

### Allegations against Staff

In the 123 Club staff will be informed that any allegation made against a member of staff, student or volunteer will be dealt with quickly, fairly and consistently, in a manner that provides protection for the child whilst supporting the person who is the subject of the allegation.

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.

Staff will be informed of any allegations of abuse against a staff member, student or volunteer.

From the outset the After School Club will:

- 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.

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- 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.
  - For their part staff need to avoid situations that may lead to allegations being made against them. This will be done by:

1. Any injuries sustained to a child in our care will be recorded on an accident form with signatures from witnesses and parents.

2. 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.

3. All staff will have access to Child Protection training.

4. Situations where 1 adult will be left in sole charge of a child or children will be avoided

5. 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.

6. Staff will encourage children wherever possible to carry out personal tasks independently.

7. 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.

*Working in partnership with parents*

The 123 After school club actively promotes trust and supportive relationships with families and staff.

To ensure inclusive practice that include open and transparent procedures we will:

- Make available Child Protection Policy to parents.
- Relationships with parents and families will be conducted in a professional manner at all times.
- Parents are made aware of other policies which are relevant to safeguarding children.

*Reporting procedure*

If anyone makes an allegation of abuse against a member of staff, the Designated Person, Michelle Scott

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*will be informed immediately*

*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.*

*Michelle Scott will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.*

*All staff to be provided with a copy of this policy and sign to the effect that they have read and understood its contents.*