



Allegations of abuse against a member of staff

Kim's Crèche will take precautions to protect all our members of staff from this happening by:

Ensuring members of staff are over 16 and each have a DBS checked and cleared.

Ensuring no one other than the members of staff or parents will be in the proximity of the children, if other entertainers are to work with us we will ensure we see all of their DBS's.

I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.

I will maintain a visitors book which is available for you to look at.

Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign my records.

Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care.

Ensuring the children are supervised at all times.

Keeping accurate records on each child viewable upon request.

However, sometimes allegations are made and this unfortunate situation cannot be avoided. I will then follow the procedure detailed below.

I will follow the local safeguarding children's board procedure and inform LADO (Local Authority Designated Officer) within one working day and Ofsted within 14 days, but as soon as possible following their advice as to whether to continue working.

I will gain support and professional advice from the following organisations:

My insurance company
Advice Line
Family Solicitor
Ofsted
Local Early Childhood Services

I will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

I will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.