



## **Strawberry Hill School clubs Wrap Around Care**

### **Allegations Against Staff Policy**

Wrap Around Care =  
St James Breakfast and After School Club  
St Richard Reynolds Breakfast and After School Club  
Twickenham Prep Wrap Club

Strawberry Hill School Clubs recognises its collective responsibility to safeguard and protect the welfare of children and young people in accordance with its statutory responsibility under Section 175 of the Education Act 2002 and where appropriate under the Children Acts.

- An allegation is any information which indicates that a member of staff or volunteer may have:
  - Behaved in a way that has, or may have harmed a child
  - Possibly committed a criminal offence against/related to a child
  - Behaved towards a child or children in a way which indicates s/he will pose a risk of harm if they work regularly or closely with children This applies to any child the member of staff or volunteer has contact within their personal, professional or community life. In addition, these procedures will be used:
- If there are concerns about the person's behaviour towards their own children, or children unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with, or,
- When an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children. The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions.

Confidentiality should not be promised, and the person should be advised that the concern will be shared on a 'need to know' basis only. Actions to be taken include making an immediate written record of the allegation using the informant's words -



including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present.

This record should be signed, dated and immediately passed on to the settings Manager. The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The settings Manager will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer (LADO).

If the concerns are about the settings Manager, then the Owner should be contacted.  
(Owner Lisa Neagle)

Anyone who has a safeguarding concern about an adult who works with children, can report their concern directly to the Local Authority Designated Officer (LADO).

Strawberry Hill School Clubs will provide the Local Authority Designated Officer (LADO), the Police and First Response with any personal data/information about staff members, governors, children or parents. If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay.

If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with Kingston and Richmond Safeguarding Children Board.

If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the preschool's internal procedures.

The settings Manager should, as soon as possible, following briefing from the Local Authority Designated Officer inform the subject of the allegation.



### **Collective Responsibility of the Safeguarding Officer**

The settings Manager will appoint 'The Lead Safeguarding Officer' with responsibility for Child Protection who will monitor and review arrangements within the preschool for the delivery of Child Protection and in particular arrangements are in place for managing allegations against staff and volunteers.

The Safeguarding Officer will ensure that all members of staff receive a copy of the DfE guidance document entitled "Keeping Children Safe in Education" and the date it is issued is recorded on staff personal files records. Volunteers will be required to read and sign a copy of the preschools Volunteer Policy.

The Safeguarding Officer will ensure that the school operates an incident recording system whereby staff and/or volunteers record unusual incidents, issues or actions involving adults and children/young people which they feel may possibly be misconstrued at a later date.

The After School Clubs will ensure that any such issues, incidents or actions which are of immediate concern in accordance with child protection or other school procedures, will be actioned in accordance with agreed arrangements and protocols.

### **Safeguarding Leads**

Lisa Neagle all settings

Tina Spicer (St James Breakfast and After School Club)

Mari Bronkhorst and Miss L Lindsay (St Richard Reynolds Breakfast and After School Club)

Sheila Strudwick (TPS Wrap Club)

Reviewed October 2023