



SAFEGUARDING AND CHILD PROTECTION POLICY

Safeguarding and Child Protection Statement

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.

The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements are designed to support providers in creating settings which are welcoming, safe and stimulating, and where children are able to enjoy learning through play, to grow in confidence and to fulfil their full potential.

The Proprietor and the Leadership team wish to make it clear that Safeguarding is at the forefront of all practice at Storybook Montessori and provides safeguarding and child protection training when staff are appointed and regular, at least annual, refresher training thereafter to keep their knowledge up to date.

At Storybook Montessori, extremist religious views and partisan political views when teaching or caring for children will not be tolerated. All members of staff are expected to offer a balanced presentation of views and opinions and to promote British values. Failure to comply will result in disciplinary action and possible dismissal.

Safeguarding and protecting children, young people and families is everyone's responsibility.

At Storybook Montessori we safeguard and protect all children by adopting robust Policies and Procedures.

Our setting has a Designated Safeguarding Lead (DSL) whose responsibility is to oversee safeguarding arrangements in the setting, support and advise staff and to liaise with children's services and the Local Safeguarding Children's Board (LSCB). Deputy DSL's are appointed to support safeguarding and child protection in the absence of the DSL. The DSL and Deputy DSL's attend regular safeguarding training through the Royal Borough of Windsor and Maidenhead, to ensure that their knowledge and skills are refreshed and up to date. The identity of the DSL and Deputy DSL's is available on posters placed around the setting.

Signed

Date

Mary Brosnan
Managing Director
To be reviewed January 2022

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We protect the children from harm and abuse by adopting the safeguarding procedures which are consistent with the following documents:

- Working Together to Safeguard Children (July 2018)
- Royal Borough of Windsor and Maidenhead Safeguarding Children Board guidelines
- What to do if You're Worried a Child is Being Abused (March 2015)
- Keeping Children Safe in Education (September 2020)
- Counter terrorism and security act 2015 (Prevent Duty)
- NSPCC – when to call the police:

<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

Training

We ensure that all staff, parents and visitors are aware of our Safeguarding and Child Protection Policies and Procedures by providing a full induction when an employee joins the setting and providing written information (on arrival) to parents and visitors. We provide appropriate staffing resources and training to ensure that all staff understand how to keep children safe and the procedures to follow if they are concerned about a child as well as how to deal with allegations about staff (recognising that concerns tend to grow and may be apparent before someone makes an allegation). Training is made available to ensure that staff can identify signs of possible abuse and neglect at the earliest opportunity, and how to respond in a timely and appropriate way.

Training takes place as part of the induction programme for new members of staff and every year or sooner, thereafter. We also discuss Policies and Procedures regularly at staff meetings.

Concerns about children

We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect and signs of these could include the following:

- significant changes in children's behaviour, performance or attitude;
- 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;
- an injury which is not typical of the bumps and scrapes normally associated with children's injuries;
- unexplained injuries;
- frequent injuries (even when apparently reasonable explanations are given);
- confused or conflicting explanations on how injuries were sustained;
- sexual behaviour which is unusually explicit and/or inappropriate to his/her age;
- disclosure of an experience in which he or she may have been harmed;
- cause to believe that he or she may be suffering significant harm;
- frequent long or short term, unexplained absence from nursery school;
- any reason to suspect neglect or abuse inside or outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by 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;
- Weight loss/failure to thrive

Physical Abuse

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This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Any concerns about female genital mutilation (FGM) within the family must be immediately reported to Children's Social Care and the Police (see section below).

Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature over protection and limitation of exploration and learning or preventing the child participating in normal social interaction.

It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may include physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of (including photographic images), sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and/or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once the child is born it may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment it may also include neglect of or, unresponsiveness to, a child's basic emotional needs.

This is not a definitive list; we are aware of and will respond to other types of abuse

Definitions taken from HM Government 'Working together to Safeguard Children 2018'

Fabricated illness (FII)

This is when a parent or carer exaggerates or deliberately causes symptoms of **illness** in the child. Fii is also known as 'Munchausen's syndrome by proxy'.

Role of the Designated Safeguarding Lead (DSL)

The DSL is a senior staff member who takes lead responsibility for safeguarding and child protection (including online safety). The DSL is equipped to provide support to other staff on child welfare and

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child protection matters, take part in strategy discussions and inter-agency meetings and/or to support other staff to do so.

Deputy DSL's are in place and are trained to the same standard as the DSL and activities of the DSL can be delegated to appropriately trained deputies. However, the ultimate lead responsibility remains with the DSL. The DSL and deputies are identified on the notice boards in the staff room and reception.

Female Genital Mutilation (FGM)

This form of physical abuse is performed as a cultural ritual by certain ethnic groups. FGM is illegal and extremely harmful to young women and children subject to the procedure. In line with the document 'Keeping Children Safe in Education' 2020, we will immediately refer any concerns that a child or their sibling has been subject to an act of FGM to the Police and the SPA or the Out of Hours Emergency Duty Team in line with the document 'Keeping Children Safe in Education' 2020.

Non-mobile children

A non-mobile child is a child who is not independently mobile, for example a baby who is not crawling, bottom shuffling, pulling to stand, cruising or walking independently. This includes all children under the age of six months and **any** children with a disability who are not able to move independently.

Severe child abuse is 6 times more common in babies aged under 1 year than in older children.

It is recognised that a small percentage of bruising in not independently mobile children will have an innocent explanation (including medical causes). This will include where it is believed that the mark is a benign skin mark (birth mark or Mongolian blue spot).

Where an injury occurs to a non-mobile child, Storybook staff will enquire as to the cause of the injury and document this on an 'accident at home form'. They will then consult with the Designated Safeguarding Lead to initiate a referral if appropriate.

Children who go missing from education

Storybook recognises that there may be a circumstance where a child could be considered as 'missing from education'. In this instance, Storybook staff will endeavour to contact the parents of the child concerned in order to identify the reason for absence. If staff are unable to make contact or have any concerns regarding a child who is not attending, they will follow Storybook's safeguarding procedures for recording and reporting.

Children potentially at greater risk of harm

In some instances, children are considered as being at greater risk of harm. For example:

- Children who need a social worker (Child in Need and Child Protection Plans)
- Children requiring mental health support
- Looked after children and previously looked after children

External Injury

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We ask that any injury sustained outside of nursery school is reported on hand over to a member of the teaching team. Parents are asked to complete a form, detailing information about the injury. These forms are filed in the accident file and records may be monitored for safeguarding and quality assurance purposes.

Bullying

Bullying is a safeguarding matter that, if left unresolved, can become a child protection matter. Storybook will take any bullying concerns seriously and will both investigate and take action to protect pupils where appropriate, following our managing positive behaviour policy.

Child on child sexual violence and sexual harassment

Children can be vulnerable to abuse by their peers. We are aware that children can present a risk to other children and where we are concerned that they may present a risk to others we will make the appropriate referral. Where staff are concerned about a child's behaviour, they will refer to and follow our promoting positive behaviour policy, if appropriate. Any child on child abuse will be taken as seriously as abuse by adults and will be subject to the same child protection procedures.

Protecting children from Radicalisation

We promote tolerance and harmony between different cultural traditions; we teach a broad and balanced curriculum which promotes the spiritual, moral and cultural development of pupils and prepares them for the opportunities, responsibilities and experiences of life. We promote community cohesion and safeguards against biased or unbalanced teaching and the promotion of partisan political views. Government guidance on radicalisation is followed: this can be found in the Channel Duty Guidance '*Protecting vulnerable people from being drawn into terrorism*'

All staff complete Prevent training annually.

What to do if you are concerned about a child

If a practitioner is concerned or worried about a child or a child makes a disclosure, they must discuss this with the DSL, or in their absence, the deputy DSL, immediately and make a record of the concerns, the discussion and actions agreed.

The DSL will then decide whether the concerns should be referred to SPA and children's services, and this may be done without prior consent or discussion with the parents if the DSL feels that the child is at risk of significant harm. When raising a concern we will always consider the child's welfare as paramount.

If staff are in any doubt or need reassurance about what actions to take, they or the DSL should discuss their concerns with the Single Point of Access (SPA 01628 683150 mash@achievingforchildren.org.uk)

Responding to a disclosure

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately on My Montessori Child and reported to the DSL.

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Record Keeping

In making any record, you must consider why the recording is being carried out, who will read it and when. A record may be read a few days after being written, a year later or twenty years later. It is therefore necessary to record in such a way that someone reading the record is able to obtain a clear account, e.g. by giving full names and designations of professionals involved. The record should contain the following:

- Child's full name.
- Child's Date of Birth.
- Date and time of the observation or the disclosure.
- Exact words spoken by the child.
- Exact position and type of injuries or marks seen (use a body map where appropriate).
- Exact observation of an incident including any other witnesses.
- Name of person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

A record should also be kept of any contact with parents, carers, Single Point of Access (SPA), Health Visitor, Social Workers, Ofsted, Police etc. Records should be clear and easily understood.

These records should be signed by the person reporting, the DSL and the nursery manager, dated and kept in a confidential folder.

When any child leaves all documents relating to the child will be filed together safe and secure until the child reaches the age of 24 years old.

If a child leaves Storybook, any child protection records will be passed on to the next setting that they attend.

Referrals

Where there are safeguarding or child protection concerns, the DSL or deputy DSL on duty will contact the Single Point of Access (SPA) to make a referral. Please see flow chart in appendix 1

Single Point of Access (SPA) (8.45am to 5.15pm Monday to Thursday, 8.45am to 4.45pm Friday)
01628 683150 mash@achievingforchildren.org.uk

Out of Hours team (5.00pm to 9.00am and weekends) 01344 786543

If there are any concerns about children's safety or welfare, agencies with statutory responsibility must be contacted without delay. This means RBWM Multi Agency Safeguarding Hub, or in emergencies the Police.

We will also:

- Share any information regarding the family and any notes/recordings that we may have made. Confirm any referral in writing on the same day and ensure that we receive written acknowledgement to ensure that the referral has been received.
- Use the correct paperwork but keep all original notes/records.
- Ensure that we take names and make accurate records of any conversation.

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- Protect any one in our setting who is under the age of 18 through our Safeguarding and Child Protection policies and procedures.
- We will ensure that those under the age of 18 are treated as children under this policy.
- Inform Ofsted and the Local Authority Designated Officer (LADO) about any allegations against staff, inform them of the action taken and keep them regularly updated.

If it is decided not to make a referral, all details must still be recorded, signed and dated and kept in a designated folder within the office which is kept securely and confidentially. Decisions to **not** refer must be signed (as agreed) by the DSL and the manager on duty.

Questions to ask when making a referral:

- What is your name and position (social worker or other professional who you are speaking to)?
- What more do I need to do?
- How and when will you let me know what is going to happen next?
- Who should I speak to if I am not happy with what you say or do?

All staff must remember: it is not their responsibility to decide whether a child is being abused: if they have concerns, suspicion or doubt then they should not delay in making a referral.

Professional Disagreements

ANY member of staff can make a referral if they still have concerns after speaking to the DSL and feel the child is at risk following guidance in 'working together to safeguard children' 2018 and 'Keeping children safe in education' 2020.

Concerns may also arise at the referral stage when the person making the referral feels that there is clear evidence that a child is at risk, but Children's Social Care feel that the matter does meet the thresholds. If the person making referral is unhappy about the response, they should discuss the issue with the Team Manager in the Children's Social Care Referral and Assessment Team.

Remember, everyone has the right and responsibility to make a referral.

Informing Parents

Generally parents should be the first point of call when we want to discuss a concern and seek their agreement in making a referral. However, if such discussion would place the child at an increased risk of significant harm then this discussion should not take place and the referral should be made by the DSL or deputy DSL without prior discussion with the parents.

If you are not confident about discussing your concerns with the parents you should initially seek advice and reassurance from the RBWM Single Point of Access (SPA) where a social worker or another professional will provide further guidance. This decision is the responsibility of the DSL and practitioners should be guided by them or the deputy DSL before involving parents.

It is important that when parents are informed, it is communicated in a space that is private and where you will not be disturbed. Two members of staff should be present. One must be the DSL or deputy DSL. This will be a difficult situation and its important staff stay calm and support the parent/s and each other. All conversations must be logged.

We may decide to make an 'Early Help Plan (EHP) referral'.

Discussion with parent(s) may result in the referral being made to the Early Help Hub. Parental permission must be obtained for the referral to be submitted.

Early Help Plan (formerly Common Assessment Framework)

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The Single Point of Access is the single point of contact for all safeguarding and wellbeing concerns regarding children and young people in The Royal Borough of Windsor and Maidenhead (RBWM).

It does this by:

- Acting as a “front door” to manage all safeguarding referrals including the undertaking of Child Protection investigations where required,
- Acting as a “front door” to Early Help Hub,

The SPA is designed to meet the two key principles of effective safeguarding as defined by Working Together 2018:

- Safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part; and
- A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

(<http://directory.rbwm.gov.uk/kb5/rbwm/directory/service.page?id=jQKeL2i3W2E&familieschannel=3c>)

Information Sharing and Confidentiality

Information sharing is important as it:

- Gets the services the child needs, when they need them.
- Achieves positive outcomes.
- Ensures welfare is safeguarded
- Results in effective and efficient services that are co-ordinated around their needs

All suspicions and concerns must be kept confidential, secure and shared with only those who need to know. Any information is shared under the guidance of the Local Safeguarding Children’s Board and in line with the Data Protection Act 1998.

Working with Families

At Storybook Montessori:

- We build trusting and supportive relationships with families and staff in our setting.
- We make our roles and responsibilities in relation to child protection clear to parents, such as reporting concerns, providing information, monitoring of the child and liaising at all times with the local Children’s Social Care.
- We will normally contact the parents unless we (in consultation the child protection agencies) feel that it would put the child/children at risk of harm.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- At Storybook Montessori we also acknowledge that at some point some families may need support and therefore we aim to offer guidance and support. This could be through local children’s centres and other supporting agencies.

Domestic Abuse

We have a duty of care to everyone and if we have any concerns about any adults involved with our setting we will follow the same policies and procedures. If we have reason to believe a child may be subject to domestic abuse or living in a household where domestic abuse takes place, we will report our concerns in line with our procedures set out above.

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Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

CSE and CCE are considered as forms of abuse and occur when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual or criminal activity. In any suspected cases of CSE or CCE, we will report our concerns in line with procedures set out above.

Extra-familial harm

Assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare including considering whether children are at risk of abuse or exploitation in situations outside of their families.

Mental Health

All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering, abuse, neglect or exploitation.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf

Allegations against Adults (Staff)

All allegations against staff (including bank and non-teaching staff) must be reported immediately to the nursery manager who will ensure that the matter is referred to the Designated Safeguarding Lead if there are child protection concerns. The DSL will liaise with the Local Authority Designated Officer (LADO) where necessary and will ensure that Ofsted are notified. If the allegation is about the DSL or a senior manager contact the proprietor Mary Brosnan on 01344 798600

If your concern is about the proprietor contact the LADO on **020 8891 7370** or the Children's Social Care Emergency Duty team on **01628 683234**

We will **not** attempt to conduct our own investigation, unless we have been specifically instructed to do so by the lead safeguarding and child protection agencies. In all cases we will adhere to the following procedures and follow the flow chart in appendix 1:

- In the event of an allegation of serious harm or abuse by any person living, working, or looking after children on the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) we will immediately inform the person that an allegation has been made against them.
- We will not tell the person the nature of the allegations until we are given permission by safeguarding and child protection agencies to do so.
- The person will be removed from any direct contact with the children and a risk assessment will determine whether or not the person will be suspended (this is not automatic). If suspended we will do so without prejudice.
- We will nominate an appropriate person from Storybook Montessori Ascot with the skills needed to offer support to the person during his/her suspension and reinforce the importance of confidentiality within that role.
- We will contact the Local Authority Designated Officer. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.
- If there are concerns that a criminal offence has been committed we will notify the Police immediately.

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- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegation. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- If the parent of the child is not already aware of the concern we will immediately inform them and keep them up to date.
- We will fully cooperate at all times with any independent investigation which may include a multi-agency 'position of trust co-ordination meeting' and will act on any advice given in relation to the allegation.
- If the allegation is founded, we will undertake our own organisation's disciplinary procedure process. If this leads to dismissal (or if the person leaves prior to the disciplinary outcome but the conduct is likely to have resulted in dismissal) we will refer the individual's name to the Disqualification and Barring Service (DBS) for them to decide if the individual is suitable to continue to work with children.
- If it is not proven, we will conduct our own internal investigation to ensure that practice is reviewed and lessons are learnt. In addition we will follow any advice given.
- If an allegation is determined to be false, the DSL will refer the matter to Children's Social Care to determine whether the child or adult who made the allegation is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the proprietor will consider whether any disciplinary action is appropriate against the person who made it, or the Police should be asked to consider whether any action might be appropriate against the person responsible if the person who made the allegation was not a child.

In cases where it is decided, on the conclusion of the case, that a person who has been suspended can return to work; the nursery school will consider how best to facilitate that. We appreciate that most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. Storybook will also consider how the person's contact with the adult, child or children who made the allegation can best be managed if they are still attending the nursery school.

Please note the above procedures must be carried out whether the allegations relate to harm or abuse on the premises or elsewhere.

Whistleblowing (Public Interest Disclosure Act 1998) also see Whistleblowing policy

All staff are expected to report any concerns that they observe, hear about or in any other way become aware of. Concerns may relate to staff working in the setting, visitors to the setting or former staff previously employed at the setting. Concerns may include, inappropriate language, attitudes, conduct or behaviour. Please refer to our whistleblowing policy for further information.

Safe Caring Practice.

All staff are expected to conduct themselves in an open and professional manner at all times, both in the setting and outside of the work environment. Where possible, staff should work in open areas where they can be observed by other adults. Lone working with children (other than when performing intimate care procedures which require privacy and dignity for the child) should only take place with prior agreement from the nursery manager. Staff must act in a way that cannot be misconstrued and avoid any physical interaction with children that could be misinterpreted for

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example tickling and play fighting with children. Staff must not establish 'special' relationships with children or their parents and any contact outside of the setting (including babysitting or other care arrangements made privately) must be notified to the nursery manager.

Safe Recruitment

We ensure that all staff are suitable to work with children by:

- Following safer recruitment practice including
 - Arranging a rigorous recruitment process starting with advertising all posts, shortlisting and interviewing candidates;
 - Retaining interview notes and findings;
 - Verifying peoples identity;
 - Checking that they have a right to work in the UK;
 - Ensuring that they have a current and valid CRB disclosure certificate including vetting and barring information;
 - Obtaining references from professional sources, including the current or most recent employer and/or employers from similar professional posts;
 - Verification of references;
 - Checking that successful candidates are medically suitable to work with children
 - Ensuring that candidates have made disclosures about disqualifications, convictions, cautions and any other information which may affect their suitability to work with children;
 - Ensuring close monitoring of staff while in their probationary period of employment.

Following a successful appointment new staff undertake a formal induction programme and a period of probationary employment. Regular supervisions are carried out to check that staff circumstances haven't changed. All staff sign up to the DBS update service which Storybook checks regularly.

Disqualification by Association

We are no longer required to check whether staff are disqualified by association. However, all staff are aware that, as part of their contact of employment, they must voluntarily disclose any cause for concern about people that they live with and/or any matter which may make them (the employee) unsuitable to work with children.

E-safety

Storybook recognises that technology has developed over recent years and is continuing to evolve. E-Safety encompasses not only the Internet but also wireless communications including mobile phones, cameras, webcams, iPads and pc tablets. The Internet contains a wealth of information as well as having a profound effect on the way we communicate. Storybook is committed to safeguarding the welfare of children but we also want Early Years Teacher and Practitioners to recognise the exciting opportunities that technology provides when capturing children's observations and moments safely. Technology should play a part in supporting the learning and development needs of children and the continuous professional development of staff members. It is, therefore, important that all persons have a clear and agreed understanding of the benefits and risks of such technology.

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E-Safety Lead

Storybook takes the safety of children and staff seriously therefore have a nominated E-Safety Lead.

The E-Safety Lead's role includes:

- Completing an E-Safety Audit termly, ensuring all new staff have been inducted on the E-Safety Policy and, along with the nursery manager, ensure adherence to it;
- Report on any E-Safety incidents;
- Embedding an E-Safety agenda point in every staff meeting that also covers continual professional development, including covering children's learning and development;
- Promoting an E-Safety culture and promoting the setting's E-Safety vision to staff, parents/carers and the local community;
- Making sure staff receive relevant information about emerging issues, for example, keeping up to date with local and national E-Safety awareness campaigns and issues surrounding existing, new and emerging technologies;
- Supporting E-Safety awareness amongst children and young people.

Camera, Recording Device and Photographic Image Use

At Storybook Montessori we recognise that photographs and video recordings play an important part in the life of the nursery school. Any and all photographs and or video recordings are taken using Storybook iPads. We ensure that any photographs or recordings taken of children in our nursery school are only taken with prior written permission from each child's parent. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual written permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our website, brochure and the local press. We ensure that parents understand (and consent in writing) that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the nursery school. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met.

Parents and visitors are not permitted to use any recording device or cameras (including those on mobile phones) on the nursery school premises without the prior consent of the Manager.

During special events, for example Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental consent. We ask parents not to post photos of events such as Christmas parties on any social media websites/areas without permission from parents of all the children included in the picture.

Mobile Phones, Smart Watches and Recording Technology

The team at Storybook will ensure that any person entering the nursery school understands that Storybook do not allow the use of mobile phones, smart watches or recording technology in areas used by children.

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ALL staff members, volunteers, contractors or suppliers whilst on duty either permanently or volunteering in the setting must sign in their mobile technology located at reception, all mobile technology will be stored at reception in the phone cabinet.

The E-Safety Lead and nursery manager reserve the right to check the image contents on a member of staff's mobile technology should there be any cause for concern over the appropriate use of it. Please note, where indecent images of children or other unsuitable material are found, the LADO will be contacted immediately, staff must not investigate the matter or evaluate the material, as this may lead to evidence being contaminated, which can lead to a criminal prosecution.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publicly or privately any information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Visitors to the setting must NOT be left unsupervised under any circumstances and staff must be vigilant to the use of any mobile phone or recording devices that the visitor may have on their person. If, at any point, the visitor displays such a device staff MUST politely and professionally request the visitor removes the item immediately.

Parents/visitors and staff are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy).

Digital and iPad Cameras

Storybook encourages the use of designated cameras and iPads owned by the nursery school to photograph children in play scenarios, enabling staff to capture the learning and development of their key child or group. It is not permitted for persons to take photographs of children on their own personal device. The preferred method of printing children's photographs is at the actual nursery school. Storybook do permit the E-Safety Lead or the nursery manager to print the photographs at another source, however, the photographs carefully selected for printing must be printed immediately, not left at the premises for any period of time. In the event the nursery school camera or iPad is stolen or misplaced, either in or out of the building, this must be treated as a Safeguarding Incident and must be reported to the designated safeguarding lead. Any iPad that leave the nursery school premises must be done so with the nursery managers permission and the correct signing out format followed.

Outings

Storybook have mobile phones for nursery school use. The battery must be charged nightly and remain on the nursery school premises when not being used on an outing. During an outing, a senior member of staff will be provided with the nursery school mobile phone for communicating about any emergencies that may occur. Under NO circumstance must personal technology be used. While on an outing, team members must request that visitors do not take unauthorised photographs the children.

Legislation

The Statutory Framework for the Early Years Foundation Stage, page 17, 3.6 states:

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“Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way. Providers must train all staff to understand their safeguarding policy and procedures, which should include inappropriate behaviour displayed by other members of staff including the inappropriate sharing of images”.

The E-Safety Lead and nursery manager will reinforce all legislation at monthly staff meetings held at the nursery school, which will clarify the setting’s duty of care to ensure the safety and wellbeing of children and early years staff is met at all times. The legal framework surrounding E-Safety is:

- The Computer Misuse Act 1990 (sections 1-3)
- Copyright, Design and Patents Act 1988
- Data Protection Act 1998
- Malicious Communications Act 1998 (section 1)
- Obscene Publications Act 1959 and 1964
- Public Order Act 1986 (sections 17-29)
- Protection of Children Act 1978 (section 1)
- Protection from Harassment Act 1997
- The Equality Act 2010
- Regulation of Investigatory Powers Act 2000
- Sexual Offences Act 2003
- The Children Act 1989
- The Childcare Act 2006

Staff code of conduct

Storybook Montessori staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the children within the nursery school in line with our managing positive behaviour policy. As a member of a nursery school community, each employee has an individual responsibility to maintain their reputation and the reputation of the nursery school, whether inside or outside working hours.

Staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard children includes the duty to report concerns about a child to the nursery school’s Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead. Staff are provided with copies of the Child Protection and Whistleblowing Policies and must be familiar with these documents.

Staff will not demean or undermine children, their parents or carers, or colleagues.

Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

Staff have an obligation to share with their manager, or the designated safeguarding lead, any information which gives rise to concern about the safety or welfare of a child. Staff must never promise a child that they will not act on information that they are told by that child.

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Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

Staff Responsibilities

It is the responsibility of any member of staff who witnesses any inappropriate conduct/behaviour between any adult and child to report this to the Manager. This also includes inappropriate behaviour displayed by others members of staff, or any other person working with 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. If the concern is about the Proprietor or Manager you should contact RBWM Multi Agency Safeguarding Hub, the LADO or Local Safeguarding Children Board and follow their guidance. Ofsted must also be informed.

All contact numbers are contained in this policy.

Inappropriate conduct/behaviour includes **but is not limited to:**

- Inappropriate use of language.
- Inappropriate/rough handling of children.
- Smacking, slapping, biting, pushing etc.
- Leaving children in a distressed state.
- Force feeding a child.
- Denying children food or drink.
- Putting a child/children in physical danger e.g. not using a harness in a highchair.
- Not following the correct First Aid and Health and Safety Procedures.
- Humiliating children.
- Shouting at and/or intimidating a child.
- Leaving children alone/unattended.

Failure to immediately inform the DSL (Designated Safeguarding Lead) or the person in charge of any abuse or potential abuses witnessed will result in disciplinary action.

Social Networking policy

We recognise that many employees and parents choose to use Social Media and Networking sites. Our setting has a reputation to protect and comments on networking sites could have an impact on the way that clients, business associates and potential customers view Storybook Montessori and its employees.

This policy includes (but is not limited to) the following specific technologies:

Personal blogs

Twitter

Facebook

Personal Web sites

Chat Rooms

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Employees should ensure that any information shared on any internet chat-room, website and/or social media or networking site DOES NOT disclose any details of the Company's working practices or the young people in our care.

Employees must never discuss any issues concerning Storybook Montessori on any internet chat-room, website and/or social media or networking site.

Employees must not post, or reply to, any comments about the setting, their clients or the workings of the business on any internet chat-room, website and/or social media or networking site.

The setting must never be discussed with parents via any internet chat-room, website and/or social media or networking site.

If employees choose to be "friends" with colleagues on social media and networking sites, then this relationship must remain professional and confidentiality must be maintained.

In order to maintain professional boundaries employees should not accept or send personal invitations to be "friends" from or to parents or carers that use the nursery school, unless they already know them in a personal capacity. In this case the leadership team must be informed.

Employees are advised to set their online profiles to private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy. Please be aware that serious breach of the Social Media and Networking Policy could result in disciplinary action.

Employees, workers and any visitor are expressly prohibited from posting photographs of any of our young people unless it is to share something from an official Company social media or networking site.

Parents will be given the setting email address as an email address to contact the setting. Employee's personal email addresses and telephone numbers must not be shared without the explicit consent of the employee and the leadership team (for example, if a parent would like an employee to babysit for them outside of working hours).

Please be aware that what is shared online may be visible to anyone. Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty, and respect. Employees will be held liable for anything they post which could bring the Company into disrepute.

