

Safeguarding / Child Protection Policy

Twickenham Green

Reviewed January 2022

Next Review Due: January 2023

The Designated Safeguarding Lead at Twickenham Green Montessori is Kirsten Triggs. The second Designated Safeguarding Lead is Kirsty Latter. Both carry a Safeguarding Level 3 certificate.

Statement

Children have the right to be treated with respect, helped to thrive and be safe from any abuse. It is our primary responsibility to protect and promote the safety and wellbeing of every child in its care and child protection is taken very seriously.

The nursery works with children, parents and the community to ensure the welfare and safety of children and to give them the very best start in life.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Any suspicion of abuse should be promptly and appropriately responded to in line with the relevant statutory obligations and government guidance.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of safeguarding

1. Safeguarding Vulnerable Groups Act 2006
2. The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
3. Working together to safeguard children, 2020
4. Keeping Children Safe in Education, 2021
5. Childcare Act 2006
6. Children Act 2004
7. Common Law
8. Human Rights Act 1998
9. Data Protection Act 1998
10. Children and Adoption Act 2006
11. Children and Young Persons Act 2008
12. Sexual Offences Act 2003
13. Female Genital Mutilation Act 2003
14. Forced Marriage (Civil Protection) Act 2007
15. Children Safeguarding Vulnerable Groups Act 2006
16. Prevent Duty 2021
17. Counter Terrorism and Security Act 2015
18. Inspecting Safeguarding in Early Years, Education and Skills Settings, 2019

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

1. Protecting children from maltreatment
2. Preventing the impairment of children's health or development

3. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
4. Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018').

Contact telephone numbers and email addresses:

Designated Safeguarding Lead (**DSCO – Kirsten Triggs**)
02087551125

Second Safeguarding Lead (**Kirsty Latter**)
02087551125

Aimee Kimbell (Safeguarding lead across Riverside Nursery Schools and contactable in the event of covid or safeguarding concern with management team)
07757670310

Libby Nicholas (Safeguarding lead and contactable in the event of covid or safeguarding concern with management team)
07791953552

Kingston and Richmond Local Safeguarding Partnerships
SINGLE POINT OF ACCESS (SPA) – Borough of Kingston and Richmond
Tel: 020 8547 5008, 8am-6pm. Out of hours: 020 8770 5000

Richmond LSCB
Ground Floor
44 York Street
Twickenham
TW1 3BZ
07834 386459
lscb-support@kingrichlscb.org.uk

Borough of Kingston and Richmond LADO
(020) 8547 5008 and LADO@achievingforchildren.org.uk

Ofsted Whistle Blowing phone numbers
0300 123 1231
whistleblowing@ofsted.gov.uk

In an emergency telephone the **Police - 999**

Policy intention:

To safeguard children and promote their welfare we will:

1. Create an environment to encourage children to develop a positive self-image
2. Provide positive role models
3. Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
4. Provide a safe and secure environment for all children

5. Always listen to children
6. Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
7. Share information with other agencies as appropriate.

Twickenham Green Montessori is aware that abuse does occur and are vigilant in identifying signs of abuse and reporting concerns. Our staff have a duty to protect and promote the welfare of children and may often be the first people to identify that there may be a problem. They may well be the initial people in whom children confide information that may suggest abuse or may spot changes in a child's behaviour which may indicate abuse.

Twickenham Green Montessori aims to:

1. Keep the child at the centre of all we do
2. Ensure staff are trained to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
3. Ensure that all staff feel confident and supported to act in the best interest of the child share information and seek the help that the child may need
4. Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures (at least annually) and kept informed of changes to local/national procedures. This will include prevent and e-safety plus informal updates. The DSL and DDSL will have 2 yearly training including inter agency working at prevent.
5. Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **Kingston and Richmond Local Safeguarding Partnerships**
6. Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
7. Ensure that children are never placed at risk while in the charge of nursery staff
8. Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
9. Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
10. Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the **Kingston and Richmond Local Safeguarding Partnerships**

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

This policy remains in force throughout the response to coronavirus (COVID-19). We have created a covid contingency plan regarding the closure of the school due to COVID-19 and will follow this plan in the event of covid cases at nursery.

In the event of the DSL being absent for COVID-19 related reasons, one of the deputies will lead on safeguarding within the school.

Recording suspicions of abuse and disclosures:

Staff should record of any observation or disclosure, supported by the management/Designated Safeguarding Lead (DSL). This record should include:

1. Child's name
2. Child's address
3. Age of the child and date of birth
4. Date and time of the observation or the disclosure
5. Exact words spoken by the child
6. Exact position and type of any injuries or marks seen
7. Exact observation of any incident including any other witnesses
8. Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
9. Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the management, dated and kept in a separate confidential file.

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.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Local Safeguarding Partnerships and Ofsted, and/or a Early Help Assessment needs to be initiated. Staff involved may be asked to supply details of any information or concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about a parent's or staff members supposed or actual behaviour.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face. Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the management.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Fabricated illness

This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

1. All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member
2. The incident will be discussed with the parent at the earliest opportunity, where felt appropriate
3. Such discussions will be recorded, and the parent will have access to such records
4. If there appear to be any queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Partnerships.

Sexual abuse

Action needs to be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse, they may be experiencing; the procedure stated later in this document under 'recording abuse suspicions' will be followed.

Procedure:

1. The adult should reassure the child and listen without interrupting if the child wishes to talk
2. The observed instances will be detailed in a confidential report
3. The observed instances will be reported to the nursery manager
4. The matter will be referred to the local authority children's social care team
5. A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play.

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their

love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the management.
- The concern will be discussed with the parent
- Such discussions will be recorded, and the parent will have access to such records
- If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority children's social care team.

Neglect

Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes or shoes that are too small, or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

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.

Procedure:

1. The concern will be discussed with the parent
2. Such discussions will be recorded, and the parent will have access to such records
3. If there appear to be any queries regarding the circumstances the local authority children's social care team will be notified.

Prevent Duty

All staff must be able to identify children who may be vulnerable to radicalisation and remain vigilant to the signs of extremism. We aim to protect the children from the risk of radicalisation as set out in our safeguarding duties. Any concerns regarding a child's exposure to radicalisation will be carried out in the same manner as any other child protection concern.

Twickenham Green Montessori takes the Prevent Duty extremely seriously.

The prevent duty has four general themes and comes under Safeguarding:

1. Risk Assessment
2. Working in Partnership
3. Staff Training
4. IT Policy

Twickenham Green Montessori is committed to protecting children from the risk of radicalisation and identifying children who may be vulnerable to radicalisation and extremism. This is a vocal or active opposition to the fundamental British values including:

1. Democracy
2. The rule of law
3. Individual liberty
4. Mutual respect and tolerance of different faiths and beliefs.

We promote British values as an integral part of our Early Years Foundation Stage curriculum. For example:

1. Children learn about the principles of democracy because they are involved in decision making and have choices about where they play and what they play with.
2. The rule of law features throughout our approach to supporting children's behaviour, within the resources we have, to identify people who help us, such as police officers.
3. We focus on building children's self-confidence and encourage their thinking skills to endorse the principles behind the value of individual liberty.
4. We are committed to ensuring equality of opportunity and all cultures and beliefs are valued and promoted through a range of activities, such as learning about different cultural festivals and proactively challenging negative attitudes and stereotypes.

These principles form an integral part of Twickenham Green Montessori and can be seen in practice linking to the seven areas of the Early Learning Goals and the characteristics of effective teaching and learning.

As with other behaviours, staff are alert to those that would be a cause for concern and have an impact on children's well-being and safety.

These are:

1. Staff know the procedures to take if they are concerned about a child's behaviour and can swiftly identify children who may be at risk of radicalisation.
2. Staff would record information to share if need be with the police, Prevent co-ordinators, Channel police practitioners and their LSCB. They would also work in close partnership with these professionals and organisations, to endeavour to safeguard children.

In line with equality of opportunity, challenge and discuss with children negative stereotypes and attitudes – this is closely linked to children's personal, social and emotional development.

Procedure:

If a child is suspected to be vulnerable to radicalisation staff need to inform the management who will contact Local Safeguarding Partnerships and if necessary, will then be referred to the Channel programme <https://www.gov.uk/government/publications/channel-guidance> and if appropriate Ofsted will be notified.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Procedure:

If a child has told a member of staff that they have had/are due to have FGM or have said something that may lead a member of staff to believe this to be the case, a member of staff has observed a physical sign that may indicate FGM, her parent or guardian has disclosed that she has had/is due to have FGM or if it thought the child is at risk of FGM the Safeguarding Lead will call the Police and Local Safeguarding Partnerships and notify Ofsted.

Other areas to be consider are:

1. Poor Parenting particularly in relation to babies and young children
2. Forced marriage

3. Bullying, including online bullying and prejudice-based bullying
4. Racist, disability and homophobic or transphobic abuse
5. Gender-based violence/violence against women and girls
6. Child sexual exploitation and trafficking
7. The impact of new technologies on sexual behaviour, for example 'sexting' and accessing
8. pornography
9. Substance misuse
10. Issues that may be specific to a local area or population, for example gang activity and youth
11. violence
12. Any other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children if they have been through our safe recruitment procedure and have an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff attend child protection training annually after receiving initial Level One child protection training during their induction period. The DSL and DDSL will receive Safeguarding level 3 training at least every 2 years. All staff will have read and understood Keeping Children Safe in Education (KCSIE). This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given:

- a copy of the safeguarding and child protection policy and procedure
- online safety
- the identity of DSL and deputies
- KCSIE part one and Annex B
- Behaviour policy
- Missing child policy
- Code of conduct
- contact details for the LADO (local authority designated officer),
- the Local Safeguarding Partnerships details (Single Point of Access (SPA) and LADO)
- and Ofsted contact details

to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. There are also Kingston and Richmond safeguarding flowchart posters displayed around the nursery explaining the steps to take in the event of a concern, how to make a referral and what to do if a child discloses abuse.

Victims must be reassured that they are being taken seriously and that they will be supported and kept safe, so that no victim will be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment and no victim ever be made to feel ashamed for making a report.

We have a named person within the nursery who takes lead responsibility for safeguarding and coordinates child protection and welfare issues, known as the Designated Safeguarding Lead (DSL). The nursery DSL liaises with the Local Safeguarding Partnerships and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

Roles and Responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and governors in the school. Our policy and procedures also apply to extended school and off-site activities.

All staff will be aware of:

- Our systems which support safeguarding, including this policy, the staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and deputies, the behaviour policy, and the safeguarding response to children who go missing from education.
- The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they may be expected to play.
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM and radicalisation.
- Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children in these environments. It is important to consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms.

Designated Safeguarding Lead (DSL)

The DSL is a senior member of staff, from the Twickenham Green leadership team. During term time the DSL and/or a Deputy Designated Safeguarding Lead (DDSL) will always be available for staff in the nursery to discuss any safeguarding concerns.

The broad areas of responsibility for the DSL and DDSL:

- Act as a source of support and expertise to the nursery community.
- Management of referrals
- Provides advice, support and expertise
- Maintain and manage written records of all reports
- Manage referrals in line with the local authority guidance
- Champion children's wellbeing
- Primary point of contact for safeguarding
- Ensures online and digital safety measures are in place and upheld
- Supports and liaises with parents, carers and families
- Sets communication policy
- Coordinates training and induction
- Ensures Safer Recruitment / Management of Allegations against Staff & Volunteers

The Designated Safeguarding Lead (DSL) at Twickenham Green Montessori is Kirsten Triggs.

The role of the Governor

The Governor ensures that the school has:

- A DSL for safeguarding and child protection who has undertaken the approved KRSCP training in inter-agency working, in addition to basic child protection training;
- An annual review of safeguarding and child protection which includes a review of policy content, child protection procedures, security (including unwanted visitors), on-line / E-safety including cyber-security at the school.
- Child protection policy and procedures in line with the KCSIE 2021, and KRSCP requirements, reviewed annually, and made available to parents on the nursery website;
- A suitable Staff Code of Conduct, Staff Disciplinary Policy, and Whistleblowing Policy;
- Procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher;
- Safer recruitment procedures that include the requirement for appropriate checks in line with national guidance;
- Appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation;
- A training strategy that ensures all staff, including the Headteacher and governing body members, receive child protection training at regular intervals (at least yearly), and the DSL receives refresher training and regular updates.
- Arrangements to ensure that all temporary staff and volunteers are made aware of the school's arrangements for safeguarding & child protection.
- Ensures that all staff, including temporary staff and volunteers, have read and understood the school's safeguarding policies before they start work at the school.
- Appoints a designated teacher to promote the educational achievement of children who are looked after by the Local Authority; and ensures that the designated teacher has appropriate training.
- Ensure there are clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- Ensures that children are taught about how to identify risks, including online, and how to access support and help.
- Ensures that the voice and lived experiences of children are heard and reflected in the life of Riverside Nursery Schools.
- Ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information as provided for in the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Safer Recruitment

1. We provide adequate and appropriate staffing resources to meet the needs of all children
2. Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
3. We give staff members/volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children.
4. This information is also stated within every member of staff's contract
5. We request DBS checks and we use the DBS update service to re-check staff's criminal history and suitability to work with children
6. We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so

7. We ensure we receive at least two written references before a new member of staff commences employment with us
8. All students will have enhanced DBS checks conducted on them before their placement starts
9. Volunteers, including students, do not work unsupervised
10. We abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
11. We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has unsupervised access to the children
12. All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
13. All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
14. All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
15. The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ Local Authority Children's Social care team/Police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Allegation against a member of staff, student or volunteer or any other person who lives or works on the nursery premises

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

Procedure:

The allegation should be reported to the management. If this person is the subject of the allegation, then this should be reported to the Owner/Registered Person (Dukes Education).

Single Point of Access (SPA), The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

1. The LADO will be informed immediately for advice and guidance
2. The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
3. A full investigation will be carried out by the nursery or appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
4. Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
5. The nursery reserves the right to suspend any member of staff during an investigation
6. All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
7. Unfounded allegations will result in all rights being reinstated
8. Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
9. All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
10. The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
11. OFSTED will be informed as soon as possible and within 14 days of the allegation being made
12. Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Twickenham Green Montessori has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the management.

What is 'Safeguarding'?

Working Together to Safeguard Children (2018) states that safeguarding and promoting the welfare of children 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
- Taking action to enable all children to have the best outcomes

It also reminds us that safeguarding “is everyone’s responsibility” (WTSC). Everyone who comes into contact with children and families has a role to play. Everyone should consider wider environmental factors in a child’s life that may be a threat to their safety and/or welfare.

Twickenham Green Montessori acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):

- Bullying (including cyberbullying)
- Children and the court system
- Children Missing Education (CME)
- Children with family members in prison
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Child criminal exploitation (County Lines)
- Domestic Abuse
- Homelessness
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based abuse and violence against women and girls
- Hate
- Honour based abuse
- Mental health
- Missing children and adults
- Online safety
- Peer on Peer Abuse
- Prevent duty (radicalisation and extremism)
- Private fostering
- Relationship abuse
- Sexual violence and sexual harassment between children
- Human trafficking and modern slavery
- Sexual Violence and Sexual Harassment
- ‘Upskirting’
- Youth produced sexual imagery or “Sexting”

Safe Working Practice

All members of staff (including temporary staff and volunteers) are required to work within clear guidelines on Safe Working Practice / the setting’s staff behaviour policy - Code of Conduct.

Staff understand that children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the settings Behaviour Management Policies and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

Supervision and Support

The setting will ensure that members of staff are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2021.

All staff and volunteers will receive regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management. Further guidance on supervision can be found in the Early Years Supervision booklet.

