

Managing allegations against staff Flowchart



When a concern is raised against a member of staff – the DSL must be informed immediately

What the Designated Safeguarding Lead must do:

- The Local Authority Designated Office (LADO) must be informed immediately and within 24 hours and relevant referral forms completed.
- Consider if a member of staff is placed on non-contact duties/ suspended (where applicable).
- LADO advice **must** be adhered to
- Investigation will not commence until approved by the LADO.

Next Steps:

- DSL must inform the Nursery Director/ Owner and MP Early Years Quality Manager.
- Once LADO confirms internal investigation can be conducted:
- Inform member of staff of the allegation (HR support where required).
- If a child that attends the setting is identified in the referral, inform parents of allegation and next steps.
- Online notification to Ofsted to be made within 14 days (MP Early Years Quality Manager support where required).

Investigation:

- Attend the ASV/ Strategy meeting if convened by the LADO (with MP-EYQM if appropriate).
- Conduct a robust and thorough investigation of the allegation in line with the Investigation, Disciplinary and Grievance policy.

Outcome:

- Notify LADO of internal investigation outcome.
- Outcome dependant will determine further referrals e.g., DBS.
- Outcome discussed with parents.
- Outcome shared with Ofsted.