

## **Child Protection Policy**

### **- this policy works alongside our Safeguarding policy**

#### **Wickham Montessori operates a child protection policy and pledges the following:**

As nursery workers, we have an important part to play in helping parents care for their children.

We can be of great help to parents who are under stress, helping them to cope with their children's behaviour, and offering support and respite that may prevent abuse.

However, there may be occasions where we have concerns that a child we are caring for is at risk or maybe suffering some form of abuse. If it is possible we will discuss the concerns that we have with the child's parent/s first, but if we are not completely satisfied with the explanation given we will notify them that we will be notifying the Children's Services Professional Helpline Department on 01329 225375.

It must be noted that there may be times where it is not appropriate for us to notify the parent/s prior to communicating

Children's Services Professional Helpline Department Wickham Montessori nursery all staff are required to apply for an enhanced DBS disclosure. Until these are processed by the relevant agencies, these members of staff will not be left alone with the children and will not be permitted to change nappies or accompany children to the toilet unless supervised by a DBS checked member of staff.

There are always 2 members of staff present on site at any one time

Where possible staff work with doors open to remain visible. All staff are made aware of the Safeguarding officers when they start and where to find contact numbers for Professional helpline & LADO.

Nursery is responsible for all children once they have been handed over by the parent/carer and signed into their room by a member of staff.

All staff are made aware of the correct way to report any concerning incidents and will as quickly as possible record the following information in the correct manner:

- Name of child
- Age of child
- Time and date of observation
- Objective description of the child's behaviour/appearance without interpretation where possible
- The exact words spoken by the child (where possible)
- Date and name of the person recording the information
- Signatures of the nursery manager and supervisor

This information will be kept and stored confidentially by the nursery and will be made available to the appropriate agencies if relevant. All existing injuries are recorded on Tapestry as accidents/incidents on arrivals and reviewed monthly.

If an allegation of abuse is made against a member of our staff, the member of staff concerned will be immediately suspended from all duties whilst the nursery and OFSTED investigate the matter thorough