Coolham Montessori Nursery School

Procedure for allegation against a member of staff

* Record all details and sign and date.
* Speak to staff member and record all details, sign and date.
* Speak to the person making the complaint; inform them of next steps if needed.
* If you are still concerned about the allegation go to LADO (Local Authority Designated Officer)
* They will decide where to go next. i.e. a referral and if all the parents need to be informed.
* Please see staffing policy for more information.

22nd October 2019