



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number:
7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Allegations Against Staff Procedure Policy

Policy Statement

The Butterfly Rooms is committed to safeguarding and promoting the welfare of children. We take all allegations or concerns about the conduct of staff, volunteers, students, or any adult working on behalf of the setting seriously.

This policy ensures that allegations are managed:

- Fairly and consistently
- Promptly and thoroughly
- In line with safeguarding procedures and statutory guidance

Scope

This procedure applies to:

- All staff members (including management)
- Volunteers, students, and agency staff
- Contractors or any adults working within the setting

Definition of an Allegation

An allegation may relate to a member of staff who has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates they may pose a risk to children

Immediate Actions

If an allegation is made:

- **Ensure the child is safe** and receives appropriate support
- **Do not question the child in detail** (this is for professionals)

- **Record the concern immediately** using factual, objective language
- **Report the concern to the Designated Safeguarding Lead (DSL)** without delay

If the allegation concerns the DSL:

- Report directly to the **Deputy DSL or Manager/Owner**

Role of the Designated Safeguarding Lead (DSL)

The DSL will:

- Review the information received
- Seek advice from the **Local Authority Designated Officer (LADO)** without delay
- Not investigate the allegation independently
- Ensure accurate records are kept

Referral to LADO

The setting will:

- Refer all allegations that meet the threshold to the LADO
- Follow guidance provided by the Local Authority
- Cooperate fully with any investigation

(Your existing safeguarding document already references contact with local safeguarding services and referrals, reinforcing this process.)

Confidentiality

- Information will be shared on a strictly **need-to-know basis**
- The member of staff involved will be treated fairly and supported
- Parents will be informed where appropriate, following professional guidance

Suspension and Risk Management

- Suspension is **not automatic** and will be considered based on risk
- Alternative arrangements may be explored (e.g. redeployment)
- The priority is always the safety of children

Support for Those Involved

The setting will ensure:

- **Children** receive appropriate support and safeguarding

- **Staff members** are treated fairly and offered support
- **Managers** seek external advice where needed

Recording and Documentation

All concerns and actions taken will be:

- Clearly documented
- Stored securely
- Kept confidential in line with GDPR and safeguarding requirements

Outcomes of Allegations

Possible outcomes include:

- Substantiated
- Unsubstantiated
- False or unfounded
- Malicious

The setting will:

- Act on outcomes appropriately
- Review practice and procedures if required

Learning and Review

Following any allegation, the setting will:

- Review policies and procedures
- Identify any training needs
- Implement changes to improve safeguarding practice

Policy Review

- Reviewed annually or sooner if required
- Updated in line with EYFS or safeguarding guidance changes

This policy was adopted by

The Butterfly Rooms Ltd

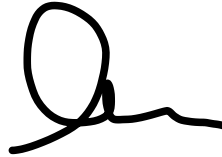
On

4th June 2026

Date to be reviewed

4th June 2027

Signed on behalf of the Management
committee

A handwritten signature in black ink, appearing to be 'Aimee Thompson', written over a horizontal line.

Name of signatory

Miss Aimee Thompson