Staff mobile phone policy

At Storybook Montessori we promote the safety and welfare of all children in our care. We expect our staff to be completely attentive during their hours of work to ensure all children in the nursery school receive good quality care, supervision and education. Therefore to ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery school, staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- mobile phones are either turned off or on silent and not accessed during staff working hours;
- staff must ensure their mobile phones are signed in at reception and stored securely throughout the day whilst they are on duty. Staff are permitted to sign out their own mobile

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phone during designated break times only. Staff must ensure that their mobile phones are signed back in at reception following designated break times;

- photographs must not be taken of the children on any phones, either personal or nursery school owned without the prior agreement and consent of the manager;
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Staff babysitting policy

In order to ensure that Storybook staff are rested in order to perform the tasks required in their day to day work, the nursery school is unable to facilitate requests for employees to babysit for children who attend Storybook

Single Point of Access (SPA)

The Single Point of Access (SPA) and Early Help Hub (EHH) is the single point of contact for all safeguarding and wellbeing concerns regarding children and young people in The Royal Borough of Windsor and Maidenhead (RBWM).

It does this by:

- Acting as a “front door” to manage all safeguarding referrals including the undertaking of Child Protection investigations where required,
- Acting as a “front door” to Early Help Hub,

The SPA and Early Help Hub are designed to meet the two key principles of effective safeguarding as defined by Working Together 2015:

- Safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part; and
- A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Important Contacts

The Designated Safeguarding Lead (DSL) and deputy DSL's are identified on the Safeguarding poster. Please consult the HR notice board in the staff room and the parents' notice board for the current version.

Contact	Phone Number	Further contact details
Single Point of Access (SPA) (8.45am – 5.15pm Mon – Thurs 8.45 – 4.45pm Friday)	01628 683150	mash@achievingforchildren.org.uk
LADO – for concerns about staff members	020 8891 7370	
Children with learning difficulties and disabilities (8.45am – 5.15pm Mon – Thurs 8.45 – 4.45pm Friday)	01628 685878	
Out of Hours Team (5pm – 9am and weekends)	01344 786543	
Thames Valley Police	0845 8505 505	
NSPCC	0800 800 5000	
Local Safeguarding Children Board (The DSL must visit the website monthly and discuss updates or changes, informing staff and updating this policy where necessary)	01628 683234	lscb@rbwm.gov.uk http://www.wamlscb.org/
Ofsted	0300 123 1231	Enquiries@ofsted.gov.uk Ofsted Piccadilly Gate Store Street Manchester M1 2W
NHS & Social care Whistleblowing helpline If you have concerns but you aren't sure how to raise them or want advice about good practice, you can call the NHS and Social Care Whistleblowing Helpline. They can advise on the whistleblowing process but they aren't a disclosure line.	08000 724 725	

If you consider a child to be in immediate danger, please call the Police using emergency number 999.

COVID 19 ANNEX

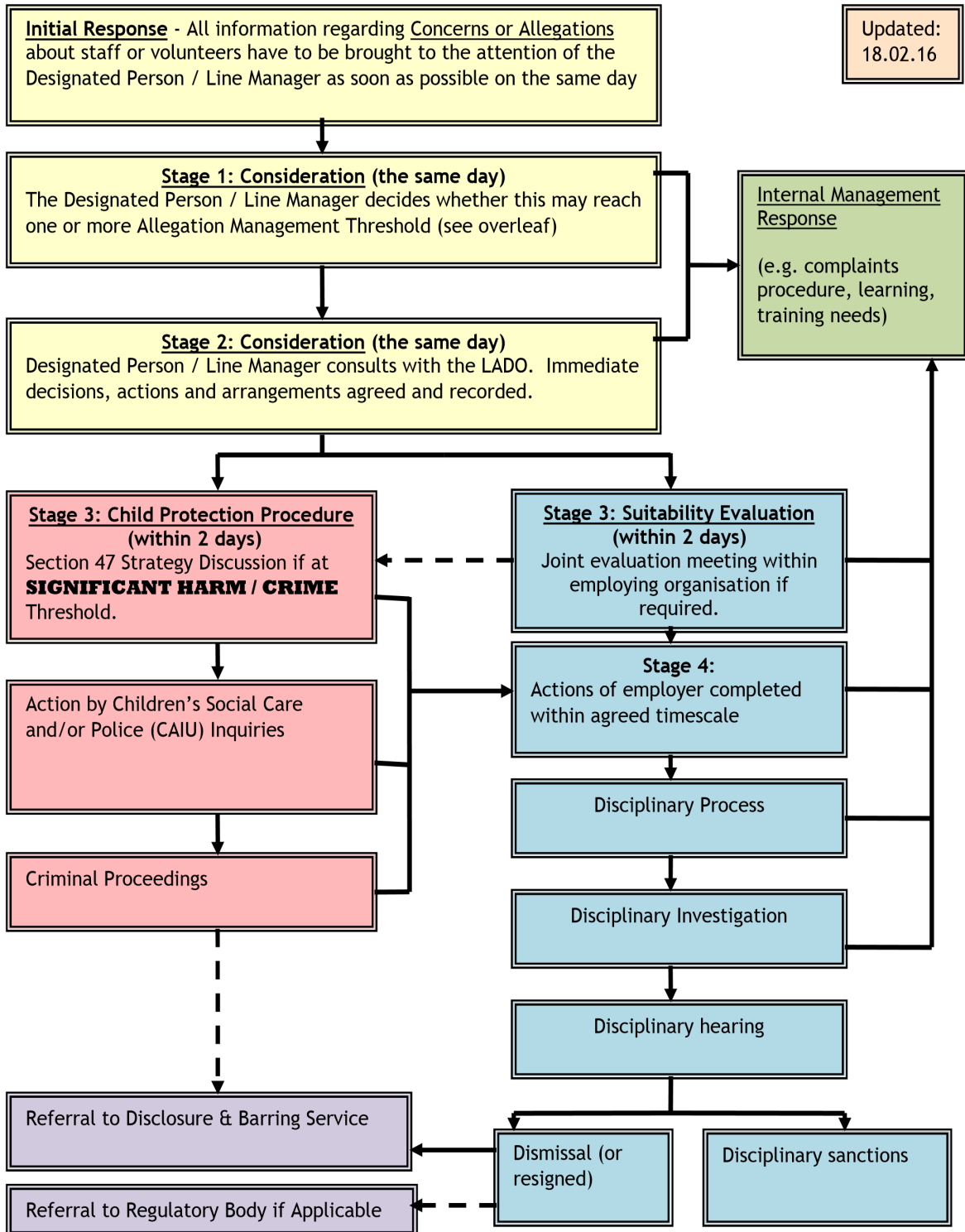
During the Coronavirus pandemic, all safeguarding and child protection procedures, as well as contact details for reporting concerns, will remain the same.

