



the new montessori pre-school

The Methodist Church, Tarring Road, Worthing BN11 4ET
Call: 01903 535 412 Email: info@thenewmontessoripreschool.org.uk

Policy for Safeguarding, Child Protection & Equal Opportunities

1.1

This Policy has been developed in accordance with the principles established by section 7 of the local Authority Services Act 1970, the Children Act 1989/2004/2006 and Education Act 2002/2011.

At The New Montessori Pre-school, the welfare, safety and protection of every childⁱ is of the highest priority. Our pre-school staffⁱⁱ will work alongside other professional with these duties and are responsible for ensuring that they fulfil their roles and responsibilities in a manner consistent with the statutory duties.

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; and
- Taking action to enable all children to have the best outcomes.

1.2

Our Pre-school aims to put into practice effective safeguarding systems;

- To ensure the child's needs are paramount, and the needs and wishes of each child, should be put first, so that every child receives the support they need before a problem escalates;
- All professional who come into contact with children and families are alert to their needs and any risks of harm that individual abusers or potential abusers, may pose to children;
- All professional share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care.
- High quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- All professional contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

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- To work with the local LSCBs in monitoring and challenging the effectiveness of local arrangements.
- When things go wrong Serious Case Reviews (SCRs) are published and transparent about any mistakes which were made so that lessons can be learnt
- Local areas innovate and changes are informed by evidence and examination of the data.

Our pre-school understands that to truly give a child centred and co-ordinated approach to Safeguarding we need to underpin our practice with two key principles.

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 clear understanding of the needs and views of children.

1.3

We aim to achieve this by:

- Taking seriously its responsibility to safeguard and promote the welfare of our children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- Everyone who comes into contact with the child has a role to play in identify concerns, sharing information and taking prompt action.
- Professional should follow up their concern and collaborate between professionals. Using the procedures provided by our Local Safeguarding Board and the information provided in the 'Working Together to Safeguard Children'
- Maintains a safe recruitment procedure and will work with other agencies to safeguard our children. It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants for work within the pre-school, whether voluntary or paid, will be required to complete a police check form.
- Commencing their employment and each year fill in and return a Early Years and Childcare staff disqualification form. Any staff disqualified by this form will not be permitted to carry on working at our pre-school.
- Ensure that all staff have attended staff training on safeguarding and promoting the welfare of children ('s), child protection and equal opportunities courses.
- Ensure each child has a key person to maintain effective information sharing through confidential record keeping. Developing a respect for our children and their views through understanding that any practitioner working with our children should see and speak to our children; listen to what they say; take their views seriously; and work with collaboratively when deciding how to support their needs.

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- Our pre-school takes into account the risks of radicalisation and extremism being developed in our children and takes steps to prevent our children being drawn into terrorism. Our pre-school ensures our children are developing a good resilience and promotes 'fundamentally British values'. To be able to offer a safe place in which our children can discuss controversial issues, and to be given the knowledge and confidence to challenge extremist beliefs and ideologies.
- Our Pre-school will notify Safeguarding(CHANNEL)Child Protection agencies without delay of allegations of abuse towards our children. Our pre-school monitors its employees to ensure that no behaviour from a staff member is displayed which might be seen as signs of abuse and neglect. Our Pre-school will ensure good relations are built with the parent/carer. Our pre-school will inform OFSTED of any allegations of serious harm or abuse by any person looking after children on our premises within 14 days of the incident.

With the proviso that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

Policy for Child Protection

Our Pre-school procedures for safeguarding and child protection are in line with West Sussex Local Safeguarding Children's Board Procedures.

1.4

Our Pre-school aims to put into practice an effective child protection system;

- All members of our Management Committee/Management understand and fulfil their responsibilities.
- We have a nominated designated member of staff.

Our designated Safeguarding & Child protection practitioners have undertaken the initial designated member of staff training and subsequent refresher courses.

Our Principal is the designated safeguarding officer and, and we have a member of staff who will act in the designated member of staff's absence. (In the P's absence, our School Manager is a DSO).

Our School Manager is the designated child protection officer, and we have a member of staff who will act in the designated member of staff's absence. (In the SM's absence, our Class Managers are (DCPO).

- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. To take into account 'Information sharing advice' provided by the Department of Education.
- All members of staff are provided with 'Whole School 'Safeguarding & Child Protection Training every three years and trained at induction on our Equal opportunities procedures within our pre-school.

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1.5

All members of staff, volunteers, and trustees know:

The signs and symptoms of concern

How to respond to a pupil who discloses abuse

What to do if they are concerned about a child

1. Significant changes in children's behaviour
2. Deterioration in their general well-being
3. Unexplained bruising, marks signs of possible abuse
4. Signs of neglect

All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the schools' Child Protection Policy, and reference to it in our introductory pre-school materials.

