

## **Allegations Against Staff Procedure**

### **Purpose**

This procedure sets out how the holiday camp will respond if an allegation is made that a member of staff, volunteer, or contractor has harmed a child, behaved in a way that may indicate they are unsuitable to work with children, or has committed a serious breach of policy. The aim is to protect children, support the person making the allegation, and ensure a fair process for the staff member involved.

### **Reporting an Allegation**

Any concern or allegation about a staff member should be reported immediately to:

- The Designated Safeguarding Lead (DSL)
- If the allegation involves the DSL, report to the Camp Manager or Owner

Do not investigate the allegation yourself. Avoid discussing the matter with anyone other than those involved in the process.

### **Immediate Action**

The DSL or manager will:

- Ensure the safety of the child or children involved
- Ensure the staff member is removed from direct contact with children pending investigation if necessary
- Contact the Local Authority Designated Officer (LADO) for advice if the allegation involves possible abuse
- Record the allegation in writing, including the date, time, nature of the concern, and who reported it

### **Confidentiality**

All allegations should be handled confidentially. Information is shared only with those who need to know to safeguard children and manage the investigation.

### **Investigation Process**

- The LADO or relevant authority will advise on whether an internal investigation, external investigation, or both is required
- Interviews may be conducted with the child, witnesses, and the staff member concerned
- Records of all actions and decisions will be kept securely

### **Outcomes**

Depending on the findings, outcomes may include:

- Referral to the Disclosure and Barring Service (DBS) if the staff member is unsuitable
- Disciplinary action up to and including dismissal
- Training, supervision, or monitoring if appropriate
- No further action if the allegation is unsubstantiated

### **Support**

- Support will be provided to the child, the person making the allegation, and the staff member involved
- Counselling or guidance may be offered where needed

### **Review**

This procedure will be reviewed annually or when guidance from Ofsted, the Local Authority, or legislation changes.