



the new montessori pre-school

The Methodist Church, Tarring Road, Worthing BN11 4ET  
Tel: 01903 535412

# Policy for Safeguarding and Child Protection

(Standard 13 13.2 & 7 -Safeguarding and promoting children's welfare- The Early Years Foundation Stage p.22  
Learners cared for and supported- Staying Safe -Being Healthy)

## Includes

- ❖ Confidentiality
- ❖ Whistle blowing
- ❖ Procedure for allegations against staff
- ❖ Procedure for Violence or abuse against a member of staff

This Policy was adopted  
December 2012

The Policy is to be reviewed  
December 2013

Company Registration Number 3908382  
Charity Number 1086853  
[www.thenewmontessoripreschool.org.uk](http://www.thenewmontessoripreschool.org.uk)



May 13

*Beki Shaw*



# 1. Introduction

## 1.1

This Policy has been developed in accordance with the principles established by the Children Act 1989 and Education Act 2002 and in line with government publication;

- "Working Together to Safeguard Children" 2010,
- "Framework for the Assessment of Children in Need and their Families" 2000,
- "What to do if You are Worried a Child is Being Abused" 2003,
- DfES guidance "Safeguarding Children & Safer Recruiting in Education" 2006 and the
- Sussex Child Protection & Safeguarding Procedures
- DoE advice 'Use of reasonable force:  
When can reasonable force be used?' 2012

At The New Montessori Pre-school, the welfare, safety and protection of every child is of the highest priority. We understand that children have the right to protection from neglect, physical, emotional and sexual abuse. We know that we have a responsibility for the protection of children and for reporting concerns about a child's welfare or safety. Our first concern will always be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

## 1.2

Our Management takes seriously its responsibility to safeguard and promote the welfare of our children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

## 1.3

We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and trustees, have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern. Our management ensures that all parents are clearly informed of the settings responsibilities and policies in safeguarding and child protection and clear procedures are available to staff regarding responsibilities towards our children and the clear line of accountability with our Pre-school for work on safeguarding and promoting the welfare of the children.

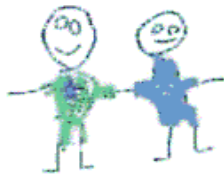
## 1.4

Our Pre-school maintains a safe recruitment procedure and will work with other agencies to safeguard our children. It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of

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<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including trustees, bank staff, volunteers and students working with children.





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Offenders Act 1974. All applicants for work within the pre-school, whether voluntary or paid, will be required to complete a police check form.

Our Pre-school will ensure that all staff have attended staff training on safeguarding and promoting the welfare of children ('s) and child protection courses. Our Pre-school will ensure each child has a key person to maintain effective information sharing through confidential record keeping. Our Pre-school will notify Child Protection agencies without delay of allegations of abuse towards our children. Our pre-school monitors its employees to ensure that no behaviour from a staff member is displayed which might be seen as signs of abuse and neglect. Our Pre-school will ensure good relations are built with the parent/carer. Our pre-school will inform OFSTED of any allegations of serious harm or abuse by any person looking after children on our premises within 14 days of the incident.

### 1.5

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to, approach adults if they are in difficulties believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the pre-school which will be followed by all members of our pre-school community in cases of suspected abuse...

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

## 2. Procedures

### 2.1

Our pre-school procedures for safeguarding and child protection will be in line with West Sussex Local Safeguarding Children's Board Procedures.

We will ensure that:

- All members of our Management Committee/Management understand and fulfil their responsibilities.
- We have a nominated designated member of staff.

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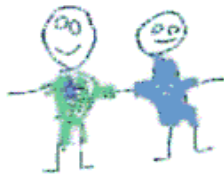
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*Bela Sh...*



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- Our designated Safeguarding & Child protection practitioners have undertaken the initial designated member of staff training and subsequent refresher courses.
- Our Principal **Beki Shanahan** is the designated safeguarding officer and, and we have a member of staff who will act in the designated member of staff's absence. (In the P's absence, our School Manager **Claire Morgan** is a DSO).
- Our School Manager **Claire Morgan** is the designated child protection officer, and we have a member of staff who will act in the designated member of staff's absence. (In the SM's absence, our Senior Class Manager **Melinda Richards** is a DCPO).
- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.
- All members of staff are provided with 'Whole School 'Safeguarding & Child Protection Training every three years

All members of staff, volunteers, and trustees know:

1. The signs and symptoms of concern
2. How to respond to a pupil who discloses abuse
3. What to do if they are concerned about a child
4. Significant changes in children's behaviour
5. Deterioration in their general well-being
6. Unexplained bruising, marks signs of possible abuse
7. Signs of neglect

All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Child Protection Policy, and reference to it in our introductory pre-school materials.

Staff will also bear in mind:-

### Children in Specific Circumstances

1. Abuse linked to Spiritual and Religious Beliefs
2. Children and young people vulnerable to violent extremism

We will ensure that our selection and recruitment of staff met the requirements as set down in Safer Recruitment guidance. As well as, through the use of our consultancy agency for Human resources.

## 2.2

Our pre-school endeavours to ensure that our children;

- Learn boundaries of acceptable behaviour
- Understand how to keep themselves and others safe
- Using outside organisations to provide extra activities like 'road safety week' to enable our children to further extend their knowledge and awareness
- Are fully involved in our fire practices to ensure all involved understand these procedures

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*Beki Shanahan*



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- Work together to maintain our environment removing any hazards as they are discovered

### 2.3

Our procedures will be regularly reviewed and up-dated.

### 2.4

The name of the designated member of staff for Safeguarding & Child Protection will be clearly advertised in our pre- school paperwork.

### 2.5

All new members of staff will be given a copy of our Safeguarding & Child protection policy.

## 3. Responsibilities

### 3.1

The Designated Child Protection practitioner Claire Morgan (DCPT) is responsible for:

- Referring a child if there are concerns about possible abuse, to the Children Services Social Work Duty and Assessment Team, and act as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team by the end of the working day the referral is made.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral. The pre-school has adopted for use the West Sussex LSCB Guidance: Record Keeping in Maintained Schools Child Protection and Welfare Concerns
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Liaising with other agencies and professionals.
- Ensuring that the designated member of staff attends Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.
- Organising child protection training for all school staff.
- Providing, with the principal, an annual report for our records, detailing any changes and reviews of relevant policy and procedures; training undertaken by the DCPT, and by all staff and governors; number and type of incidents/cases, and number of children subject to a child protection plan.

## 4. Supporting children

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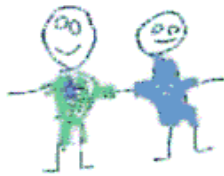
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#### 4.1

Our Pre-school recognises that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth. We recognise that the pre-school may provide the only stability in the lives of children who have been abused or who are at risk of harm. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

#### 4.2

Our school will support all children by:

- Encouraging development of self-esteem and self-assertiveness, through our curriculum as well as our relationships through the s pre-schools' overarching values and ethos, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying the Children Services Social Work Duty and Assessment Team as soon as there is significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.

## 5. Confidentiality /Whistle blowing

#### 5.1

Our pre-school recognises that all matters relating to child protection are confidential.

#### 5.2

Our Designated Safeguarding & Child Protection practitioners will disclose any information about children to other members of staff on a need to know basis only.

#### 5.3

All our staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

#### 5.4

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

#### 5.5

We will always undertake to share our intention to refer a child to Children Services Social Work Duty and Assessment Team with their parents /carers unless to do so could

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put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Duty Manager at the Assessment Team on this point.

#### 5.6

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

#### 5.7

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak with the head teacher, the Chair of Governors or externally to the school with the LADO.

## 6. Supporting staff

#### 6.1

We recognise that staff working in the pre-school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation upsetting.

#### 6.2

We will support such staff by providing an opportunity to talk through their anxieties with the DCPT and to seek further support as appropriate.