Peer on Peer Abuse

All members of staff at Twickenham Green Montessori recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour and violence and 'sexting'. The setting is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved.

Twickenham Green Montessori believes that abuse is abuse and it will never be tolerated, dismissed or minimised. Any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures, above and in accordance with Local Safeguarding Partnerships procedures.

Further information about the settings response to specific allegations can be located in (list relevant policies e.g. behaviour, anti-bullying, online safety etc.).

The setting will respond to cases of "sexting" (or Youth Produced Sexual Imagery) in line with the UKCCIS "Sexting in Schools and Colleges" guidance and KSCMP guidance.

Safeguarding Children with Special Educational Needs and Disabilities

Twickenham Green Montessori acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

Twickenham Green Montessori will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

- Please also refer to the IT Acceptable use Policy

Missing Child (Child Abduction)

The safety of children at our nursery is the **highest priority** at all times both on and off the premises. Every attempt is made through risk assessments and procedures to ensure that the security of the children is maintained at all times. In the unlikely event of a child going missing, we will follow our missing child procedure.

Promoting British values

- British values are a set of four values introduced to keep children safe and promote their welfare:
- democracy
- rule of law
- individual liberty
- mutual respect and
- tolerance for those with different faiths and beliefs

The EYFS places a clear duty on providers to keep children safe and promote their welfare. Personal, social and emotional development (PSED) supports in promoting British values, enhancing children's knowledge and understanding of others and ensuring children learn right from wrong, how to mix and share with other children, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes. Practitioners should provide a range of experiences and resources for children to reflect on inclusivity, tolerance, respect and appreciation of each other and within the wider community, considering different faiths, cultures, traditions and views. It is important to promote positive relationships with parents and share ideas for use at home, encouraging input into the setting.

County lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child criminal exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact. It can also occur through the use of technology.

Child trafficking

Children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Traffickers use abuse as a form of control and children and young people are likely to be physically and emotionally neglected and may be sexually exploited.

Modern slavery

Modern forms of slavery can include forcing a person to work for free to pay off a debt, child slavery, forced marriage, domestic servitude and forced labour, where victims are made to work through violence and intimidation.

Children who may be particularly vulnerable to abuse

All children should receive equal protection, so providers should be particularly aware of children in the following circumstances who may be particularly vulnerable:

- looked after children (LAC)
- disabled and have specific additional needs
- having special educational needs
- young carers
- living in a known domestic abuse situation
- affected by known parental substance misuse 12
- asylum seekers
- living in temporary accommodation or living transient lifestyles
- living in chaotic, neglectful and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality
- do not have English as a first language
- having a parent with enduring or untreated mental health problems
- having a parent or carer in custody

Private fostering

A private fostering arrangement is when a child under the age of 16 (or under 18 if disabled) is cared for by someone who is not their parent, a close relative or an approved foster carer for 28 days or more. Private fostering can place a child in a vulnerable position as the carer may not provide the child with adequate protection and does not have the authority to provide consent as the parent maintains legal responsibility. Settings have a duty to notify SPA if they are aware of a private fostering arrangement so that measures can be put in place to ensure the arrangement is suitable.

Early help assessment – everyone's business Kingston and Richmond Safeguarding Children Partnership launched the Early Help Strategy in November 2020.

Resilience network meetings have been introduced in age groups: 0 to 5, 5 to 11 and 11 to 17. All agencies can attend should they have any low level concerns about a child or family. The early help assessment is an assessment and planning tool that enables professionals to efficiently identify the emerging needs of children and young people at risk of poor outcomes in a timely and coordinated way. It reduces duplication of assessment and improves involvement between agencies, facilitating coordinated multi-agency support.

HONOUR-BASED VIOLENCE (including Female Genital Mutilation, breast ironing and Forced Marriage): So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Indicators of Honour-based violence: Guidance on the warning signs that FGM or forced marriage may be about to take place, or may have already taken place, can be found on pages 38-41 of [the Multi agency statutory guidance on FGM](#) (pages 59-61 focus on the role of schools and colleges) and pages 13-14 of the [Multi-agency guidelines: Handling case of forced marriage](#).

Actions if HBV is suspected: If staff have a concern regarding a child that might be at risk of HBV they should activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with Police and Children's Services. In the social context of the school, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when: the explanation given does not match the injury; the explanation uses words or phrases that do not match the vocabulary of the child (adults words); no explanation is forthcoming; the child (or the parent/carer) is secretive or evasive or the injury is accompanied by allegations of abuse or assault. **We become concerned if the child or young person** is reluctant to have parents/carers contacted; runs away or shows fear of going home; is aggressive towards themselves or others; flinches when approached or touched; is reluctant to undress to change clothing for sport; wears long sleeves during hot weather; is unnaturally compliant in the presence of parents/carers; has a fear of medical help or attention or admits to a punishment that appears excessive.

Mobile phones and cameras

Members of staff are asked not to take their mobile phones into any of the play areas. They are asked to leave their phones in a basket in the office on arrival and may use their personal phones during breaks as long as they remain outside of the children's play areas.

Staff should use the mobile phones provided to communicate with team members during outings. These are basic mobile phones with no camera.

Members of staff should not take photographs with their phone. They should use the nursery tablets instead.

Visitors are not allowed to use their mobile phone in the play areas or around the children. They are not allowed to take photographs of the children.

Parents are asked not to use their mobile phones and not to take photographs. If they want photographs of their child, they can ask a member of staff to take some with the tablet, and these can be sent on to the parents.

Photography and images

To protect children we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications);
- seek parental consent and ensure all staff are aware of the non-consent for photographs list;
- ensure that children are appropriately dressed;
- encourage children to tell us if they are worried about any photographs that are taken of them.

Furthermore, when using images for publicity purposes (e.g. on our website or in newspapers or publications), we will:

- Avoid naming children when possible
- If it is necessary to name children, use first names rather than surnames
- If children are named, avoid using their image
- Establish whether the image will be retained for further use, where and for how long
- Ensure that images are stored securely and used only by those authorised to do so.

Parents must not publish (including on social media) photographs of other children inadvertently captured during school events without the express permission of the parents of those children. Parents are welcome to video record their own children only during school activities, subject to the same terms and conditions as for photographs above.

Online Safety

Twickenham Green Montessori adopts a whole nursery, holistic approach to online safety which:

- captures the range and complexity of the risks and of children's experiences of those risks;
- seeks to mitigate those risks as far as is possible without depriving children of the significant benefits provided by technology and the internet; and
- handles all cases of online harm appropriately and with sensitivity.

All of our children will use mobile phones and computers at some time. They are important tools for communication and education as well as for recreation and socialising. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails (cyber-bullying), to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings, radicalisation or sexual predation.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and contact from individuals seeking to groom children for the purposes of sexual abuse or radicalisation.
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Cyber-bullying by children or staff, via texts and emails, will be treated as seriously as any other type of bullying; specific guidance on this issue is given regularly throughout the year in staff meetings.

All staff receive online safety training and are trained to be vigilant about and to report any concerns about risk to children online in the same way that they notice and report offline concerns.

The school will do all it reasonably can to limit children’s exposure to the above risks when using our own IT systems, by having in place constant supervision to protect children from online abuse.

Safeguarding is the responsibility of all
Meet the Safeguarding Team at Twickenham Green

<p>Kirsten Triggs Designated Safeguarding Lead and E-Safety Officer</p> 	<p>Kirsty Latter Deputy Designated Safeguarding Lead</p> 
<p>Aimee Kimbell Principal, Riverside Nursery Schools</p> 	<p>Libby Nicolas Safeguarding Governor, Dukes Education</p> 

Contact your Safeguarding Officer if you have a concern about a child within the setting.

SAFEGUARDING INCIDENT LOG

Initials	Date	Brief Description	Authorities	Status	Risk	Comments



Safeguarding processes flowchart – Richmond

