

KIA MENA MONTESSORI PRE-SCHOOL

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SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE **(Child Protection Policies and Procedures)**

The pre-school complies with the procedures approved by the Local Safeguarding Children's Board.

Kia Mena aims to create an environment in which the children are safe from abuse and in which any suspicion of abuse is promptly responded to in the correct manner.

All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.

In order to do this the pre-school will:

1. EXCLUDE KNOWN ABUSERS

All applicants for positions within the pre-school will be informed that such positions are exempt from the provision of the Rehabilitation of Offenders Act 1974.

All applicants for positions with the pre-school will be interviewed and asked to supply at least two references that will be followed up. Explanations will be sought if there are any unexplained gaps in an applicant's employment history. DBS checks will be sought.

All appointments within the pre-school will be subject to a three-month probationary period. Appointments will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

2. TRAINING

The pre-school will ensure all adults involved with the group have appropriate training opportunities to ensure that they understand the safeguarding policy and procedures, and ensure that all members of staff have up to date knowledge of safeguarding issues. Training made available by the pre-school will enable staff to

identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

3. PREVENT ABUSE BY MEANS OF GOOD PRACTICE

Adults at the pre-school will not be left alone for long periods of time with individual children or within the group. If an adult needs to take a child aside – for example when changing a nappy, or during reading practice – the door will be left ajar. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

Adults who have not been DBS checked will not be allowed to take the children unaccompanied to the toilet.

Children will be encouraged to develop, through adult support, independence in making choices and expressing their own feelings in acceptable ways. This will help children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Practitioners in the setting need to be aware that children with additional needs and/or disabilities can be particularly vulnerable. This may arise from the child's possible difficulty in communicating their concerns. Staff should, therefore, be aware of children's individual needs when considering child protection issues.

Practitioners also need to be aware of other factors that affect children's vulnerability that may affect, or may have affected children using the provision such as, abuse of disabled children; fabricated or induced illness; sexual exploitation of children including through internet abuse; Female Genital Mutilation, children who are trafficked and/or exploited, children involved in violent offending, with gangs, and county lines, child abuse linked to beliefs in spirit possession; and radicalisation or extremism.

In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.

The layout of the pre-school should be such that constant supervision of all the children is ensured.

Mobile phones belonging to practitioners will be kept in the office or kitchen at all times and will not be used for the purpose of taking photographs of the children.

Parents and visitors to the pre-school are requested not to use their mobile phones whilst on the premises.

Cameras used to take photos of the children will remain in pre-school and will only be used if written consent has been obtained by the parents through the completion of the enrolment form.

Practitioners will not discuss the pre-school, other staff, parents, carers or children through social networking sites or publish photos of the pre-school, other staff, parents, carers or children on such sites.

4. RESPOND APPROPRIATELY TO SUSPICIONS OF ABUSE

In all cases, the first concern of the pre-school is with the child. Any child who gives cause for concern will be listened to, reassured and helped to understand that they, as individuals, are valued and respected and have not been at fault.

Any changes in a child's appearance or behaviour will be investigated and recorded. All records will be dated and signed and kept confidentially.

The child's parents will normally be the first point of reference, but if anxieties are not allayed, the matter can also be taken up with Children's Social Care. In exceptional circumstances, Children's Social Care may be the first point of reference. The LADO, OFSTED or RIDDOR will be informed of any matters concerning child protection.

All suspicions and investigations will be kept confidential and shared only on a need-to-know basis. The people usually involved will be the child's keyworker, the manager and the principal of the pre-school.

If a member of staff is accused of any form of child abuse, he/she will be interviewed immediately by the principal. The person accused may be accompanied by a friend or colleague and seek advice from a union representative.

Except in exceptional circumstances, the person against whom the allegation is made will be informed of the allegation and immediately suspended on full pay whilst an investigation is carried out. Investigations will be in line with the Local Safeguarding Children's Board procedures and conducted in conjunction with the Local Safeguarding Children's Board. Confidential records will be kept of the allegation and all subsequent investigations. OFSTED will be informed of the action taken in respect of the allegations. This notification will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

5. KEEP RECORDS

Any worrying changes regarding a child's behaviour, physical condition or appearance will be recorded in a separate, confidential record book. The record will include the name, address and age of the child, timed and dated observations and where possible the exact words spoken by the child. The record should be signed and dated by the recorder.

Such records will be kept in a separate file and only accessed by appropriate members of staff such as the child's keyworker and the manager.

6. LIAISE WITH OTHER BODIES

The pre-school operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the pre-school is anxious will only be shared with the Social Services Department if the pre-school feels that adequate explanations have not been provided.

The pre-school has regard to the Government's statutory guidance '*Working Together to Safeguard Children*'. If there are concerns about children's safety or welfare, the pre-school notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

Points of contact are:

Bromley Early Years – Yasmin Ahmed - 020 8461 7208

Child and Families Referral and Assessment Team –

020 8461 7373 0208 461 7309

Emergency Duty Team – 020 8464 4848

OFSTED Complaints, Investigations and Enforcement Team – 0300 123 4666 or main OFSTED number - 0300 123 1231

7. SUPPORT FAMILIES

The pre-school will aim to build up trusting and supporting relationships between families and members of staff

Where needed, the pre-school will work with the family to access all support services available to the family.

Where abuse at home is suspected, the pre-school will continue to welcome the child and his/her family whilst investigations are being carried out.

Confidential reports on the child will be shared with the family.

Whilst remembering that the safety and care of the child is paramount, the pre-school will do all in its power to support and work with the child's family.

The Designated Person is: Mrs Jane Jaye. In her absence, her Designated Deputy, Mrs Emily Francis, is available for staff to discuss their concerns.

OCTOBER 2023

This policy will be updated annually