

# The Robin Montessori

## SAFEGUARDING CHILDREN/ CHILD PROTECTION POLICY

### **Safeguarding is everyone's responsibility.**

The purpose of The Robin Montessori safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend our setting. The policy aims to ensure that:

- all our children are safe and protected from harm.
- other procedures and policies are in place to enable children to feel safe and adopt safe practices.
- Staff, children, visitors, volunteers and parents are aware of the expected behaviours and the setting's legal responsibilities in relation to promoting the safeguarding and welfare of our children.

'Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS).

### **Definition of Safeguarding from Keeping Children Safe in Education (KCSIE) (DfE: September 2018.)**

This is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18.

### **The Difference between Safeguarding and Child Protection:**

Safeguarding is a broader term than child protection. It encompasses all the elements set out above and is what a school/nursery must do for all children. Child Protection is part of this definition and refers to activities undertaken to protect children who have been harmed or are at significant risk of being harmed. Where a child is thought to be suffering significant harm, or to be at risk of suffering significant harm, this must be reported to MASH immediately. Action must also be taken to promote the welfare of children who are believed to be in need of additional support, even if they are not suffering harm or at immediate risk. Such instances must be addressed through the local inter-agency assessment processes.

Safeguarding in The Robin Montessori is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. The Robin Montessori recognizes the contribution it can make to ensure that all children who use our setting feel that they will be listened to.

The Robin Montessori is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. They are aware that they may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as

local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. The Nursery fully recognises its responsibilities for safeguarding and protecting children. The Policy is written in line with the following government documents: 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education, September 2016' and 'What to do if you're worried a child is being abused – March 2015'. A copy of these documents is kept on the premises.

### **Types of abuse and particular procedures followed**

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree. All members of the staff are required to be aware of the different types of abuse listed below.

#### **What is abuse?**

Abuse is a form of maltreatment of a pupil. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. (Working Together to Safeguard Children. HM Government, 2015)

#### **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

#### **Emotional Abuse**

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking
- Very low self-esteem or excessive self-criticism
- Withdrawn behaviour or fearfulness
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders or self-harm

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or

disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation or social contact. Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

### **Recording suspicions of abuse and disclosures**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action;
- does not question the child;
- makes a written record that forms an objective record of the observation or disclosure that includes:
  - the date and time of the observation or the disclosure;
  - the exact words spoken by the child as far as possible;
  - 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 the child's personal file which is kept securely and confidentially.

The staff are introduced to the procedures for recording and reporting at induction and have termly review meetings.

Staff have monthly one to one supervision where they are provided an opportunity to raise any concerns they may have about the welfare of the children or the behaviour of another team member.

**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 Area Child Protection Committee.**

### **Making a referral to the local authority social care team**

A member of management contacts First Contact with all of the details recorded. First contact advises the management with what action to take next. The management take notes of the conversation and these are kept on record. A letter is then written to First Contact within 48 hours with details of the referral made. We keep a copy of all referral letters and notes of phone conversations.

Safeguarding and Welfare Requirement: Child Protection Providers must have and implement a policy, and procedures, to safeguard children.

## **Safeguarding Procedure**

We will follow the procedures set out by the Local Safeguarding Children Board and the Local guidance and take account the guidance issued by the DfE. We have a copy of 'what to do if you're worried about a child being abused' for parents and staff to be familiar with.

If we have any reason to believe that a child is subject to either physical, emotional, sexual abuse or neglect, we will immediately report any suspicions of abuse to: LBHF Children's services Front Door  
Tel: 0208 753 6600 Out of hours service: 020 8748 8588

Consultation and Advice about a child/young person resident in Hammersmith and Fulham:

For a discussion about any concerns you have regarding a child, please contact the Initial Contact and Advice Team (ICAT) in Hammersmith and Fulham, where you will get straight through to a Social Worker on:

- Tel: 020 8753 6610
- Out of hours: 020 8748 8588

For concerns about another professional or any complaint against you (or those in your home): You MUST inform the Local Authority Designated Officer (LADO). You should also inform Ofsted if the allegation is against you or any other professional. | Tri-Borough LADO: Kembra Healy | Email: Kembra.Healy@lbhf.gov.uk | TEL: 020 7641 7693, 07823 532 538

If we are seriously concerned about a child's immediate safety, we will dial 999.

External responsibilities and therefore details of any external personnel named below may be subject to change without notification to the school.

The Tri-Borough Local Authority Designated Officer (LADO)\* for referral and management of allegations against staff is: Kembra Healy – Tri Borough Safe Organisations Manager and Local Authority Designated Officer (LADO) Direct line telephone: 020 8753 5125 Email: Kembra.Healy@lbhf.gov. London Borough of Hammersmith and Fulham: 0208 753 5125/ LADO@lbhf.gov.uk

If the LADO is not available, please contact the Safeguarding Children's Team on 02087 533914 and ask to speak to a Duty Officer who can take your referral or assist with your inquiry.

