**STAFF PROTECTION POLICY**

**This policy should be read in conjunction with the: Data Collection Policy, Disciplinary Procedure, Grievance Policy, Intimate Care Policy, Health, Safety and Welfare at Work, Bullying and Harassment, Code of conduct for Parents/carers, Staff Code of Conduct, Parent partnership Policy, Safeguarding Children Policy, Complaints Policy, Public Disclosure Policy and E-Policy. Also correlates with the EYFS April 2017 – sections: 3.8, 3.9, 3.13, 3.74, 3.76, 3.77; all of which set out the frameworks for supporting Parents, carers, staff and children.**

To *protect* staff from any allegations Patcham Village Pre-school ensures that:

* No members of staff are left alone with children for any length *of* time
* Staff inform other staff members if they are going to change a child’s nappy or clothing.
* Small groupings *of* children are under supervision of adults with enhanced DBS checks.
* When children arrive with any cuts, bruising or other injury, this is recorded in the home incidents book; 1 page per child for confidentiality reasons, recording: Date, Child's name, nature of injury, signature of staff member who dealt with the incident, Parents will be asked to sign the incident book.

Allegations against staff

If an allegation is made against a member of staff, Patcham Village Pre-school will ensure the following procedure is followed:

* The Local Authority Designated Office (LADO) should be the first point of contact: Darrel Clews 01273 295643, Mobile: 07795335879 email: [darrel.clews@brighton-hove.gov.uk](mailto:darrel.clews@brighton-hove.gov.uk). We will notify Ofsted of action taken in respect of any allegations. These notifications will be made as soon as reasonably practical, but at the latest within 14 days of the allegations being made**; It is an offence not to comply with this.**
* Interviews would be conducted with the person making the complaint, the staff member in question and other staff members.
* If such allegations were made against a member *of* staff this is reported to Janet Hornsby (Pre-school leader) who will decide on the actions and take advice from Ofsted and the LADO. If allegations are made against Janet Hornsby, the supervisors will contact LADO directly.
* Any action taken will depend on findings of the investigation. The member of staff in question maybe suspended whilst investigations take place. If the complaint is found to be invalid, the staff member would be reinstated. If a complaint is found to be valid, they would be dismissed on the grounds of gross misconduct or given a formal warning depending on the severity of the offence.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019

Signed by

Manager (Janet Hornsby)

Date: