

University of Warwick Nursery

POLICY ON ACCUSATIONS OF ABUSE MADE AGAINST MEMBERS OF STAFF

The Nursery has a duty to be aware that abuse does occur in our society and that this abuse could be in the form of harm, emotional, physical or sexual abuse, neglect or inappropriate behaviour by a member of the nursery staff. This statement lays out the procedure that will be taken if we have reason to believe that a child in our care is subject this kind of abuse by a member of staff working in the nursery.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

Recruitment and assessment of staff and volunteers

- The university has robust recruitment procedures that are designed to eliminate any applicant to a post who is unsuitable for the post, these are detailed in the nursery policy on recruitment which is informed by the university policy on recruitment. This includes completion of an application form which requires a complete work history, the collection of at least two written references prior to the successful applicant taking up their post, an enhanced DBS check, which is renewed every two years and a three month probationary period.
- While it is possible for a new member of staff to commence employment before a clear DBS certificate is received, that person must not be put into a position where they have sole responsibility or unsupervised contact with a child.
- All volunteers, University students and work experience students, with the exception of work experience students under the age of 16, will not be able to commence their placement without sight of a current DBS disclosure certificate. (Current is defined as being less than 6 months old). In all cases all volunteers, University students and work experience students must not be put into a position where they have sole responsibility or unsupervised contact with a child.
- It is a requirement under the terms and conditions of employment that any members of staff who have any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children, whether received before or during their employment with the University, must disclose this to either the nursery manager or to the nursery human resources officer.
- Failure to do this will result in an immediate suspension of employment pending a review.

- Any volunteer who has any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children, whether received before or during their placement with the nursery, must disclose this to the nursery manager, in this circumstance the placement will be terminated and the placement supervisor informed.

Raising concerns

- If a member of staff or any other person suspects that another member of staff or any other person is abusing any of the children, or if a child makes a disclosure that suggests that a member of staff is abusing a child, it must be reported to the nursery manager immediately.
- If any member of staff or other person suspects their manager is abusing any of the children they must report their suspicions to the Director of Wellbeing and Safeguarding in University House.
- In all cases a written account of the reasons why the member of staff suspects abuse is taking place should be made at the time of the report.
- If the manager receives a report of suspected abuse s/he will seek the advice of Coventry Safeguarding Children Board and report the matter to the Director of Wellbeing and Safeguarding. If the Director of Wellbeing and Safeguarding receives a report on the part of the Nursery Manager s/he will seek the advice of the Coventry Safeguarding Children Board.
- A joint investigation between the nursery manager, University Safeguarding Officer, Coventry Safeguarding Board and the Police will be conducted. (if the accusation is against the manager he/she will not be included in the investigation).
- The member of staff against whom the accusation has been made will be suspended from duty while an investigation is conducted.
- The university will immediately contact the Coventry Safeguarding Board to discuss such matters as procedures, suspension, police involvement and subsequent disciplinary action.
- The university will follow its normal procedures with regard to suspension, and any subsequent disciplinary action.
- All allegations will be reported to Ofsted immediately.

- If the allegations are proven to be true the member of staff will be dismissed with immediate effect under the University disciplinary regulations for gross misconduct, and the Disclosure and Barring Service (DBS) informed.
- In the event that the allegation is unfounded the appropriate support will be given to the person or persons who made the complaint, and also to the person against whom the complaint was made, with the support of the University counselling service and the Director of Wellbeing and Safeguarding.
- A written record of all accusations and events following any accusations will be kept on the member of staff's personal file in the HR Department in University House in accordance with University regulations and terms of employment. These records are highly confidential and none of the information contained within staff records can be divulged to a third party

In all cases the confidentiality of all parties will be maintained at all times.