Staff will also bear in mind:-

Children in Specific Circumstances

1. Abuse linked to Spiritual and Religious Beliefs
2. Children and young people vulnerable to violent extremism

We will ensure that our selection and recruitment of staff met the requirements as set down in Safer Recruitment guidance.

1.6

We aim to achieve this by;

- Encouraging development of self-esteem and self-assertiveness, through our curriculum as well as our relationships through the schools' overarching values and ethos, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying the Children Services Social Work Duty and Assessment Team as soon as there is significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.
- Our procedures will be regularly reviewed and up-dated.
- The name of the designated member of staff for Safeguarding & Child Protection will be clearly advertised in our pre-school paperwork.
- Referring a child if there are concerns about possible abuse, to the Children Services Social Work Duty and Assessment Team, and act as a focal point for staff to discuss concerns. A written record of the referral will be sent to the Assessment Team by the end of the working day the referral is made.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral. The pre-school has adopted for use the West

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Sussex LSCB Guidance: Record Keeping in Maintained Schools Child Protection and Welfare Concerns

- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Liaising with other agencies and professionals.

Ensuring that the designated member of staff attends Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.

Organising child protection training for all school staff.

Providing, with the principal, an annual report for our records, detailing any changes and reviews of relevant policy and procedures; training undertaken by the DCPT, and by all staff and governors; number and type of incidents/cases, and number of children subject to a child protection plan.

Policy for Equal Opportunities

1.7

Our Pre-school believes that its activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work¹ in, or volunteer to help with, our pre-school have an equal chance to do so.

The pre-school is open to every family in the community and any family joining will be made aware of our policy on equal opportunities.

Our pre-school has designated our Principal to be our Equal Opportunities
Co-ordinator

Our Pre-school aims to put into practice an effective equal opportunities system;

The pre-school will appoint the best person for each job and will treat fairly all applications for jobs and all those appointed.

The pre-school recognises that many different types of family successfully love and care for their children regardless of their race, culture, ability, gender, social class or religion or belief.

Our aim is to show respectful awareness of all major events in the lives of the children and families in the pre-school, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

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1.8

We aim to achieve this by;

- Taking into account the gender checklist when making and providing materials for our pre-school
- Bearing in mind our pre-schools values and beliefs

Statement of values

- Without indoctrination in any faith, children will be encouraged to welcome a range of different festivals, together with stories, celebrations and certain food and clothing they involve, as part of the diversity of life.
- All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of equipment will offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.
- These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures and messages about any group of people.
- The pre-school recognises the wide range of special needs of children and families in the community, and will consider what part it can play in meeting these needs.
- Racist and sexist attitudes and comments will be challenged with staff, parents and children.-The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Taking into account

The Race Relation Act 1976 and the Race relations (Amendment) Act 2000

- Direct discrimination,
- Our Pre-school will NOT treat one person less favourably than another on racial grounds, for example, refusing to admit a child because their ethnically different.
- Indirect Discrimination;
- Our Pre-school will NOT use practice and procedures which, through not overtly racists, but still have the effect of discrimination on racial grounds
- Segregation
- Our Pre-school will NOT separate children or adults on racial grounds: for example; grouping children by their racial background, for activities, for no specific reason.
- Victimization
- Our Pre-school will NOT discriminate against a child/adult if in the process of taking action under the act of Race relations.

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Recruitment

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

Training

- Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- All promotion will be in line with this policy.

Monitoring

- We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
- Monitoring may involve:-
- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees; the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given if

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necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

- Our Pre-school will endeavour to ensure that neither women nor men nor child suffer discrimination on the grounds of their sex.
- Our Pre-school will maintain 'The Equal Pay' Act,-stating that women should receive the same pay as men for the same job

ⁱ In this Policy a child is defined as anyone who has not yet reached their 18th birthday

ⁱⁱ In this Policy staff refers to all adults and professionals dealing with the child

These policies operate alongside:

Policies	Information	Procedures
Behaviour Management Confidentiality Whistle Blowers Social Media	<ul style="list-style-type: none"> • 2006 Children's Act • Education Act 2011 • The Equality Act 2010 • The United Nations Convention on the rights of the child(UNCRC) • Part of Counter-Terrorism and Security Act 2015 New 2015 • Prevent Duty Guidance for England and Wales 12/03/15- Department of Education <p>"Working Together to Safeguard Children" 2015, "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003, DfES guidance "Safeguarding Children & Safer Recruiting in Education" 2006 and the Sussex Child Protection & Safeguarding Procedures DofE advice 'Use of reasonable force: When can reasonable force be used?' 2012</p> <ul style="list-style-type: none"> • The Race Relation Act 1976 and the Race relations (Amendment) Act 2000 • The Sex Discrimination Act 1975 	Safeguarding Job description Behaviour Management Allegations against staff Violence or abuse against a member of staff Equal Opportunities

This Policy will be reviewed Sept 2017

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