



SAFEGUARDING AND CHILD PROTECTION

INTRODUCTION

All members of staff working for St. Andrew's Montessori, including people who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children.

We promote safety by treating all concerns and suggestions of child abuse with strictest confidentiality and swiftly. Children are made to feel safe within the environment.

The Safeguarding and Child Protection Policy is kept in the Office and is freely available. This policy is also available to parents. The appointed persons (see below) have the responsibility to ensure that the Safeguarding and Child Protection Policy is fully implemented and followed by all staff. St. Andrew's Montessori is committed to providing resources and time to enable the appointed persons to carry out their role and responsibilities.

SAFER RECRUITMENT AND SUPERVISION OF STAFF, VOLUNTEERS AND MANAGEMENT COMMITTEE

- All staff and volunteers are asked to supply a Curriculum Vitae to management before an interview. Only suitable people will be invited for an interview with Management.
- After the interview, applicable references will be followed up.
- Staff and volunteers will not be allowed to work until they have submitted an Enhanced Criminal Record Bureau check. Further Enhanced CRB checks will then be made once employment has commenced and then periodically thereafter.
- All new staff members have a probationary period of one term once employment commences. All staff members are responsible for the induction of new staff members.
- There is a Whistle Blowing policy for all staff.

SAFEGUARDING AND CHILD PROTECTION TRAINING

Training is available for all staff members and this will be arranged periodically so as to remain up to date.

PROCEDURES TO AID PREVENTION OR IDENTIFICATION OF ABUSE

- Unauthorised people cannot enter the premises. All staff ensure that all doors are securely locked before and during each session.
- All visitors are recorded in a Visitors Record Book which is kept in the Reception Area during the school day and locked in a secure cupboard at the end of each day.
- As the Main Area is open plan teachers can observe all the children. Doors between the various classrooms are kept open during the school day. Staff member will always work within sight and hearing of each other.
- Children are taught that all individuals are respected and valued and staff will be examples of this.

St. Andrew's Montessori

St. Andrew's Church, Thornhill Square, London N1 1BQ. Telephone: 020 7700 2961

Principal: Samantha Rawson



- The curriculum at St. Andrew's Montessori helps children to understand what acceptable and unacceptable behaviour towards them is. Children are taught and encouraged to explain that they feel upset or worried.
- Management will use the Protection of Children Act procedures if a staff member or volunteer is suspected for child protection reasons.

MANAGEMENT OF ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN

An allegation or concern that any person who works with children, in connection with their employment or voluntary activity, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behave towards a child or children in a way that indicates they are unsuitable to work with children.

Ofsted must be informed of any allegation or concern made against a member of staff.

The employer should make a written record of all information and the allegation or concern should be reported to the Principal or where the Principal is the subject of the allegation. The allegation or concern must be reported to the Early Years Local Authority Designated Officer (Donna Bart) within one working day.

Please see Whistle Blowing Policy.

SAFEGUARDING AND CHILD PROTECTION PROCEDURE

All members of staff should discuss any concerns and differences of opinion with Management. All concerns could also without necessarily identifying the child in question be discussed with senior colleagues in other agencies to understand the reasons for concern about the child's welfare.

If, after this discussion the member of staff still has concerns, and consider the child and their parents would benefit from further services, consider to which agency you should make a referral. If you consider the child is or may be a child in need, you should refer the child and family to social services. This may include a child whom you believe is, or may be at risk of suffering significant harm. Concerns about significant harm may also arise with children who are already known to social services. Information about these children should be given to the allocated social worker with social services. In addition to social services, the police and NSPCC have powers to intervene in these circumstances.

In general, the teacher will seek to discuss concerns with the child, as appropriate to their age and understanding and with their parents and seek their agreement to making a referral to social services. Unless the member of staff considers such a discussion would place a child at risk of significant harm.

Once a referral has been made, agree with the recipient of the referral what the child and parents will be told, by whom and when.

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If referral is made by telephone, Management will confirm it in writing within 48 hours. Social services should acknowledge written referral within one working day of receiving it, so if you have not heard back within 3 working days, contact social services again.

Following a referral, the teacher and Management should decide on the next course of action within one working day, and record the decision. Further action may include undertaking an initial assessment, referral to other agencies, provision of advice or information, or no further action.

All staff will follow the guidelines laid out in the government booklet:

What to do if you're worried a child is being abused – Summary
(Or any national guidance which replaces this publication)

ALL STAFF WILL BE FAMILIAR WITH THE CHILD PROTECTION PROCEDURES LAID OUT BY ISLINGTON COUNCIL

Appointed Persons:	Nicola Byrne	Deputy Principal
	Rhonda Wood	Head of Nursery

Agencies to contact:

- Independent Safeguarding Authority 0300 123 1111
www.isa.homeoffice.gov.uk
- Islington Children's Services 0207 527 7400
- Local Safe Guard Children's Board 0207 527 4234

Please refer to "What To Do" wall chart displayed in Office