

Montessori Children's House, St Andrews
Child Protection Policy
January 2018

One of our main aims at the Montessori Children's House is to ensure the safety and wellbeing of all the children in our care. This policy along with other related policies and procedures ensure a safe and secure environment for all.

The abuse of children can take many forms such as physical injury or neglect, sexual assault and emotional abuse. Abuse can be carried out on children by a wide variety of people, including for example, parents, relatives, other trusted adults, other young people and strangers.

Any concerns must be raised with either the manager or lead practitioner of the setting and if necessary social services and the police should be informed.

It is our responsibility to report such matters to the authorities and seek guidance as to what procedures to follow. Parents do not need to give consent if it is a matter of Child Protection.

In the case of a child being absent from pre-school without notification, our policy is to contact the parents/carer to ascertain the reason for their absence.

Child Protection Guidelines

1. If you are concerned that any child is suffering physical, sexual or emotional abuse either through your own observations, because the child confides in you, or because someone else expresses concerns, then..
2. You should OBSERVE, RECORD and REPORT

When talking with a child:

R RESPOND without showing any signs of disquiet, anxiety or shock.

- listen with care
- reassure the child that he/she is not to be blamed
- do not show disbelief : take the allegations seriously
- affirm the pupil's feelings as he or she expresses them
- do not tell him or her how he or she should feel
- do not be judgemental about the information you are given

E ENQUIRE about how an injury was sustained or why the child is upset

- do not interrogate. A casual enquiry about who did it is all right but do not pursue the matter. It can be very distressing for the child to be faced with persistent questioning.

C CONFIDENTIALITY should not be promised to children or adults.

- explain that you may have to share the information if you are concerned about a child's safety.

O OBSERVE carefully the behaviour and demeanour of the child or person expressing concern.

R RECORD in detail what you have seen and heard on the same day on the Care and Welfare form

D Do Not Interrogate: rather encourage the child to say what he/she wants.

3. THEN REPORT THE MATTER IMMEDIATELY TO THE CHILD PROTECTION OFFICER (Judith Gibbins) or DEPUTY CHILD PROTECTION OFFICER (Natalia Ventsel)

4. If the child is in immediate danger call POLICE SCOTLAND on 999

5. If we have a Child Protection concern we will contact the Social Work Contact Centre on 03451 55 15 03 and then press the star key.

6. Complete a Fife Child Concern Form and submit it immediately to the Social Work Contact Centre at the email address SW.Contractctr@fife.gov.uk