

The Meadows Montessori Primary School

Policy for Safeguarding Children

School Philosophy

We recognise that the welfare of all children is paramount and that all children regardless of ability or culture have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our school.

The Meadows Montessori Primary School Safeguarding Children Policy draws upon the principles of 'Every Child Matters' duties imposed by the Children Acts 1989 and 2004 and the guidance contained in 'Working Together to Safeguard Children' and 'What to do if you're worried a child is being abused' the current DFES Circular (0027/2004)

Designated Person is: **Sam Sims**

Deputy Designated Person is: **Liza Wright** (Day Nursery Manager)

Aims

To protect the child and to be aware of any signs that may be of concern regarding a child's health and welfare.

To promote an environment where children and adults will feel confident about sharing any concerns they may have about their own safety and well-being, or that of others.

Prevention

The Meadows Montessori Primary School seeks to:

- Maintain an ethos where children feel secure, are encouraged to talk and are listened to.
- Ensure that the children know who they can talk to if they are worried or in difficulty.
- Include within the curriculum, opportunities which will equip children with the skills they need to:
 1. Stay safe from abuse
 2. Have confidence to seek help
 3. Know where to go to for help.

This will be addressed through various ways within our curriculum - particularly through PSHE.

Procedures

We will follow the procedure set out in the document 'What to do if you are worried that a child is being abused' DFES. This procedure is also detailed at the end of this policy.

- The school has a designated member of staff who has undertaken both Level 1 & 2 Safeguarding Children Training. This designated staff member is the Head Teacher and in her absence the Day Nursery Manager.
- All members of staff have undertaken Level 1 Safeguarding Children Training ensure that they have developed an understanding of the signs and indicators of abuse and how to respond to a pupil who may disclose abuse.
- All new members of staff will be informed of the Safeguarding arrangements and given a copy of the policy as part of their induction programme.
- When new pupils join our school, all parents and carers will be given a copy of our safeguarding policy. They will be informed of our legal duty to assist our colleagues in other agencies with safeguarding children enquiries and what happens should be have cause to make a referral. A statement will be positioned in the main access area to the school with reference to our policy.
- As a school we are members of SafeChild - who carries out our training, crb checks and provides a toolkit and up-to-date government information.

The Designated Person is responsible for:

- Adhering to the procedures set out in this policy.
- Keeping written records of concern about children even where there is no need to make a formal referral immediately.
- Keeping all records in a secure location.

Every member of staff (both teaching and non-teaching) is responsible for ensure that they know:

- The name of the designated person and her role
- That they have individual responsibility for referring any concerns to the designated person.

Recruitment

At all times The Meadows Montessori Primary School will ensure that safe recruitment practices are followed.

- We will require seeing original academic certificates.
- We will always take up at least 2 references.
- We will question the contents of application forms if we are unclear about them - particularly in regard to gaps in employment.
- Id will be required (i.e. passport) and a copy taken for the staff confidential file.
- We will undertake Enhanced Criminal Records Bureau Checks.
- Staff will not be employed until we have received a CRB check.
- The following statement will be at the bottom of all adverts placed for job vacancies: **The Meadows Montessori Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an Enhanced Disclosure from the Criminal Records Bureau.**
- During the interview process, questions that are asked with regard to safeguarding will be made appropriate for the relevant position.

- Both the Head Teacher and a parent are booked to attend Safer Recruitment Training in January 2010. The named parent for January 2010 is Vanessa Basu. Mrs Basu will then attend any interviews and will oversee the application process for any new staff.

Training

Every member of staff will be expected to take Level 1 Safeguarding Children training. This will need renewing every 2 years. Level 2 training is required for designated person and the Deputy.

The Safeguarding Children's Board termly newsletter will be shared with staff and up to date information from the website www.suffolkscb.org will be shared with staff for information or implementation.

The Head Teacher or Nursery Manager will have up to date information and should be used as a first point of contact for concerns and queries.

Records and Monitoring

If any person is concerned about the welfare or safety of any child then they need to record their concern and give this to the designated person. This information will be kept in a separate Safeguarding file within the locked filing cabinet in the office. These files are the responsibility of the Designated person and the information will only be shared within the school on a "need to know" basis for the protection of the child. These records should be factual only.

These reports must be made in writing, with date and time and signed by the person with the concern.

Reporting

If it is felt appropriate, a meeting can be arranged between the parents and 2 members of staff to discuss the issue.

If the concern is still apparent or it is felt that action must be taken immediately then a referral is made to Social Services -by the designated person. Parents can be informed of this decision, as long as it is not felt that the child and/or member of staff is being put at risk.

All verbal referrals must be followed by a written referral within 24 hours.

The member of staff must be prepared to provide further information as required.

It is important to remember that at all times, recording, signing and dating of relevant forms, is essential and also to write times on the record. This will enable a track to be kept on the child over a period of time.

Supporting Children

Our school will support children by:

- By promoting a school ethos of a caring, positive and safe environment which promotes the social, physical and moral development of the individual child.
- Liaising with other agencies as appropriate.

- Keeping effective, clear and concise records as soon as there is a significant concern.
- Implementing an anti-bullying policy.
- Ensuring that after a referral has been made staff remain sensitive to the child's emotional needs.

OTHER MEASURES THAT ARE IN PLACE TO ENSURE THAT OUR SCHOOL PROVIDES A SECURE ENVIRONMENT IN WHICH CHILDREN ARE KEPT SAFE.

- A current health and safety policy that is reviewed termly.
- An Annual Fire Risk Assessment & Termly Fire drills. (Fire policy)
- All staff have First Aid Training and each classroom has a first aid kit. (First Aid Policy)
- Administering of medicines Policy
- Ensuring of Site security - Site Security Policy
- Missing Child policy
- Accurate attendance record keeping.
- Behaviour Policy and Anti-Bullying Policy
- Internet Safety Policy
- Safe use of Photographing and videoing Policy
- Confidentiality Policy

All the above are in place to ensure the safety and well being of children in our care.

Signed:

Date:

Review Date: