The DSL will get full written details of the allegation or concern, signed and dated by the person reporting it and will countersign and date this record.

Where a member of staff is or would have been dismissed for harming or putting a child at risk of harm, the Disclosure and Barring Service will be informed.