



# St Bede's Childcare Ltd.

## Child Protection – Practitioner Information

### Allegations against a member of staff

Allegations made within the nursery or administration offices regarding a staff member are immediately reported to the nursery Designated Safeguarding Lead **INSERT NAME** or the most senior staff member on duty.

Allegations made within the nursery or to the administration offices regarding the nursery manager are immediately reported to the Childcare Area Manager **INSERT NAME AND CONTACT DETAILS**

**INSERT MANAGER'S NAME** or the most senior member of staff on duty immediately reports the allegation to the Designated Officer or team of officers within the Local Authority for advice and further instruction and then reports to the Childcare Area Manager.

Childcare Area Manager immediately reports the allegation to the Designated Officer or team of officers in the Local Authority and then informs the HR Director

In the unlikely event that the Designated Office in the Local Authority cannot be contacted, the Childcare Area Manager may be contacted for information purposes, to ensure the reporting process is not delayed.

Designated Officer within the Local Authority Tel Number: **INSERT TEL NUMBER**  
Social Care Tel Number: **INSERT TEL NUMBER**

Designated Officer in the Local Authority will advise on next steps and after that the Childcare Area Manager will advise the person in charge of the procedure to follow, which may include suspending the member of staff pending investigation (Refer to your local authority safeguarding policy).

No investigation or disciplinary action can be taken until authorized to do so by the Designated Officer or team of officers within the Local Authority

**INSERT MANAGER'S NAME** to inform and update Designated Officer within the Local Authority at each stage of the investigation progress and inform Childcare Area Manager of the next steps/actions to be taken.

**Ofsted MUST be informed within 14 days, regardless of if the investigation is complete.**

Whilst the Childcare Area Manager is the first port of call for the nursery **ANY** member of the Senior Management Team or Board of Directors can be contacted at any time.