The Designated Safeguarding Lead within Storybook has not changed as a result of the pandemic. In the absence of the DSL, the deputy DSL's will take responsibility for receiving, documenting and reporting any concerns raised regarding a child, family or member of staff.

A Covid 19 risk assessment is in place and will be updated and shared with staff and parents as government guidance for the sector changes. This is accompanied by a detailed operational plan outlining procedures that will be in place as the situation develops.

Storybook will remain in contact with all families who have not returned to Storybook but expect to do so in order to monitor the welfare of the children within the household and to provide support relating to education whilst children are away from the setting.

APPENDICES



Following your Local Authority for referring, contact your Local Authority Designated Officer (LADO) at Social Care Department

Tel: 02088917370 or 07774332675

Agree with the LADO the next step then inform DSL if not on site

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Allegation Management Threshold

Where an adult working with children may have:

- 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
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm towards children*

* This is referring to where the harm to a child may be at a Safeguarding level (The Children Act 1989 definition of "Significant Harm")

Also: Working together to safeguard children 2018

Child Concern Flowchart

Step 1. What is the nature of your concern?

Low level needs
Need is relatively low and individual / universal services able to take swift action.

Emerging needs
Concerns for child's well-being, child's needs not clear, not known or not being met. A range of early help services may be required.

Complex or serious needs
A child or young person has needs which without intervention would seriously impair their health or development, or put them at risk.

Child protection concerns
A child or young person is at current risk of significant harm because of abuse or neglect.

Step 2. What action should you take?

- Discuss with your manager how your own agency can address your concerns
- Consider with the family what help may be needed
- Develop a plan to address and review

- Discuss with your manager
- Talk with family and seek consent for early help assessment and seek other agency involvement
- Develop an action plan, Team Around the Family (TAF) and review progress

- Discuss concerns with your DSL without delay
- Complete an Safeguarding Report Form
- Talk with the family and make a record
- Make a referral by contacting your local Social Care Department
- Complete electronic referral form
- Provide a copy of EHA/CAF, of plans or relevant assessments

- Discuss concerns with your manager or safeguarding lead without delay
- Talk with the family, unless this puts the child at risk
- Make an immediate referral to Starting Point
- Provide a copy of the early help or other assessment and any plans if available

Step 3. Follow up if you need to make a request for support or a referral following your Local Authority threshold document?

- Consider using pre-assessment checklist and request for support form
- Establish if other agencies are to be involved

- Use EHA/CAF processes relevant to your LA to request early help services directly
- Seek advice from the Early Help Advisor/ or Local Authority Inclusion Officer

Social Care Department

Tel: 01628 683150

Social Care Department
Out of hours

Tel: 01344 786543

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At all stages follow up referrals in writing within 48 hours. Ensure the outcome of the referral is followed up.

Safeguarding Initial Report Form

To be completed for any safeguarding concern that would suggest a child/young person (0-18years) may need safeguarding support services, and/or their family members who may need care and support. It is also used for allegations against members of staff including bullying and in cases of physical intervention, prevent, FGM or domestic abuse and any disclosures.

This section is to be completed by the person identifying the concern

Time and date of incident/concern arising	
Detail of child or staff member who is subject to concern	
Others involved	

Details of incident and brief statement of concern:

Immediate action taken/needed:

Completed by:

Date:

If not, DSL completing this section date passed to the DSL:

Details of child/young person who is the subject of concern;

Name:

