



Staff Behaviour Policy

Staff have a responsibility to read and adhere to all issues raised within the Terms and Conditions of Employment and the policies and procedures of Bear Hugs Nursery. If an allegation is made against a member of staff the following procedure will apply.

- The manager (or deputy if the allegation is made against the manager) will inform Surrey County Council Local Authority Designated Officer (LADO) by telephoning 0300 123 1650 (select option 3) asap, but within 24 hours.
- Ofsted will be informed within 24 hours. This will be followed up in writing.
- Sue Monk the named person for Early Years Children Services (EYCS) will be contacted 01372 833826 / 07800 622005 sue.monk@surreycc.gov.uk Secure email sue.monk@surreycc.gcsx.gov.uk or use egress.
- The manager (or deputy if the allegation is made against the manager) will undertake a risk assessment.
- The outcomes will fall into one of the following
 - No further action - After discussion and advice from LADO, may ask EYCS to support
 - Substantiated - Supported or established by evidence or proof
 - False - There is sufficient evidence to disprove the allegation
 - Unsubstantiated - Not the same as a false allegation, it means there is insufficient evidence to either prove or disprove the allegation. The term therefore does not imply guilt or innocence.
 - Unfounded - This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.
 - Malicious - Implies a deliberate act to deceive. For an allegation to be classified as malicious, it will be necessary to have evidence which proves this intention.
- If the allegation is sustained disciplinary action will be taken, which could lead to suspension or dismissal.
- As a result of the outcome the nursery will review its policies and procedures and create an action plan
- The DBS will be notified if the member of staff has been found to harm a child or resigns during the investigation.