## 7. Procedure for allegations against staff

#### 7.1

Child abuse may be physical, sexual or psychological. Whilst, child abusers may be relatives/friends or family, some meet children in other context. A small minority of these gain access to children in schools as teachers/support staff or volunteers.

Our pre-school will ensure through

- Using a vetting and Barring scheme for new staff/volunteers
- Putting into practice Safer recruiting guidelines - see Plan for 12 steps of recruitment
- Ensuring all Child protection Policies/Procedures Plans follow current regulations
- Furthering child protection procedures within our setting
- Educating our children about these issues
- Staff training to respond appropriately to any
  1. Significant changes in children's behaviour
  2. Deterioration in the child's general well-being
  3. unexplained bruising, marks or possible signs of abuse
  4. signs of neglect

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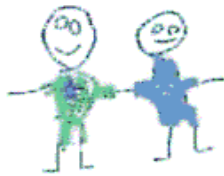
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5. Comments children make which give cause for concern.

- Strategic planning and record keeping
- Support through monitoring
- Maintaining confidentiality
- Listening to our children.

7.2

Our children should not feel inhibited from reporting abuse against staff or volunteers. Any incident where a child has grounds to believe that a member of staff has crossed the boundary of acceptable behaviour should be reported.

Our pre-school staff will continue to do all they can to ensure that the environment within our pre-school encourages our children and staff to make truthful reports of any inappropriate behaviour. Handling allegations is a complex and delicate process. All allegations will be taken seriously and will be reported to OFSTED within 14 days of happening. Procedures from our Child protection policy and observation/monitoring is essential to the success of our child protection practices.

7.3

If a member of staff has a concern about malpractice s/he should raise the matter with the School Manager. However, if the member of staff feels unable to raise the concern with the School Manager for whatever reason then s/he should speak to the Principal or our Management Committee. Alternatively, staff may choose to contact the **Local Authority Designated Officer, Rosemary Terry, (Children's Safeguarding)**, Tel: 01243 642315 [rosemary.terry@westsussex.gov.uk](mailto:rosemary.terry@westsussex.gov.uk)

## 8. Procedure for Violence or abuse against a member of staff

8.1

Our pre-school understands that as a general rule our pre-school is orderly and provides a safe place where relationships between staff and visitors especially parents, demonstrate mutual respect and a recognition of shared responsibility for our children's welfare and educational progress. We acknowledge that parental involvement is an important factor in educational success and in dealing with emerging problems at an early stage. However on occasions the behaviour of a few parents can cause severe disruption or worse, result in abusive or aggressive behaviour.

8.2

Our pre-school recognises that violence, threatening behaviour and abuse against our practitioners or other member of our pre-school community will not be tolerated. All adults in our environment have the right to expect that our pre-school is a safe place in which to work and to learn.

8.3

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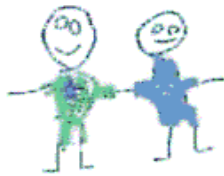
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Where such behaviour does occur (the responsible party will be immediately removed from our premises) our pre-school will inform our Local Educational Authority to assist in the solution. In extreme cases the police will be brought in to assist. Witness statements will be taken from all involved with such behaviour and the LEA and Police will deal with the providing the remedy for this situation.

#### **8.4**

Our pre-school in the first instance will remove the adult from our premises and our Principal will discuss the situation with them. Our School Manger will take control over the ill-treated party and take a written statement and provide relevant support. (taking to hospital, treating injury).

#### **8.5**

Our pre-schools main aim is to provide a safe environment and minimise the risks of such incidents and enabling incidents which occur to be quickly and effectively dealt with.

#### **8.6**

To prevent a situation of violence and abuse taking place our pre-school has put into place various assessments of risk to identify and assess the risks, determined appropriate actions, and implemented those actions. And monitored the results and provided feedback. (Education Act 1996 Section 547 Education Act 1996).

