



Rainbow Teddies Pre-school Policy Document

Protection of Staff Members

Welfare Requirements:

1) Child Protection

2) Suitable People

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

Signed: Pre-school Manager



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Protection of Staff Members

Protection of Staff Members from Allegations of Abuse

- Staff should avoid putting themselves in a position where they will be left alone with a child.
- Where there is a need to be one-to-one with a child i.e. in cases of “time out” for behaviour management or changing a child, then staff should ensure that they are visible and audible to other members of staff.
- With respect for a child’s privacy, changing of clothes or nappies/pull-ups will take place in the cloakroom cubicle (with the cubicle door open behind the staff member) and with the classroom doors (leading into the cloakroom) also open.
- It is recommended best practice to encourage and support children to tend to their own personal hygiene needs. However, it is recognised that the degree of child competence in this area will be dependent upon the age and developmental stage of the child. It will be left to the judgement of the staff as to how much intervention/support will be needed and in such circumstances parents/carers will be informed at collection time (see *Toileting Policy*).
- Where it is noted that a child requires support at toilet time then the matter will be discussed with the parents/carers and strategies agreed. Documentation of the conversation will be recorded and signed by the parents/carers. Where the parents have **joint custody** of a child, strategies will be discussed/shared with both parents where possible. The documentation will be held in the child’s Individual confidential file.

Dealing With Allegations of Abuse, Against a Staff Member

- We ensure that all parents/carers know how to complain about the behaviour or actions of staff or volunteers within the provision, which could include an allegation of abuse (see *Whistle Blowing Policy/Safeguarding and Child Protection Policy* and *Acceptable Use of Technologies Policy*)
- We respond to any inappropriate behaviour displayed by members of staff, or any other person working with children, which includes:
 - Inappropriate sexual comments;
 - Excessive one-to-one attention, beyond the requirements of the usual role and responsibilities, or;
 - Inappropriate sharing of images
- We follow the guidance of the Local Safeguarding Children’s Board (LSCB) when responding to any complaint that a member of staff, or volunteer within the provision, or anyone working on the premises of the setting, has abused a child
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or working on the premises of the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.



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- We refer any such complaint immediately to the social care team (ART) and report any such alleged incident to OFSTED and tell them what measures we have taken; we are aware that it is an offence not to do this.
- We cooperate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the Chair of the Management Committee will suspend the member of staff on full pay, or suspend a volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but it is to protect the staff member/volunteer as well as children and their families through-out the process.

Disciplinary Action

- The investigation will be in line with LSCB guidelines and protocols and/or may involve disciplinary action (see *Disciplinary Policy and Procedures*)
- Confidential records will be kept about all allegations and any subsequent proceedings and will be held securely/appropriately
- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable adults) can be identified and barred from working with these groups.