



## **ANDERIDA ADOLESCENT CARE**

### **STAFF ALLEGATIONS PRECEDURE**

Anderida Adolescent Care is committed to tackling malpractice within the workplace and will treat it as a serious matter. The policy gives guidelines of action to be taken when an allegation is made against a member of the team.

#### **TELLING**

##### **If a young person makes an allegation within the home:**

- Stay calm.
- Find a quiet place to talk.
- Listen but **do not** press for information.
- Reassure the young person that you are glad they have told you.
- Reassure the young person that they are safe and supported.
- Establish if they require medical assistance.
- If necessary, seek medical help.
- Acknowledge that the young person may have angry, sad or even guilty feelings about what has happened, but reassure them that it is not their fault.
- The young person is to be informed that what you are told will be passed on to the manager of the home and relevant authorities.
- Record immediately in an IR, Safeguarding report – however if sensitive to members of the team store these in a private place.

##### **Anderida procedures if an allegation is made against a member of staff:**

- Make sure the child is safe.
- Manager / on-call manager / safeguarding officer to be informed immediately.
- All conversations with the young person to be logged accurately, with times, dates and your role, however, try to avoid taking a statement.
- The manager and safeguarding officer (Kerry Shoesmith/ Erica Castle) will decide in consultation with LADO (Local Authority designated Officer) where available, whether the staff member will need to be removed or suspended from the home whilst an investigation takes place.
- LADO (Local Authority designated Officer) to be informed of the investigation as soon as possible.

- Young person's Social Worker or O.O.H (Out of Hours) is to be informed with immediacy.
- The information regarding the allegation will be shared on a need to know basis and staff are to take advice on where to record whilst the matter is being looked into.
- Refer to safeguarding allegation against staff flow chart.

### **Disclosure and barring referral**

Should a staff member be dismissed from working within Anderida following concerns regarding any safeguarding issues, Anderida will report to the Disclosure and Barring Service following discussion and advice from LADO.

### **Supporting Policies & Procedures**

- Safeguarding Policy
- Safeguarding allegation against staff flow chart
- Disciplinary and Grievance Procedure
- Whistleblowing Policy and Procedure
- Complaints Procedure
- Safe Recruitment Procedures