## **8. Prevention**

#### **8.1**

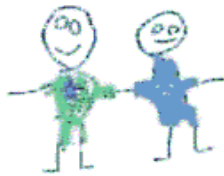
We recognise that the pre-school plays a significant part in the prevention of harm to our children by providing our children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

#### **8.2**

Our pre-school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Provide completely an open area for staff and children so all are aware of what is going on in the pre-school at all times. Monitor the input from our laptop/ television and books
- Staff whose behaviour is seen as a sign of neglect and abuse will be immediately be placed on suspension until an investigation can take place.
- Adults will not be left alone for long periods with individual children or with small groups.





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- Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the classroom will permit constant supervision
- Ensure assessment of risk are implemented and dealt with.

## 9. Contacts

Our pre-school works with OFSTED, West Sussex Early Years Development and Childcare Partnership, Social services; local Police and N.S.P. C. C. to ensure the child's best interests are met.

OFSTED West Sussex Early Years Development and Childcare Partnership Advisory and Development duty desk contact number 01403320330

Social services - 01403213100

Police - 08456070999

NSPCC - 080880050000

Local Authority Designated Officer, Rosemary Terry, (Children's Safeguarding),

Tel: 01243 642315 [rosemary.terry@westsussex.gov.uk](mailto:rosemary.terry@westsussex.gov.uk)

**Do you have a concern about the safety and  
welfare of a child ring?**

**01403 229900**

## Current up-dates

In line with the amendments of the 'Sussex Child Protection and Safeguarding Procedures' made in May 2011.

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- The definition of Emotional Abuse has changed to include a reference to the fact that it may involve serious bullying and cyber -bullying, exploitation or corruption of children.
- The definition Sexual Abuse has changed to incorporate reference to activities such as involving children in watching sexual activities, encouraging children to behave in sexually inappropriate ways and grooming a child for abuse (including the internet).

## Guidance for staff

### WHEN CHILD ABUSE IS SUSPECTED...

Pre-School staff are in the unique position of usually being the only adults outside a child's family who sees the child almost daily. Practitioners also have knowledge of child development and experience of a number of children of the same age. They are therefore in a good position to monitor children about whom there is concern.

### STAFF WILL TAKE THE FOLLOWING ACTION IF CONCERNS ABOUT A CHILD'S WELFARE OR SAFETY ARISE...

Any member of staff who has concerns will inform the our School Manager **Claire Morgan**

In particular all staff have a responsibility to report:

- Any significant changes in a child's behaviour
- Any unexplained bruising or marks
- Any comments which give cause for concern
- Any deterioration in a child's general well being.

Our school manager will immediately inform those adults in the school who work directly with the child. An informed decision can then be taken as to whether the situation should be monitored for an agreed period of time or if immediate action is necessary.

### WHEN A CHILD CHOOSES TO SHARE INFORMATION WITH STAFF

When a child chooses to share information with a member of staff about an abusive incident or incidents, it is important that the child is supported and feels he/she has "done the right thing".

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- ❖ It is essential that the member of staff reassures the child using age appropriate language.
- ❖ If a child asks to talk in confidence the staff member must be extremely careful not to promise confidentiality whilst at the same time not losing the confidence of the child.
- ❖ Staff must take care not to inadvertently contaminate possible criminal evidence and the staff member must remember that the school is not an investigative agency but has the role of supporting the child.

The need to consider a criminal investigation may not always be apparent but early discussion should, as far as possible adhere to the following principles:

- ❖ LISTEN to the child rather than directly question him or her
- ❖ Never stop a child who is freely recalling significant events.

A child must not have to repeat or elaborate what he/she has said. One telling is quite traumatic for a child and if he/she is made to repeat the information it may seem she/he has not been believed. It has also probable that it has taken a great deal of courage for the child to speak out and he/she has chosen someone they feel would be sensitive and caring.

It is essential that the child is treated sensitively and with dignity and that they are told what is happening and why at each stage and are prepared for the next step. Questions should be answered as openly and honestly as possible.

In many instances it will be beneficial to the child for the member of staff he/she chooses to confide in to remain with the child and to be present as a support at the interview with the social worker as long as both agree. If, however, the member of staff feels unable to do this or the child does not want him/her present then there should be no pressure on either of them to comply.

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