

The Chagford Montessori Nursery School

Safeguarding Children Policy

Statement of intent

The Chagford Montessori Nursery School wants to work with children, parents and the community to ensure the safety and wellbeing of children and to give them the very best start in life, with regard to the Statutory Framework. Staff, children, proprietors, visitors, volunteers and parents are made aware of the expected behaviours' and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children.

Aims

Our aims are to:

- create an environment in our nursery school which encourages children to develop a positive self image, regardless of race, language, religion, culture or home background;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Enable children to achieve the 'every child matters' outcomes: be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.
- work with parents to build their understanding of and commitment to the welfare of all our children.
- ensure that children will be confident that they will be listened to and what they say will be acted upon and to help them develop the life skills to necessary to protect themselves.

Liaison with other bodies

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- We have procedures for reporting child protection issues, including maintaining a list of telephone numbers, to ensure that it is easy, in any emergency, for the nursery school and social services to work well together.
- If a report is to be made to the authorities, we act on government guidance in deciding whether we must inform the child's parents at the same time.

Methods

Staffing and volunteering

- Our Designated Safeguarding Officer (DSO) is: Ruth Beck. When Ruth is not at the setting the deputy (Vashti Dawe) takes on the role of the DSO.
- We provide adequate and appropriate staffing resources to meet the needs of children, all staff are required to attend training in Safeguarding Children as often and as appropriate to their level of responsibility in the classroom.
- Applicants for posts within the nursery school are recruited according to the 'safer recruitment' guidelines and are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery school or has access to the children.
- All staff agree to abide by our Code of Professional Conduct which explains our philosophy and values.
- All staff are made aware and agree to our ICT Policy and no member of staff has a mobile phone or camera in the classroom, only the school camera is used by staff to record children's activities.
- Volunteers do not work unsupervised with children.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.
- We have a Visitors Policy and all staff are made aware of the strict procedures for recording the details of visitors to the nursery school. This includes the security steps that we take to ensure that we have control over who comes into the nursery school so that no unauthorised person has unsupervised access to the children.

- We have a Collection Procedure for parents to ensure that only people authorised by parents collect their child from nursery.

Managing allegations

If an allegation is made against a member of staff it must be brought to the immediate attention of the Designated Safeguarding Officer. In the case of the allegation being made against the DSO it will be brought to the immediate attention of the Proprietor or Deputy DSO. The DSO/Proprietor will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. This may be an initial evaluation meeting or strategy discussion depending on the allegation being made. The DSO/Proprietor will need to

- Refer to the LADO immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parent/carers of the child if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Advise Ofsted of allegation within 14 days and advise Ofsted of actions taken about allegations within 14 days.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting.

Disqualification

We are aware that in an event of the disqualification of a registered provider, a person living in the same household as the registered provider or person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision (Section 75 of the Childcare Act 2006) (3.14 EYFS). That in the event of a disqualification of a person employed in a setting, the provider should not continue to employ that person (Section 76 of the Childcare Act 2006). We are aware of the procedures and information we must give Ofsted regarding the disqualification (3.15 EYFS). We are aware of the need to ensure that Ofsted is informed of a disqualification within 14 days (3.16 EYFS)

Training

We seek out training opportunities for all adults involved in the nursery school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect and radicalisation. We have a safeguarding file in the office available at all times, which contains information about the signs and symptoms of abuse and the booklet 'what to do if you are worried'. Staff are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the nursery school. We aim for all staff to have the Safeguarding Awareness Training as minimum. DSO and DSO Deputy must have the Safeguarding Level 3 Training and the DSO must have the Safer Recruitment training and also the Against Domestic Violence and Abuse training. Safeguarding training is updated every three years for all staff. The manager will undertake Prevent Radicalisation training and educate staff as to the signs and action to be taken if detected.

Planning

The layout of the nursery allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left open and staff will make frequent checks on children.

Curriculum

- We introduce key elements of child protection into our foundation stage curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the nursery school a culture of value and respect for the individual, community and British values.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the nursery school, which may include an allegation of abuse.
- Please refer to the 'Managing allegations' section above which explains our procedure in the case of a complaint being made about a member of staff or volunteer abusing a child.

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, neglect and radicalisation.
- When children are suffering from physical, sexual, emotional abuse or radicalisation this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the nursery school investigates.
- We allow investigation to be carried out with sensitivity. Staff in the nursery school take care not to influence the outcome either through the way they speak to children or ask questions of children. We have a folder containing comprehensive information about the procedures to follow including information about what staff should do when a child discloses.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

Disclosures and Concerns

Where a child makes a disclosure to a member of staff, that member of staff knows to:

- offer reassurance to the child;
- listen to the child;
- give reassurance that she or he will take action
- The member of staff does not question the child

Recording concerns and disclosures

We have incident forms which staff should use to record disclosures. In brief staff make a record of:

- The child's name;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file.

- An incident form will be completed immediately.
- The DSO (or deputy DSO) will be informed as soon as possible.
- The DSO (or deputy) will use the Devon Safeguarding Threshold Tool to identify the level the child is on the Safeguarding Matrix. This will determine further action to be taken.
- Decisions and reasons regarding follow up action will be documented on the incident form. The DSO or deputy will ring MASH to seek advice when needed.
- If the child is believed to be at immediate risk of harm from their parents the DSO will telephone the Multi-Agency Safeguarding Hub (MASH) to make an enquiry. The DSO must follow up the telephone call by sending a completed referral form. The MASH number and referral process information is contained in the Safeguarding file.

All members of staff know the procedures for recording and reporting.

Informing Parents

- Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Information sharing, Confidentiality and Protection of Data

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Safeguarding Children Board. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Safeguarding Children Board. We ensure that the child's safeguarding files are transferred at transition and information is shared in accordance with Guidance on Sharing Safeguarding Information at Transition www.devon.gov.uk/transitionguidance_ey.pdf

Support to families

- The nursery school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- We establish partnership working with agencies, including children's centres, to support vulnerable children and families
- The nursery school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

All the undertakings above are subject to the paramount commitment of the nursery school, which is to the safety and well-being of the child.

This policy relates to the following policies in place at Chagford Montessori Nursery School:

Behaviour Management

Arrival and departure of children

Complaint and Grievance

Confidentiality and Protection of Data

Equality, Inclusion & SEN

Health and Safety

ICT & Internet Safety

Intimate Care

Missing Child

Outings

Parental involvement

Professional Code of Conduct

Staff Recruitment, employment, retention & equal opportunities

Risk Assessment

Smoking, Alcohol and Drug abuse

Staffing and Employment

Visitors Policy

Whistle Blowing

The following manuals are kept in the setting:

- What to do if you're worried a child is being abused 2015
- Working together to safeguard children 2010 (part hard copy part PDF file)
- The Prevent Duty 2015