We have a Designated Safeguarding Lead (DSL) who provides:

- Support to staff members to carry out their safeguarding duties
- is appropriately trained, with updated training taken every two years, has a working knowledge of LSCB (London Safeguarding Children's Board) procedures.
- Keeps detailed written records of all concerns, ensuring that such records are stored securely.
- will co-ordinate action in school, refer, liaise with Social Care and other agencies over suspected or actual cases of child abuse.
- notifies Social Care if a child with a protection plan is absent for more than two days without explanation
- ensures that the Safeguarding Policy is regularly reviewed and updated.
- ensures all staff who work with children receive appropriate training every three years, and in accordance with the requirements of the LSCB

The deputy designated person is appropriately trained and, in the absence of the designated person, carries out those functions necessary to ensure the ongoing safety and protection of the children. In the event of the long-term absence of the designated person, the deputy will assume all of the functions above.

We seek out training opportunity for all adults involved in The Robin Montessori Nursery to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse or neglect and so that they are aware of the Local Authority

Guidelines for making referrals. We ensure that all staff are aware of the procedures for reporting and recording their concerns.

**Designated Safeguarding Lead (DSL):** Agnese Mugnai

Mobile: 07908 257758

Email: agnese@therobinmontessori.co.uk

**Deputy Designated Safeguarding Lead (DSL):** Elisa Fernandez Romero

Mobile: 07729619220

Email: elisa@therobinmontessori.co.uk

### **Dealing with an Emergency**

In some instances, staff or volunteers may be the first people to recognise that the child may need immediate attention resulting from child abuse. This may need to be your first action. Depending on the circumstances you may need to:

- Telephone for an ambulance or the police (dial 999).
- Ask a doctor to call.
- Ask the parent to take the child to the doctor or the hospital at once.
- Offer to take the parent and child to the hospital/surgery/clinic for immediate medical attention as appropriate.
- Take the child yourself to the hospital/surgery/clinic.

It is important to remember that the child is the legal responsibility of the parents/carers and that person must be involved in the matter as soon as practicable, and IF IT IS BELIEVED THAT DOING SO PUTS THE CHILD AT NO FURTHER RISK.

Having taken the necessary emergency action, any suspected abuse must be reported to the safeguarding lead as soon as practicable. If the abuse implicates the Head of the Nursery, the concerns should be discussed with the next tier of line management - the Governing Body member responsible for Child Protection. If necessary, report the disclosure yourself to the LADO and OFSTED. A record of an account of the emergency must be written retrospectively when it is possible to do so.

Allegations of abuse against a member of staff or a volunteer are reported to the LADO

Keeping Children Safe in Education (DfE: September 2016) makes it clear that anybody can make a direct referral to the MASH including the LADO in line with the referral threshold set by the Local Safeguard Children Board. If a child's situation does not appear to be improving the staff member with concerns should press for re-consideration.

For consultation and advice about a child/young person resident in Hammersmith and Fulham, contact Hammersmith and Fulham Duty Line (Front Door) on: 020 8753 6600/020 8748 8588 or Hilary Shaw (Tri-Borough Safeguarding and Child Protection Schools and Education Officer) on: 07817 365 519 Email: Hilary.Shaw@rbkc.gov.uk or Anna Carpenter (Tr-Borough Head of Safeguarding Review and Quality Assurance) on: 020 7361 3467/07971 320 88 Email: Anna.Carpenter@lbhs.gov.uk

The out of hours' number is: 020 8748 8588. For consultation and advice about a child/young person resident in Wandsworth contact 020 88716622.

Children who have suffered or are likely to suffer significant harm are 'children at risk'. Children who are in need of additional support from one or more external agencies are 'children in need of additional support from one or more agencies' inclusive of 'Early Help Assessment'. The DSL must immediately report this to the MASH. The contact details are as follows:

The Hammersmith and Fulham Children's Social Care (CSC) and Multi Agency Safeguarding Hub (MASH) for Children at Risk and Children in Need / Early Help / Intervention and Assessment Services for 'children at risk', 'children in need of additional support from one or more agencies' inclusive of 'Early Help Assessment' are as follows: Office hours: 9.00am – 5.00pm Monday to Friday Miranda Gittos, Head of MASH, Tel.020 7641 7793 / Mobile. 07903 147 545 Catherine Hoy, MASH Service Manager Tel.0207 7641 5428 Esohe Erhahon, Schools Lead MASH, Tel.0207 641 5026 Email: choy@westminster.gov.uk or eerhahon@westminster.gov.uk

If a child is in immediate danger or left alone, you should contact the police or call an ambulance immediately on 999. Police Child Abuse Investigation Team – call 101 Police Domestic Abuse Investigation Team – call 101