



Allegations Against Staff Policy

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Policy Statement

Bradpole Preschool is committed to safeguarding and promoting the welfare of all children. We recognise our duty to respond promptly and appropriately to any allegation or concern made against a member of staff, volunteer, student, or visitor working with children.

This policy ensures that:

- Children are protected
- Allegations are handled fairly and consistently
- Staff are supported appropriately
- Statutory safeguarding procedures are followed

This policy should be read alongside the:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Disciplinary Policy

Legal Framework

This policy is informed by:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children
- Local Safeguarding Partnership Procedures
- UK GDPR and Data Protection Act 2018

Scope of the Policy

This policy applies to allegations made against:

- Employees
- Volunteers
- Students
- Committee members
- Contractors
- Visitors

An allegation refers to any concern that a person working in the setting has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against a child
- Behaved towards a child in a way that indicates they may pose a risk
- Behaved inappropriately towards children



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Reporting an Allegation

Any allegation or concern must be reported immediately to:

- The preschool leads, Sally or Nikki, or
- The Designated Safeguarding Leads (DSL), Nikki or Sally,

If the allegation concerns either Preschool Lead, it must be reported to:

- The Chair of the Management Committee

If a child is in immediate danger, emergency services must be contacted.

Staff must not:

- Investigate the allegation themselves
 - Discuss the matter with others
 - Confront the person concerned
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Initial Response

On receiving an allegation, the preschool leads, DSL or Chair will:

- Take the allegation seriously
- Record details accurately, including:
 - Date and time
 - Names involved
 - Description of concern
 - Actions taken
- Maintain confidentiality
- Ensure the child's safety

The Local Authority Designated Officer (LADO) will be contacted within one working day for advice and guidance.

Contact with LADO

All allegations meeting the criteria in Section 3 will be referred to the LADO.

The LADO will advise on:

- Whether the allegation requires formal investigation
- Police involvement
- Children's Social Care involvement
- Employer-led disciplinary action

No internal investigation will begin without LADO guidance.



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Managing the Investigation

Following LADO advice, the preschool may:

- Undertake an internal investigation
- Cooperate with external investigations
- Initiate disciplinary procedures
- Take no further action (if appropriate)

All investigations will be:

- Fair
 - Timely
 - Confidential
 - Thorough
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Suspension and Alternative Arrangements

Where necessary, staff may be:

- Suspended on full pay, or
- Temporarily redeployed

Suspension is:

- A neutral act
- Not disciplinary action
- Reviewed regularly

The least disruptive option will always be considered first.

Supporting the Child

Bradpole Preschool will:

- Ensure the child feels safe and listened to
 - Provide appropriate emotional support
 - Work with parents/carers sensitively
 - Follow safeguarding procedures at all times
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Supporting the Member of Staff

The preschool recognises the impact of allegations on staff and will:

- Treat individuals fairly and respectfully
- Provide access to support
- Maintain confidentiality
- Keep them informed of progress
- A named contact person will be allocated.

The member of staff against whom the allegations have been made is entitled to request that another member of staff or a union representative attend any meetings with them to provide support.



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Confidentiality and Information Sharing

Information will be shared only with those who need to know.

Staff must not:

- Discuss allegations informally
- Share information on social media
- Speak to parents or media

Breaches of confidentiality may result in disciplinary action.

Outcomes of Investigations

Following investigation, outcomes may include:

- Substantiated – sufficient evidence to prove the allegation
- Unsubstantiated – insufficient evidence
- Unfounded – evidence disproves allegation
- Malicious – allegation made deliberately false

Appropriate action will be taken in each case.

Record Keeping

The preschool will maintain secure records of:

- Allegations
- Investigations
- Outcomes
- Actions taken

Records will be:

- Kept on personnel files
 - Retained in line with safeguarding guidance
 - Stored securely
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Referrals and Regulatory Notifications

Where required, Bradpole Preschool will:

- Refer individuals to the Disclosure and Barring Service (DBS)
 - Notify Ofsted
 - Inform professional bodies
 - Cooperate with statutory agencies
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False or Malicious Allegations

If an allegation is found to be deliberately false:

- Appropriate action will be taken
- Support will be offered to the accused staff member
- Safeguarding procedures will still be reviewed

Learning and Improvement

Following any allegation, the preschool will:

- Review safeguarding procedures
- Identify lessons learned
- Implement improvements
- Update training where necessary

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027