

Little VIPs Allegations Against Staff (LADO) Policy



Policy Statement

At Little VIPs Day Care we are committed to safeguarding and promoting the welfare of all children. We recognise the importance of having clear and robust procedures in place to manage allegations against staff to ensure that children are protected and that staff are treated fairly and consistently.

We follow the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and guidance from Working Together to Safeguard Children, including procedures set out by the Local Authority Designated Officer (LADO).

Definition of an Allegation

An allegation may arise where a member of staff, volunteer or any adult working in the setting 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 towards a child in a way that indicates they may pose a risk of harm
- Behaved in a way in their personal life that may impact their suitability to work with children.

Immediate Action

If an allegation is made or a concern is identified, the safety and wellbeing of the child is the priority at all times.

The concern must be reported immediately to the nursery manager or Designated Safeguarding Lead (DSL). If the concern involves the manager, it must be reported to the headteacher.

No attempt should be made to investigate the allegation before seeking advice from the LADO.

Reporting to the LADO

The nursery will contact the Local Authority Designated Officer (LADO) within one working day of any allegation being made.

For Little VIPs Day Care, the LADO service is accessed via the Westmorland and Furness Safeguarding Children Partnership (WFSCP):

- Telephone: **0300 373 2724**
- Email: safeguarding.hub@westmorlandandfurness.gov.uk

The (WFSCP) will provide advice and guidance on how the allegation should be managed and whether a formal investigation is required.

The nursery will follow all guidance provided by the LADO and cooperate fully with any investigation.

If a child is at immediate risk of harm, emergency services will be contacted by calling **999**.

Informing Ofsted

Ofsted will be notified of any allegations that meet the required criteria as soon as reasonably practicable, and within 14 days.

Managing the Situation

The nursery will take appropriate steps to ensure that children remain safe. This may include adjusting duties, increasing supervision or, where advised, temporary suspension.

Suspension will only be used where necessary and will not be an automatic response.

Confidentiality

All allegations will be handled with strict confidentiality. Information will only be shared with those who need to know in order to manage the situation appropriately.

Supporting Staff and Children

We recognise that allegations can be distressing for all involved. The nursery will provide appropriate support to the child and their family, as well as to the member of staff involved.

Staff will be treated fairly and in line with employment procedures, while ensuring that the safety and wellbeing of children remains the priority.

Recording

All allegations, concerns and actions taken will be recorded accurately and securely using CPOMS.

Records will include details of the allegation, actions taken and outcomes, and will be stored confidentially in line with data protection requirements.

Low-Level Concerns

Low-level concerns that do not meet the threshold for LADO referral will still be recorded and monitored.

These concerns will be managed internally in line with the Staff Code of Conduct and safeguarding procedures to ensure that standards of behaviour remain high.

Policy Review

This policy is reviewed annually or sooner if there are changes to legislation or guidance. Practice is monitored through regular reviews, staff supervision and reflective practice to ensure the continued safety and wellbeing of children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027