



Allegations Against Staff

If you have cause for concern about the behavior of a member of staff, manager or a member of our trustee board;

The matter should be brought to the attention of either the Manager (Jayne Rayner) jayne@alburghwithdentonpreschoolnursery.co.uk or the Trustee (Hannah King) hannah772@msn.com

The concern will be fully investigated, and the information will be treated in the strictest confidence and a suitable explanation sought. Any action necessary will be taken and legal advice will be sought by the pre-school if required. The parent or carer (or person making the complaint) will be kept informed throughout the process as the matter is dealt with.

Depending on the nature of the complaint, the suspension of the accused member of staff will take place whilst the investigation is ongoing.

What do we mean by inappropriate behavior

‘Unacceptable behaviour can be defined as behaviour that creates, or has the potential to create, risk to the business or the health and safety of employees.’

- Failing to follow the charities policies, procedures and Code of Conduct
- Breaching data protection rules
- Inappropriate use of social media, resulting in a negative impact for either preschools, staff or the charity and business

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke on the premises or consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people and/or family members
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.



If necessary, contact will be made to the Local Authority Designated Officer (LADO)
01603-222288

OFSTED will be notified and advice sought as required.

Parents or carers can make their own complaint directly through contact with
OFSTED

There address is as follows;
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel; 0300 123 1231

For further information please see our 'Do you know how to make a complaint'
booklet located in the entrance hall.