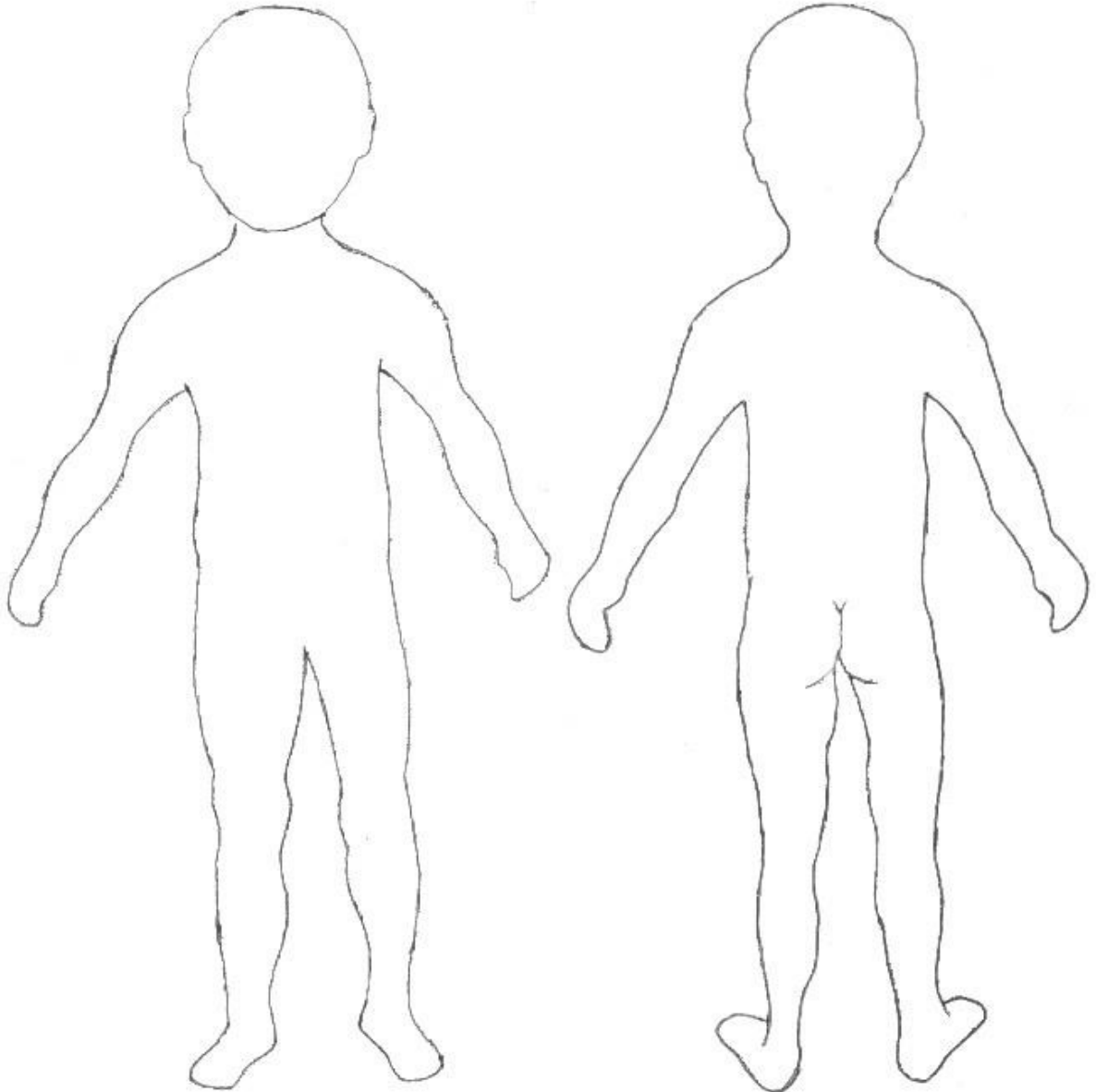
D.O.B:

Time and Date of incident/concern arising:

Draw area of injury/injuries on body map below

FRONT

BACK



Details of injury:

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To be completed by the DSL

Analysis of concern (what are the short term/long term implications to the child of this concern?)

Action to be taken as a result of the concern

(to include immediate actions)

Follow up action

Safeguarding referral (see below),

Monitoring (commence or continue significant event chronology)

Early Help Assessment (EHA) required?

Feedback given to person raising the concern within 3 working days: Yes No

If not, why not and when will this happen?

Signature of person completing form:

Name in full:

Date and time:

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Safeguarding and Child Protection Referral

To be completed **only** if a referral has been made to Social Care Department. Children's Social Care should acknowledge your written referral within one working day of receiving it. If you have not heard back within three working days, contact Children's Social Care again. You may be asked to participate in a further assessment of the child, either through completing or contributing towards an Early Help Assessment (**EHA**), or a **child in need assessment** (section 17) or a **child protection enquiry** (section 47). A child in need assessment or a child protection enquiry is led by a Social Worker.

Date and time of referral:

Social care department office (include address and telephone number:

Name of Designated Officer in Social Care dept. who took the referral:

Summary of outcome of referral. If no outcome has been agreed with social care department within 3 working days of the referral re-contact them.

(include below what has been agreed in respect of action, contacting parents, involvement of child, timescales)

Has the referral been followed up in writing (this must be within 48 hours) **Yes** **No**

If no, please give reasons

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Have all appropriate staff been informed of the referral and its implications Yes No
If yes, indicate who has been informed:

If no, please give reasons:

Signature of person making this statement:

Date and time:

Name in full:

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Serious Incident/Accident Form

Place of incident/Accident: _____

Name of child/adult involved: _____

D.O.B: _____

Child/Parent/Staff/Visitor

Details of Incident/Accident	
Date:	Time:
Action taken/required	

Informed

Name	Date	Time
nursery manager		
nursery school proprietor		
Family		
Ofsted		
Police		
Safeguarding Board		
Environmental Health		

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Person completing this form

Name: _____ Position: _____

Date: _____

Follow up

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Significant event chronology

Date	Time	Comments	Doc

POLICY ALTERATIONS

DATE	CHANGES MADE	BY WHOM
29/07/2020	ADDITION OF COVID 19 ANNEX ADDITION OF INFORMATION CONCERNING SINGLE POINT OF ACCESS (SPA)	JH
28/08/2020	PG 2 – ADDED LINK TO NSPCC DOCUMENT ‘WHEN TO CALL THE POLICE’ PG 3 – ROLE OF DSL/DEPUTY DSL’S ADDED PG 8 – ADDITION OF EXTRA-FAMILIAL HARM ADDITION OF INFO RELATING TO CSE AND CCE ADDITION OF INFO RELATING TO MENTAL HEALTH PG 9 - BANK AND NON-TEACHING STAFF ADDED TO ALLEGATIONS AGAINST STAFF SECTION CHANGED MASH AND LADO CONTACTS TO SPA	JH