



Allegations about Members of Staff policy

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Any suspicion, allegation or actual abuse concerning a member of staff towards an adult should be reported to the Designated Person; this should be done immediately.

If the complaint is made about a Designated Person the matter should be reported to another named person (Glenda Minns)

If an allegation is received against a member of staff who works with children immediate contact must be made with the Local Authority's Designated Officer (LADO) for managing allegations through Lincolnshire Children's Services Customer Service Centre on 01522 782111. If it is outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333

The Designated Person is Nigel Singleton – Company Owner.

In the event that the Designated Person is not available the matter should be reported to Glenda Minns – the Office Manager.