



Children of the World  
Montessori School

St. Mark's Hall, Dedworth Road, Windsor, SL4 4JS

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## Multi Agency Safeguarding Arrangement (MASA)

### CHILD PROTECTION PROCEDURES

#### The purpose of this policy statement is:

- To protect children and young people who receive COTWMS's services to keep them from harm.
- To provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to child protection.
- This policy applies to anyone working on behalf of COTWMS, including Management, Teachers, Teaching Assistants, volunteers, outside professionals, agency staff and students.

Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right. ' Statutory Framework for the Early Years Foundation Stage (EYFS).

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1. Children of the World Montessori School will carry out the procedures approved by the local Safeguarding Children Board by recognising that it is our legal duty under the Children's Act 1989 to report any signs of abuse, including Domestic abuse, and the local authority have a legal duty to protect the child. We also follow the guidelines set out in the 'What to do if you're worried a child is being abused'.

Children of the World Montessori School recognise the following as the procedure for a child abuse case:

- Practitioner has concern about child's welfare. Every concern must be written down, signed, dated and the time noted and passed to the Designated Person or Deputy DP to collate, the DP should reassure the practitioner that the concern will be followed up, they sign the confirmation slip.
- Discussion between the Designated persons. If the DP and Deputy DP think the concerns should be a referral and the child is not in immediate risk of serious harm then....(next point)
- Discussion with parent/s if necessary to get their view of events unless it is felt this will put the child at risk. Advice will be sort from the Single point of Access SPA (formerly known as MASH & Early Help Hub). Discussions within the setting should initially be between the DP and DDP, however the practitioner should be kept informed of progress on a need-to-know basis.
- If the concern raised by the practitioner is serious (using the signs and indicators from the child protection training i.e. cigarette burn or the child discloses sexual assault) only then should the DP contact Single point of Access (SPA) without speaking to the parent(s) first.
- Referral to Single point of Access and Early Help Hub. An initial phone call to Single point of Access (SPA) giving the family name and child's name, will result in either a safeguarding referral being requested or just advice given. If a safeguarding referral is submitted by the setting, they will then start their assessment process.
- Single Point of Access (SPA) and RBWM Safeguarding Partnership  
01628 683150 or 01344 786543 (Out of hours- Emergency Duty Team)

2. All staff at Children of the World Montessori School will or have received appropriate child protection training through the Royal Borough of Windsor and Maidenhead about the identification of abuse, including mental health, staff should consider when this might be a safeguarding concern.

Children of the World Montessori School staff will carry out the following procedures if any abuse is suspected:

- If a child's behaviour or appearance causes concern, stay calm, do not ignore.
- If a child wants to talk about something listen carefully.
- Tell the child they have done the right thing to tell the teacher.
- Explain that you can't keep a secret, you will be lying, as information will need to be related to the Designated persons.

- Record observations, detail records as soon as possible. If there are physical injuries note size, shape, colour and position on the body. Make a record of the time, day, date and any explanation. Sign and date observations. Observations are kept in the Observation Book. Each class has one.
- Observations are kept in the Observation book, there is one in each class. Report suspicion to Designated persons. Confidential discussion between all teachers to exchange information on observations. The DP and DDP may contact the Early Years team at RBWM for advice.

Children of the World Montessori School staff will not carry out the following procedures if any abuse is suspected:

- Ask leading questions
- Investigate or try to get to the truth of the story. This is a specialist job carried out by Social workers and Police.
- Make promises that can't be delivered.
- Criticise the abuser.

3. Children of the World Montessori School will ensure all staff are aware if a child has a social worker.

4. The designated members of staff responsible for contact with fellow teachers and Social Services in the reporting of a child abuse case will be Cheryl Clay and Alexis Hall who will liaise with parents, Social Services or Single point of Access in the local authority where the child lives. Cheryl Clay and Alexis Hall will have received the appropriate training regarding any signs of abuse of a child and the appropriate agencies to contact. Cheryl Clay or Alexis Hall will advise and support staff who have any concerns and keep detailed secure written records of concerns or referrals.

5. Children of the World Montessori School will ensure staff are kept up to date with current good practise within child protection by sending them on relevant courses throughout the academic year and by ensuring each member of staff has read the MASA policy and signed the declaration form.

6. Children of the World Montessori School will ensure all children and carers are protected through our recruitment procedure by ensuring all staff have a DBS (Disclosure Barring Service) check and request they enrol in the update service, we will only employ staff (including supply teachers) with appropriate qualifications, check referees for each member of staff, by working as a team and with regular staff meetings about the children's progress. All information regarding each member of staff i.e. curriculum vitae's, courses attended etc will be kept in a locked cupboard within the school.

7. Children of the World Montessori School staff will report concerns and suspicions to the person in charge, Directors and Designated persons. Confidential discussions between all teachers will take place to exchange information on observations.

Children of the World Montessori School staff will record these observations as quickly as possible by noting the injury in the observation book and if necessary complete a Concern report if suggested by the DP or DDP, if it is a physical injury they will note the size, shape, colour, position on the body or if it is an emotional injury i.e. if the child is underweight, hungry, dirty, smelly, poorly dressed, clothes too big or small etc. Staff will also make a record of the time, day, date and a clear name or signature must be made.

