

SAFEGUARDING CHILDREN PROCEDURES
ALLEGATIONS MANAGEMENT

A concern is expressed about an adult in the setting because the person has:

- Behaved inappropriately in a way that has or may have harmed a child or
- Possibly committed a criminal offence against a child or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Dealing with this type of concern is now called **ALLEGATIONS MANAGEMENT**, the following steps should be followed.

The allegation should be recorded and reported as soon as possible to the Named Safeguarding Officer (NSO), or her/his deputy if the allegation concerns the NSO.

The Named Safeguarding Officer ensures child is protected and must inform the Police if a crime has been or may have been committed.

The Named Safeguarding Officer will talk to the person and suspend them immediately from the setting on full pay.

The Named Safeguarding Officer must inform the Local Authority Designated Officer for Allegations Management (LADO) who will advise on how to proceed to the next stage. This will either be to deal with it within the settings own disciplinary structures or with a multi agency approach.

Dealing with allegation within settings disciplinary procedures.	Dealing with allegation with multi agency approach.
<p>The reasoning and advice given by the LADO will be recorded.</p> <p>The timescales set out in <i>Procedures for Working Together to Safeguard Children</i> and in settings Disciplinary Procedures must be complied with.</p> <p>The Named Safeguarding Officer will inform the LADO and Ofsted of the outcome of the investigation.</p> <p>Records will be kept on the appropriate forms in the settings confidential files.</p>	<p>Where the LADO decides the allegation needs to proceed to an allegations strategy meeting s/he will convene this in accordance with guidance set out in <i>Procedures for Working Together to Safeguard Children</i>.</p>

SAFEGUARDING CHILDREN PROCEDURES
CONCERN ABOUT A CHILD

A concern is expressed about a child in the setting because the child has:

- Behaved inappropriately in a way that could suggest abuse has occurred or
- Unexplained bruising or marks or
- Shown a deterioration in their general well being.

When dealing with this type of concern, the following steps should be followed.

The concern should be reported as soon as possible to the Named Safeguarding Officer (NSO), or her/his deputy if the NSO is not present.

The Named Safeguarding Officer ensures child is protected and must inform the Police if a crime has been or may have been committed.

The Named Safeguarding Officer will investigate the concerns.

The Named Safeguarding Officer must inform the Local Authority Designated Officer for Allegations Management (LADO) if they consider external advice is necessary. The LADO will advise on how to proceed to the next stage. This will either be to deal with it within the settings own procedures or with a multi agency approach.

<u>Dealing with concerns within settings safeguarding procedures.</u>	Contacting the LADO.	Dealing with concerns with multi agency approach.
<ol style="list-style-type: none"> 1. The person reporting concern must complete a Cause for Concern record as soon as possible after reporting it to the NSO. 2. The NSO will check for previous concerns on file. 3. The NSO will speak to a parent about concern (unless sexual abuse is suspected). 4. The NSO will make a decision about whether to monitor the situation or contact the LADO. 5. Monitoring the situation must include a statement giving the length of time to monitor and date for review. 	<p>Any advice given by the LADO will be recorded.</p> <p>The timescales set out in <i>Procedures for Working Together to Safeguard Children</i> and in settings safeguarding procedures must be complied with.</p> <p>The Named Safeguarding Officer will inform the LADO and Ofsted of the reasons for their decision following their investigation.</p> <p>Records will be kept on the appropriate forms in the settings confidential files.</p>	<p>Where the LADO decides the concern needs to proceed to an initial assessment s/he will convene this in accordance with guidance set out in <i>Procedures for Working Together to Safeguard Children.</i></p>