



Procedure to be followed if an allegation of any kind is made against a member of staff by a parent or child.

If Child is making allegation -

1. Initially the consultation will be between G.Baily and the child in the first instance. This will take place in the office, in private, with another member of senior staff present. The child will be made to feel free to tell their account of any incident they see fit to report.
2. G.Baily will record in notes everything the child says, either during, or if this makes the child feel uncomfortable – afterwards.
3. The member of staff involved will then be allowed to express their views on the incident, separately and privately from the child and other members of staff and/or parents. This will be done informally, but will be recorded on paper either during or after. G.Baily will conduct interview and will have another member of senior staff present.
4. From this G. Baily will discuss the issue with W.Mugford and J.Tagg and suggest further action.
5. If the three see fit – the Child protection officer will be contacted and advice on the matter will be taken immediately. The matter will be dealt with on the same working day within office hours if possible.

If Parent is making allegation–

The parent will be invited in to speak directly with G.Baily, either with their child present or individually. The discussion will be recorded on paper, either during or after.

See point 3 onwards above.

If at any time G.Baily feels that the matter is beyond his judgement – the Dick Bedford, Child protection officer will be contacted.