



## **Procedure of Managing Allegations of Abuse - Against a Staff member or Volunteer**

Wigod Way Wallingford Family Centre take seriously any allegations of abuse being made against one of our staff members or volunteers.

If a concern is raised that a staff member or volunteer of Wigod Way Wallingford Family Centre has behaved in a way that has harmed a child, or may have harmed a child, possibly committed a criminal offence against or related to a child or behaved towards a child or children in a way that indicates that person is unsuitable to work with children we will then follow the procedure detailed below in order to gain support and professional advice.

All staff and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

We understand that person may make an allegation against a staff member or volunteer. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Centre Manager or the most senior member of staff available. This may mean contacting a member of staff on their mobile phone. (Kelsey Proctor – 07972865004)

The Centre Manager or other senior member of staff should:

- Contact the Local Authority Designated Officer (LADO) immediately to discuss the nature of the allegation and the appropriate action to be taken. Contact Alison Beasley - Tel: 01865 815956, email – [safeguardingchildren@oxfordshire.gov.uk](mailto:safeguardingchildren@oxfordshire.gov.uk).
- Inform our Insurance Company – Pre-school Learning Alliance (Policy No. RTT209840)
- Contact the MASH Team (Oxfordshire County Council) on 0345 050 7666, where appropriate

If the allegation made to a member of staff concerns the Centre Coordinator or a senior manager themselves, the person receiving the allegation will immediately inform the Chair of Trustees (Maureen Norton) who will consult the LADO without notifying the Centre Coordinator or senior manager first.

We will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

After seeking advice/approval from the LADO we will ask witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

Where appropriate we have a duty to inform the Disclosure and Barring Service (DBS) of relevant information, so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.

If you have any concerns regarding this procedure please do discuss them with us.