8. If the above signs become active Children of the World Montessori School will turn the concern into action by contacting the relevant agencies

#### Telephone numbers

Duty and Assessment Team - 01628 683150

Child Protection Co-ordinator - 01628 683210

Out of Hours Emergency Duty Team - 01344 786543

Thames Valley police - 999

Thames Valley police non-emergency - 0845 8 505 505

NSPCC - 0800 800 500

Parentline Plus - 0808 8002222

Mash - 01628 683150 (M-Th 8.45-5.15 or F 8.45-4.45)

All children at Children of the World Montessori School will be taken seriously.

9. Children of the World Montessori School will support children, staff and parents/carers where concerns are raised regarding child protection.

- COTW staff will liaise with the Owners and designated persons.
- Children and parents/carers will be treated with care and respect.
- Parents/carers will be informed as soon as possible of any concerns.

- COTW will help the parents/carers understand the process of child protection and what it involves and the progress of the case.
- Parents/carers will be told the outcome, where there is no criminal prosecution.
- COTW will help parents/carers where necessary understand the outcomes reached.

**10.** In the event of a complaint made against a member of staff, Children of the World Montessori School Directors will discuss with the accused member of staff what has been reported, either suspicions or allegations i.e. behaved in a way that has or may have harmed a child, possibly committed a criminal offence or behaved towards a child that indicates they are unsuitable to work with children.

Information about an allegation will be restricted to those who need to know to protect children, facilitate enquiries and avoid victimisation.

Allegations of abuse by a member of staff will be dealt with fairly, quickly and consistently, providing effective protection for the child and supporting the person who is the subject of the allegation. If it is felt by the Directors that the member of staff needs to be suspended they will do so and if the member of staff contract needs to be terminated.

Members of staff cannot conduct an enquiry about suspicion or allegation of abuse regarding a friend, relative or colleague.

All complaints will be taken seriously by Children of the World Montessori School and parents/carers will be kept informed.

**11.** Children of the World Montessori School will ensure parents/carers have read, understood and agreed the procedures for reporting child protection concerns by showing them the COTW Local Safeguarding Children Board child protection policy in their child's welcome pack when they join the school.

All parents/carers at Children of the World Montessori School are given a copy of the MASA Child Protection policy and asked to sign a declaration to confirm they have read it. This is then filed in the MASA folder.

**12.** In the case of any issues staff will refer to the Berkshire Child Protection Procedures ([proceduresonline.com/berks](http://proceduresonline.com/berks))

**13.** We will refer to the revised edition of Working Together to Safeguard Children 2018 if the need arises, Keeping Children Safe in Education 2022, the updated EYFS September 2021 and Counter Terrorism Security Act 2015. Disqualification under the Childcare Act 2006, published 2015

**14.** COTW recognises children with special educational needs and disabilities.

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children, which can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

**15.** COTW is aware of the new Prevent Duty 2015 and a copy is available to read for all staff.

**16.** COTW has regard to keeping safe in education.

**17.** Single point of Access. COTW will refer to this in the case of any concerns regarding the safeguarding or Early help that a child may need, 01628 683150. (This replaces the CAF)

**18.** In regard to safer recruitment of staff and If COTW need to check a person has the right to work in the UK we will refer to 'An Employer's guide to acceptable right to work documents' on the [gov.uk](http://gov.uk) website.

**19.** COTW is aware and has regard of Radicalisation & extremism and will make notes if we notice changes in a child. In the event of a series concern we will refer to our Preventing Radicalisation and Extremism policy.

20. COTW is aware of peer-on-peer abuse and has a separate policy outlining procedures if this was to occur.
21. This policy is linked to the Behaviour, Safer Recruitment, Prevent, Whistleblowing policy.
22. All staff will renew their DBS every three years. And join the Update Service.
23. Staff will undertake safeguarding training annually.
24. COTW are aware of the GDPR and have a Privacy policy that parents are given.
25. The Data Protection/Privacy Officers are Cheryl Clay & Alexis Hall.
26. COTW MASA policy and other policies are on the website for parents to view.

### **SAFEGUARDING - SAFER WORKFORCE PROCEDURES**

- Any allegations made about staff will be referred to the Local Authority Designated Officer (LADO) for advice.
- Alice Stott (Senior Lado) 0208 8917370/07774332675
- [lado@achievingforchildren.org.uk](mailto:lado@achievingforchildren.org.uk)
- We will make every effort to keep the details of every allegation confidential including guarding against publicity whilst an investigation is underway.
- We will provide support to staff that are the subject of an allegation.
- The Berkshire Child Protection and guidance ([www.berks.proceduresonline.com](http://www.berks.proceduresonline.com) chapter 31) applies whenever it is alleged that a person who works with children has, in any connection with her/his employment or voluntary activity:
  1. Behaved in a way that has harmed or may have harmed a child;
  2. Possibly committed a criminal offence against, or related to a child; or
  3. Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.
- The Child Protection procedures state that the Senior Manager should contact LADO within 24 hours to have an initial discussion to consider the nature, content and context of the allegation and agree a course of action. The police and social care are often consulted at this stage to consider whether the allegation meets the threshold for a child protection strategy meeting, and if so this will be convened within 2 days. It is important that internal investigations do not take place until after the discussion with the LADO.