



Peter's Patch
Forest School - Day Care - After School Club

Allegations and Complaints Policy: Against Staff, Students or Volunteers

Staff in the provision are privileged to be able to work closely with children and their families forming warm and caring relationships. However, because of the nature of their work staff are also vulnerable to allegations or complaints. Gateway / Social services will be informed of any allegations of abuse against a staff member, student or volunteer.

From the outset the Peters Patch Day Nursery will:

- Require all staff, students and volunteers to complete an Access NI Certificate and Social services check.
- When appointing staff take up references, including the candidate's last employer and we will question gaps in employment history.
- Encourage an open door ethos to enable staff to talk to managers if they have concerns about the conduct of any of their colleagues.
- All staff need to be aware that it is a disciplinary offence not to report concerns about a colleague that could put a child at risk.
- All staff will have access to Child Protection training.



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- For their part staff need to avoid situations that may lead to allegations being made against them. This will be done by:
 - Any injuries sustained to a child in our care will be recorded on an accident form with signatures from witnesses and parents.
- If a child arrives with a prior injury this will be recorded on an incident form with parent's explanation, staff response and signature from parents and staff member.
- Situations where 1 adult will be left in sole charge of a child or children will be avoided, and in extreme circumstances that person must inform another member of staff of their intentions.
- Staff, student and volunteers will be encouraged to avoid rough physical play with children and contact sports such as football will be adequately supervised at all times. This will avoid the situation of persons causing accidental injury to a child.
- Staff will encourage children wherever possible to carry out personal tasks independently.
- All allegations made by a child or adult will be recorded, including if any action is taken. Signatures will be sought from any witnesses to the incident.



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Reporting Procedure

If anyone makes an allegation of abuse against a member of staff, the Designated Persons, Natasha Ferson & the management team must be informed immediately and will contact;

Nikki McAleese 028 44513807 they will assess whether the allegation reaches the threshold for referral to Police/Social Services and advise accordingly regarding further action to be taken in respect of the child and member of staff.

- Management will complete the appropriate form for recording allegations and complaints made against staff.
- Management will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
- If Social Services and/or the police decide to carry out an investigation it may be possible that Social services will advise the suspension of the member of staff whilst enquiries are carried out.
- Peters Patch Day Nursery will not carry on an independent investigation unless Social Services or the police decide that it is not appropriate for them to do so.

It is understood that Social services may wish to undertake further investigations.

Updated: November 2024