**Allegations of Abuse Policy**

As a child care setting I am vulnerable to allegations of abuse being made against me.

I will take precautions to protect me from this happening by:

* Ensuring all staff are DBS checked and cleared.
* Ensuring all visitors to the setting sign the visitors book and do not have unsupervised access to the children under any circumstances.
* Ensuring, where possible, risk assessment will be carried out when workmen are present.
* Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign records. Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care.
* Ensuring that children will be supervised at all times.
* Keeping accurate records on each child.

However, sometimes allegations are made and this unfortunate situation cannot be avoided. I will then follow the procedure detailed below:

Firstly, I will gain support and professional advice from the following organisations:

* Flintshire County Council Local Authority & Care Inspectorate Wales (CIW) within 14 days of the Allegation being made.
* I will contact my Insurers legal department (PACEY) and I will write a detailed record of all related incidents, including what was said and by whom, with times and dates. I will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.