



Policy Area:	Safeguarding		
Date:	September 2016	Policy code:	S3
Last reviewed:	January 2022	Reviewed by:	Esma Izzidien
Next review:	January 2023	<i>(For all review dates see end of document)</i>	

Key safeguarding contacts within the school:

Position	Name	Contact
Designated Safeguarding Officer	Claire Waters	CWaters@cms.cardiff.sch.uk 029 20 567311
Deputy Designated Safeguarding Officer	Georgina Williamson	GWilliamson@cms.cardiff.sch.uk
School Director	Esma Izzidien	Elzzidien@cms.cardiff.sch.uk

Staff can refer to the staff handbook for the personal phone numbers of the above persons if they need to contact them at any time. Staff should not hesitate to contact the above persons regarding safeguarding matters even if outside normal working hours.

Key safeguarding contacts within the local authority:

Where you have **URGENT and IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone the Children's Services Access Point team:

Referral	Contact
The Children's Services Access Point Team	Office hours 029 2053 6490 Out of hours 029 2078 8570
Police (Child Protection)	029 2022 2111
The Cardiff County Council's Education Safeguarding Team (For advice and support)	02922 330879 or email SLSSafeguardingTeamInformation@cardiff.gov.uk
For pupils who already have an allocated social worker the contact will be with Cardiff County Council Children's Services, Intake and Assessment Team on	029 2053 6400

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Introduction:

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare”- Safeguarding Children: Working Together under the Children Act 2004.

- Cardiff Montessori School acknowledges the importance of its role in the welfare of young people, and through the general ethos of the school we will seek to encourage children in need of support to come forward.
- Cardiff Montessori School is committed to ensuring the safety and protection of all children and will take appropriate action to safeguard their wellbeing and acknowledge that children have a right to protection.
- Cardiff Montessori School will work with multi-disciplinary partners within the statutory framework established by:
 - Cardiff and Vale of Glamorgan Local Safeguarding Children Board
 - The All Wales Child Protection Procedures 2008
 - Safeguarding Children: Working Together Under the Children Act 2004 Section 28
 - Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
 - United Nations Convention on the Rights of the Child (UNCRC)
 - Allegations of Professional Abuse Procedures (AWCPP Part IV)
 - Keeping Learners Safe 158/2015
 - Children Act 1989 & 2004
 - Social Services and Well-being (Wales) Act 2014
 - Safeguarding Vulnerable Groups Act 2006
 - Protection of Freedoms Act 2012
 - Adoption and Children Act 2002
 - Female Genital Mutilation Act 2003
 - Children and Adoption Act 2006
 - Children and Young Persons Act 2008
 - Borders, Citizenship and Immigration Act 2009
 - Apprenticeships, Skills, Children and Learning Act 2009
 - Education Act 2011
 - Well-being of Future Generations (Wales) Act 2015

The policy applies to all staff and volunteers of Cardiff Montessori School, including community education staff and directors. Teaching assistants, supply staff, administrative and support staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school staff or the director. This policy will be reviewed annually, taking into account feedback and any new policy documentation or guidance.

Aims:

Cardiff Montessori School aims to provide an environment in which children and young people feel safe, secure, valued and respected and feel confident, and know how to approach adults if they are in difficulties and believing they will be effectively listened to.

There are 4 main elements to our policy in implementing the above aim:

1. Prevention through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school safe environment where children know who to approach with any concerns about their welfare.
2. Procedures for identifying and reporting concerns about the welfare of a child.
3. Support to pupils who have/ may have been abused.
4. Preventing unsuitable people working with children through robust vetting and recruitment processes.

Prevention

Cardiff Montessori School recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they have concerns about their welfare, are worried or in difficulty.
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse and information about who to turn to for help.
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

Procedures

This policy is compliant with the new All Wales Child Protection Procedures 2008.

Roles and Responsibilities

Safeguarding is everybody's business; however, staff within CMS will have specific responsibilities' which are outlined below.

- It is the role of the Designated Safeguarding Officer to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals in accordance with school procedures.
- If for any reason the **Designated Safeguarding Officer** is unavailable, a **Deputy Designated Safeguarding Officer** has been identified who will act in their absence.

- It is the role of the Designated Safeguarding Officer to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures. They are also responsible for advising staff and offering support to those requiring this.
- The Director and Senior Leadership Team are responsible for ensuring that the school follows safe recruitment processes.
- The Designated Safeguarding Officer / School Director should review and update the policy and procedures annually.
- The Designated Safeguarding Officer / School Director should ensure that Basic Child Protection training is undertaken by all staff annually.
- Ensure parents are aware of the safeguarding policy which alerts them to the fact that **referrals may be made** and the role of the establishment.
- **Where children leave the school, ensure their child protection file (if the child has one) is copied and securely transferred to the new establishment as soon as possible but transferred separately from main file.**

Representatives from the Safeguarding Team (Tel: 02920 629889) are available to offer advice, support and training to the school's Designated Safeguarding Officer.

Training for all staff

All staff, including teachers, teaching assistants, midday supervisors, caretakers, volunteers and admin staff in the school should have completed Basic Safeguarding and Child Protection Awareness Training on an annual basis.

The Designated and Deputy Safeguarding Officers should in addition also attend the *LSCB Working Together to Safeguard Children course on a three yearly basis.*

In addition, staff responsible for Safeguarding and Child Protection will receive training on "Basic Awareness". Following this training, the designated staff members should meet any further training standards outlined by Cardiff Council.

Recognising Child Abuse

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and the Education Service, and between schools and other agencies such as Children's Services and the Police.

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- Neglect
- Physical Injury
- Sexual Abuse
- Emotional Abuse

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and the All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4 definition of abuse is as follows;

‘A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan’

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning, scalding, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

Sexual Abuse

Forcing or enticing a child/ young person to take part in sexual activities, whether or not they are aware of what is happening. This may involve, physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect 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 or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Emotional Abuse

This may involve the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Taking action

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure
- Observation of bruises/ burns etc. for which the explanation given is not plausible
- Another pupil/ parent may give you information
- You may observe changes in behaviour that worry you
- You may instinctively feel something is wrong
- There are neglect issues

Where a member of staff has concerns about the welfare of a child they should immediately report their concerns to the Designated Safeguarding Officer, who will appropriately consider the concern and what actions, if any, should be taken.

Making a referral

1. If the Designated Safeguarding Officer (DSO) decides a referral is necessary, they should immediately telephone the Children's Access Point on 029 2053 6490 within Children's Services. Telephone referrals should be followed up with completion and return of forms CP1 (MA) (4.ch.227 on CIS) and CS1 (4.ch.225 on CIS) to Intake and Assessment within 48 hours from the initial telephone call. A copy should be kept for your records. There must not be any delay in making the referral. Professionals cannot remain anonymous when making a referral.
2. When making a child protection referral parental consent is not required, however, after consultation with Children's Services when the verbal referral is made staff may be advised to seek parental consent.
3. The Children's Access Point Team will assess whether the concern is Child in Need of support or Child in Need of Protection.
4. If a member of staff is informed that a child has disclosed that they have been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the teacher's concerns but must IMMEDIATELY refer the matter to the Designated Safeguarding Officer (DSO) or Deputy or in the absence of both the Children's Access Point team.
5. The DSO should be immediately notified of all referrals made to the Children's Access Point Team
6. If there are concerns of a Child Protection nature and the child is about to leave the school premises the DSO and School Director should be informed. The DSO and/or Director, in consultation with the Children's Access Point team will decide on the next step to be taken.
7. Referrers should receive a response, in writing, from Children's Access Point within 10 working days. If this does not happen referrers should follow up with Children's Services to establish what decisions have been taken regarding the referral and any actions.
8. Staff will be informed of relevant information in respect of individual cases regarding child protection on "a need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.
9. If the individual reporting the concern disagrees with the Designated Safeguarding Officer's decision that a referral is not necessary, they must make the referral (and inform the Designated Safeguarding Officer of their intention to do this whenever possible).

This school recognises it has a responsibility to refer concerns and not to investigate.

If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken.

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency the 999 service should be used.
- Children's Access Point must be informed of this course of action IMMEDIATELY as they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the welfare of the child is paramount and should, therefore, discuss their concerns with the Children's Access Point team or the Police who will make the decision as to when the parents/ carers will be notified.

Subsequent Action

- All referrals must be confirmed in writing to the Children's Access Point within 48 hours from the initial telephone call.
- In a case of suspected child abuse, if it is in the best interest of the child, the Director or Safeguarding lead can allow a child to be interviewed on the school premises at the request of the Police and or Children's Access Point. Any statement resulting from an interview in school must be read by the Designated Safeguarding Officer or Director and signed as an accurate record of what was said.

Dealing with Disclosures

It is important that you:

- Do not interrogate the child.
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help them.
- Act promptly.
- Note your concerns.
- Give as much information as you know about the child to the DSO.
- Do not challenge someone you suspect may be involved in abusing children (even if this person is a colleague).

What to do if a child tells you that they are being harmed:

DO:

- ✓ Keep an open mind
- ✓ Reassure the child that they have a right to tell
- ✓ Listen carefully
- ✓ Work at the child's pace
- ✓ Ask only open questions – if you must ask them, clarify the facts, don't interrogate
- ✓ Explain what you need to do next
- ✓ Record accurately and quickly using the child's words
- ✓ Pass on to DSO the same day

DO NOT

- ✗ Promise to keep secret what they are telling you
- ✗ Interrupt
- ✗ Interrogate/ investigate
- ✗ Assume e.g. this child tells lies
- ✗ Make suggestions about what is being said
- ✗ Speculate or accuse anyone
- ✗ Show anger, shock etc...
- ✗ Tell the child to go and speak to someone else
- ✗ Forget to record accurately and/ or pass on to DSO
- ✗ Confront alleged abuser

Attendance at child protection conferences & core groups

It is the responsibility of the Designated Safeguarding Officer/ Director to ensure that the school is represented at any child protection conference for children on their school roll or previously known to them whenever possible. If this is not possible written reports / correspondence should be provided.

The Designated Safeguarding Officer / Director or nominated individual should be fully briefed on any issues or concerns the school has and must present their report during the meeting and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Designated Safeguarding Officer's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

If the school is part of the core group, then the Designated Safeguarding Officer should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed.

All concerns about the child protection plan and/ or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Designated Safeguarding Officer must inform the child's social worker immediately and then record that they have done so and the actions agreed.

Record Keeping:

Any member of staff receiving a disclosure of abuse from a child/ young person, or noticing signs or symptoms of possible abuse in a child/ young person should make notes as soon as possible, what was said or seen, putting the scene into context, and giving the time and location. It is very important to keep this record safely and confidentially in the Child Protection File in the locked filing cabinet in the office.

- Dates and times of events should be recorded on a Safeguarding Incident Report Form as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the Designated Safeguarding Officer for their attention to decision on further actions.
- All documentation/ records relating to child protection concerns should be placed in the Safeguarding File within a newly created section and securely stored in a locked cabinet.

- **When a child who is on the child protection register leaves the school** the Designated Safeguarding Officer will inform the child's new school immediately and discuss with the Chair of the Child Protection Conference the transfer of any confidential information the school may hold.
- The Designated Safeguarding Officer will inform Children's Services/ social worker of significant changes to the child protection plan or family circumstances.
- If a child has a Child Protection file and changes school, the school will ensure
 - the Child Protection file is copied and a copy retained at the school (retention period DOB + 25 years) and;
 - the original Child Protection file is transferred to the new school and ;
 - Children's Services is advised of the change of school if the child is on the Child Protection Register.

(Refer to Educational Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information. Circular 18/2006 page 36) Seek permission if transferring CP mins)

Refer to RETENTION GUIDELINES FOR SCHOOLS

<http://vmweb2.cardiff.gov.uk/cis2/viewdocument.php?id=59639>

Where staff have a 'soft concern' regarding the safeguarding of a pupil that they do not feel warrants referral, they may note this on an incident form and keep this within a section on the child in the safeguarding folder. Sometimes it is the build up of small isolated seemingly non-significant incidents that leads to a referral. In all cases concerns should be discussed with the safeguarding officer who will advise accordingly.

Support to Pupils

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. Our school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

We recognise that some children can adopt abusive behaviours and that these children must be referred on to professionals for appropriate support and intervention.

The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment, and gives pupils a sense of being valued
- The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which does not attribute blame for any abuse which has occurred
- Liaison with other agencies within a multi-agency framework which support the pupil such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and The Pupil Support Services
- A commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so

Additional Vulnerability for Children and Young People

The school recognises that the following groups of Children and Young People are additionally vulnerable to abuse.

- Children with a disability;
- Looked After Children;
- Asylum Seekers;
- Children from the Traveller Community;
- Children who live in a household where there is Domestic Abuse;
- Children who live in a household where parenting is compromised by Substance Misuse.

Preventing Unsuitable People from Working with Children

Cardiff Montessori School operate recruitment and management procedures that take account of the need to safeguard children and young people including arrangements for appropriate checks on staff and volunteers that comply with locally agreed inter-agency procedures in conjunction with Human Resources.

Cardiff Montessori School will follow the Safer Recruitment in Education guidelines when advertising, interviewing and recruiting staff, including the requirement for DBS checks.

Cardiff Montessori School operate safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS checks as well as all other required recruitment checks undertaken according to Welsh Government Circular No: 34/02 Preventing Unsuitable people from working with children and young persons in the education service 2002.

Allegations against staff in school setting:

When it is alleged or suspected that a pupil has been abused by a member of staff the following procedures must be undertaken.

- The Director or Designated Safeguarding Officer (in Director's absence) of the school should be informed immediately
- All suspected or alleged abuse must be reported to or the police without delay. The Children's Services Children Access Point Team should also be informed.
- In the event of the allegation being made directly or indirectly about the Designated Safeguarding Officer the staff member should promptly report the allegation to the Director. In the case of an allegation being made directly or indirectly about the Director, the staff member should promptly report as normal to the Designated Safeguarding Officer. In the event that a staff member feels that they cannot approach either of these two individuals or that allegations of abuse are made about the Director and DSO, they should report to the Deputy Safeguarding Officer and in extreme event of being unable to report to any of the three individuals they should contact the Children's Services Children Access Point Team.
- The questioning or interviewing of Pupils/ staff of the alleged incident must not take place unless Children's Services or the Police give instructions to do so.

The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Director, unless the concern is in regard to the Director.

Protocol procedure:

1. Allegation of abuse.
 2. Complaint made in school or to school reported to Designated Safeguarding Officer or Director.
 3. Obtain brief details but NOT written statements from pupils or staff (who are not suspects). Member of staff should not be informed until professional strategy meeting unless advised otherwise.
 4. School to refer to Children's Services Children Access Point Team. Children's Services and the police will liaise. A professional strategy discussion will take place between those two agencies.
 5. Decision to have a Professional Strategy Meeting – to be convened, if possible within 48 hours.
 6. Strategy meeting between police, Children's Services and school.
 7. Recommendations
-
- The School will refer this to the Children's Services, Children's Access Point team.
 - The School will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parent as per the Staff Code of Conduct Policy and Social Media Policy.

Whistleblowing:

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. All staff should be aware of and have read and understood the school's Whistleblowing Policy.

Other Related Policies:

- Behaviour Management Policy:
We acknowledge that staff will not use physical punishment or threatening behaviour. Staff must only ever use physical intervention/ restraint as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property. Parents will be informed if physical restraint has been used.
- Anti-Bullying:
Our policy on bullying is set out in a separate document and is reviewed annually by the Director/ Head of Early Years under the guidance set within 'Respecting Others' – WAG. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.
- Racist Incidents:

We acknowledge that repeated racist incidents or a serious single incident may lead to consideration under child protection procedures.

- **Health and Safety & Trips and outings:**
Our health and safety & trips and outings policies set out in a separate document and are reviewed annually by the Director/ Head of Early Years. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.
- **Children with Additional Needs:**
Our policy recognises that children with behavioural difficulties and disabilities are most vulnerable to abuse.

Extended Schools and Out of School Hours:

- In the extended school facilities and activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.
- Where services or activities are provided separately by another organisation, the Director will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection and that there are arrangements to liaise with the school on these matters where appropriate.

Overview of operational procedures in place at CMS to safeguard children:

1. No member of staff should be alone with a child in a closed room at any time. Ideally 2 members of staff should always be present in any class / room when a child is present. When this is not possible the door to the room must be kept fully open or have a viewing window / camera in operation and be located in an area of the school where there is regular movement by staff around the room.
2. When changing nappies / pull-ups of a child this should be done in front of the bathroom door with the bathroom door kept open. Only regular CMS staff should assist children in this regard (i.e not volunteers / external providers / supply staff- even if they are DBS checked) and this should be by a member of staff the child is familiar with.
3. When assisting a child in the toilets the toilet cubicle should always be kept open and the bathroom door kept open. Only regular CMS staff should assist children in this regard (i.e not volunteers / external providers / supply staff- even if they are DBS checked) and this should be by a member of staff the child is familiar with.
4. When children in the school are having a nap, point one of this overview applies.
5. In the event of the class being outside and a child needing to be accompanied back to the school to use the toilets the staff member accompanying the child back in should ensure that another member of staff in the building is in the vicinity. This is to comply with point 1 above.
6. Your first port of call for safeguarding should be the designated safeguarding officer, **Claire Waters**, and in their absence, **Georgina Williamson**. They will always inform the Director, Esma Izzidien, of any safeguarding issues brought to their attention immediately, unless the allegation concerns the director as per the more detailed protocol contained in this document. If you feel unable to approach the named persons it is your duty to familiarise yourself with this document to report to the most appropriate person. Safeguarding is everyone's responsibility.
7. All persons entering the school must sign in with the office and wear a visitor's badge. It is the responsibility of the person admitting the person into the building to accompany them to the reception and ensure they are signed in according to procedure.
8. All visitors to the school must remain accompanied while inside the school.
9. No persons should be admitted into the school where there is concerns regarding confirming their identity or reason for visits.
10. Children must only be discharged to the care of the persons documented in their folder or collection file as per the child collection policy. Where there is doubt if a person is authorised to collect a child the child should not be discharged until clarification is obtained.
11. **Failure to adhere to the operational procedures above is considered a serious disciplinary offence.**

A note regarding accidents at home

Where a child attends school with evidence of an injury the parent / guardian should be asked to complete an accident at home form. These forms should be reviewed termly, or sooner if a concern has been highlighted, to look for any concerning trends. This forms part of the safeguarding audit which also looks at attendance and logs of soft concerns and safeguarding concerns.

Accident at home forms also help to ensure an accurate account is kept of existing injuries for the protection of staff and the school.

Review of policy dates:

Date of review	Reviewed by	Notes
08/2017	Esma Izzidien	
08/2018	Esma Izzidien	
01/2019	Esma Izzidien	
01/2020	Esma Izzidien	
01/2021	Esma Izzidien	
01/2022	Esma Izzidien	