



Staff Protection Policy

ToyBox is not only aware of the vital policy in protecting the children in our care but it also has a duty of care to protect its staff especially in the open field of accusations of “abuse” in whatever form. ToyBox goes to great lengths to verify the staff that we employ and we will follow a “safer recruitment” process which includes staff only being able to start with us once all references and DBS check have been received. We operate an “aware culture”, always looking around and monitoring the situations that surround us.

To protect our staff from any allegations of misconduct with the children in our care, we ensure that:

- More than one member of staff is present in the nursery at any time.
- When children arrive with bruising, cuts or any other injury, that it is recorded in a file specifically for this purpose, discussed with the parent/carer, and their signature obtained.

If an allegation were to be made against a member of staff, we would ensure that the following procedure would be followed:

- The staff member in question would be suspended on full pay, while a thorough investigation takes place.
- Interviews would be conducted with staff members, the person making the complaint, and other members of staff.
- We would always contact the Local Authority Designated Officer (LADO) to assist in these matters. Further investigation would be needed by the manager with the assistance of the LADO.

If the complaint was found to be invalid, the incident would be logged and the staff member would be re-instated; however if it was found to be valid, they would be dismissed for gross misconduct, and Ofsted and our insurers would be informed of the matter.

The Duty of the Nursery

- To keep everyone informed as to what is going on, but not to release prejudicial or detailed, specific information.
- To keep an open mind
- To only release information through one central point i.e. via senior management in order to prevent misinformation and panic; and to ensure information is updated effectively.
- To maintain the efficient and continued working of the nursery
- To reassure parents / carers of the standards

Policy and Procedure reviewed by Gemma Turner June 2023

Date of next review: