

1.1 Ladybird Montessori Safeguarding Policy - Contents Page

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1.2 Ladybird Montessori Safeguarding Policy

1. Purpose and Scope

Ladybird Montessori Nursery provides a nurturing environment for children to grow and develop, feeling safe, secure, and cared for. We aim to provide an environment where children can develop a positive self-image, sense of independence and autonomy in a way that is appropriate to their age and stage of development.

At Ladybird Montessori Nursery we understand that safeguarding is everyone's responsibility, and everyone who works with children has a responsibility to keep them safe by identifying concerns, sharing information, and taking prompt action.

2. Key Principles

Safeguarding is integral to our duty of care, and staff members are encouraged to be vigilant and proactive in promoting the welfare of children. This includes ensuring efforts are always made to safeguard children from suspected and actual harm by working in partnership with parents/carers to act on any concerns regarding a child's welfare and well-being.

All children in our setting have the right to protection, regardless of age, gender, race, culture, background, or disability.

Safeguarding and promoting the welfare of children, concerning this policy is defined as:

- a. Protecting children from maltreatment, whether that is within or outside the home, including online.
- b. Preventing impairment of children's mental and physical health or development
- c. Ensuring that children grow up in circumstances consistent with the provision of
- d. safe and effective care.
- e. Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children.
- f. Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.
- g. (Definition taken from the HM Government document 'Working Together to Safeguard Children December 2023).

The local authorities have a range of statutory powers and duties to safeguarding the welfare of children under the Children Act 1989 and Children Act 2004, which places a duty on the local authority to support the setting alongside key agencies to co-operate and improve the well-being of children and young people in their area.

In Birmingham, some of these functions are delegated by the Council and Birmingham Children's Trust who deliver children's social care on behalf of the local authority.

This policy also sits in a wider context of safeguarding policies, procedures, and guidance following legal frameworks such as:

Children Act (2004/1989):

[The Children Act 1989 guidance and regulations \(publishing.service.gov.uk\)](#)

https://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf

Working Together to safeguard children (2023):

[Working together to safeguard Children 2023: statutory guidance \(publishing.service.gov.uk\)](#)

Safeguarding Vulnerable Groups Act (2006):

[Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](#)

Counter-Terrorism Act and Security Act (2015):

<https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

Female Genital Mutilation Act 2003:

[Female genital mutilation: the facts \(accessible version\) - GOV.UK \(www.gov.uk\)](#)

Serious Crime Act 2015:

[Serious Crime Act 2015 - GOV.UK \(www.gov.uk\)](#)

3. Designated Safeguarding Leads

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Lead (DSLs), there is always at least one designated person contactable during all opening hours of the setting. These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year. The nursery (DSLs) liaise with the Local Safeguarding Children Board (LSCB) and CASS, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

They in turn support the ongoing development and knowledge to keep the whole staff team updated. Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to always ensure cover, we have multiple designated leads in place. This enables safeguarding to always stay high on our priorities.

3.1 Designated Safeguarding Leads (DSL) on-site or contactable within

the nursery

Sutton Coldfield: Karamjit Chana (Manager)
Sutton Coldfield: Laura Archer (Third in charge)
Edgbaston: Keeley Kain (Manager)
Solihull: Abbie Fletcher (Manager)
DSL's can be contactable between sites.

3.2. Useful Contacts

Organisation	Contact number
CASS - Children's Advice Support Services (Birmingham Children's Trust)	0121 303 1888
CASS – Children's Advice Support Services out of hours	0121 675 4806
LADO – Local Authority Designated Officer (Allegations against a professional or someone working with children and young people)	0121 675 1669
Early Years Duty Line	0121 675 4996
Ofsted Complaints about childcare Team	0300 123 4666
Ofsted Whistleblowers Line (Monday – Friday: 8am – 6pm)	0300 123 3155
NSPCC (National Society for the Prevention of Cruelty to Children)	0808 800 5000
West Midlands Police	101 (or in an emergency 999)

3.3 Parent Referrals

If parents at Ladybird Montessori Nursery feel their child's safety is at risk and their complaints aren't addressed properly by the nursery's management or directors, they can contact the LADO (Local Authority Designated Officer) for assistance. The LADO helps with concerns about individuals working with children. Parents should document their concerns, follow the nursery's complaints procedure first, and if needed, reach out to the LADO for further support.

4. Right help Right time (RHRT)

The 'Right Help, Right Time' (RHRT) guidance is essential for everyone who works with children, young people, and their families in Birmingham.

It advises what support is available and is our collective framework and practice guide on how all individuals, agencies, partners, and practitioners work together in Birmingham.

Ladybirds Montessori Nursery endeavors to support families who have additional needs. As highlighted in "Right Help Right Time" Relevant support should be offered at the appropriate time to children and their families. Ladybird Montessori Nursery will communicate openly and collaboratively with parents (unless there is a safeguarding concern that prevents this). Please see the guidance for RHRT via the link below.
https://lscpbirmingham.org.uk/wp-content/uploads/2023/03/Right_Help_Right_Time_Mar_2025-V6.pdf

5. Prevent duty (Extremism)

The Prevent Duty Under the Counterterrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support). This may be a cause for concern relating to a change in the behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care. Alongside this, we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act, and document all concerns in case of reporting further.

Prevent is a set of guidelines for professionals who work with children and young adults designed to stop people from supporting terrorism or becoming terrorists. By implementing a Prevent strategy, childcare providers and teachers can safeguard and help those who may be vulnerable to radicalisation.

All staff working in early years settings must be vigilant and have a duty to inform the necessary authorities if they suspect a child is being exposed to radicalisation.

The Ladybird Montessori staff team have a responsibility to protect children in their care under section 26 of the Counterterrorism and Security Act 2015. The government common inspection framework states that providers must promote the welfare of children by preventing and protecting all children against extremism and radicalisation.

<https://www.gov.uk/government/collections/counter-terrorism-and-security-bill>

<https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

In line with section 26 of the Counterterrorism and Security Act (2015), we understand the importance of staff members being able to recognise and identify vulnerable children and to have “due regard to the need to prevent people from being drawn into terrorism”.

Ladybird Montessori recognise the importance of protecting children from the risk of radicalisation and promoting British values in the same way we would protect and safeguard children from any other abuse.

We ensure all staff members can notice changes in children’s behaviour as we would do with any kind of safeguarding matter as there is no single way of being able to identify a child who is at risk of being vulnerable or susceptible to radicalisation/extremism.

Staff should use their professional judgement in identifying children who might be at risk and act proportionately.

Regular reviews on our e-safety policy and use of mobile phones and internet policy are carried out to aid in the increased risk of online radicalisation. All staff members are also aware of the importance of time frames to make a referral to the West Midlands police.

6. Causes for concern (Signs of abuse)

- Indicators of Child Abuse
- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies
- Aggressive behaviour

- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Detailed indicators and procedures are provided for physical abuse, emotional abuse, neglect, sexual abuse, domestic abuse, and female genital mutilation.

6.1 Physical abuse

Physical signs may involve unexplained bruising/marks in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations, or abrasions. Staff may notice several behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

Procedure:

- All signs of marks/injuries noticed on a child will be recorded immediately on a pre-existing injury form and signed by parents.
- The incident will be discussed parent/carer at the earliest opportunity (when signing/completing the form)
- If there appears to be any queries or concerns regarding the injury, the relevant child protection team will be called for immediate advice.

6.2 Emotional abuse

Signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking, telling lies, have an inability to have fun and join in play, low self-esteem, having speech disorders, and having inappropriately affectionate towards others.

Procedure:

- The concerns should be discussed with the parent/carer by the designated person or nursery manager.
- Such discussions will be recorded, and the parent/carer will have access to such records.
- If there appears to be any queries or ongoing concerns after discussion with parent/carer the relevant child protection team will be called for immediate advice

6.3 Neglect

Is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems hungry, or tired, has ill-fitting clothes, poor personal hygiene, e.g., soiled, unchanged nappies, ect.

Procedure:

- The concern should be discussed with the parent/carer.
- Such discussions will be recorded, and the parent/carer will access to such records.
- If there appears to be any queries regarding the circumstances the relevant child protection team should be contacted.

6.4 Sexual abuse

Signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge, or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexually explicit language, knowledge of adult sexual behaviour, seductive behaviour towards others, poor self-esteem and a child who is withdrawn.

Procedure:

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported immediately to the designated person/nursery manager.
- The matter will be referred straight to the child protection team.

6.5 Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or have been in a relationship. It can also happen between adults related to one another. It can seriously harm children and young people, and experiencing domestic abuse is child abuse ([NSPCC,2023](#))

It's important to remember that domestic abuse:

- can happen inside and outside the home
- can happen over the phone, on the internet and on social networking sites
- can happen in any relationship and can continue even after the relationship has ended
- both men and women can be abused or abusers.

Procedure:

- If a child talks to you about domestic abuse it's important to:
- Listen carefully to what they're saying
- Let them know they've done the right thing by telling you tell them it's not their fault.
- Take them seriously explain what you'll do next report what the child has told you as soon as possible to a safeguard lead.
- Don't confront the alleged abuser

6.6 Female Genital Mutilation:

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved.

Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder, as well as physiological concerns.

Procedure:

- If you have concerns about a child relating to this area, then please notify your DSL immediately as Ladybird Montessori staff have a mandatory duty to report this to the police.

7. Recording Suspicions of Abuse and Disclosures.

Staff members are instructed to make objective records of observations or disclosures, ensuring essential details are logged accurately.

Any suspicion or disclosure is reported immediately to the DSL and local authorities. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure on CR8/CR10
- Exact words spoken by the child on CR8/CR10
- Exact position and type of any injuries or marks seen on Existing Injury Form
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time on Incident Reporting Form or Confidentiality Reporting Form
- Any discussion held with the parent(s) (where deemed appropriate) on CR8/ CR10 and/ or signing Existing Injury Form/ Incident Reporting Form located on Blossom.

These records should be signed by the person reporting this and the DSL should be notified immediately, dated, and kept in a confidential file (Child's Personal file). If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure details must be accurately logged.

The concern of the matter must be raised with the local authority Children's Advice and Support Service (CASS) and possibly Ofsted.

Any Staff involved will be asked to supply details of any information/concerns they have regarding a child. Ladybird Montessori Nursery expects all members of staff to cooperate with CASS, police, and

Ofsted in any way necessary whilst a case is being managed.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of any parent or member of staff.

When identifying any potential instances of abuse, staff must always be aware that children may demonstrate individual, or combinations of indicators detailed above but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. Staff should always remain vigilant and must NOT ignore warning signs and contact the relevant services at any stage for support.

8. Looked after children.

Ladybird Montessori is committed to providing quality provision based on equality of opportunity for all children and their families. The staff team are committed to doing all they can to enable “looked after” children in their care to achieve and reach their full potential.

At Ladybird Montessori, we recognise that children who are being looked after may often have experienced traumatic situations, emotional or sexual abuse or neglect. However, we also recognise that not all looked-after children have experienced forms of abuse and that there are a range of reasons for children to be taken into the care of the local authority. Whatever the reason, we emphasise promoting children’s right to be strong, resilient, and listened to.

9. Safer Recruitment.

The nursery follows safer recruitment guidelines, ensuring all staff, volunteers, and students are accurately vetted before having contact with children.

Managers at Ladybird Montessori Nursery will safeguard a child’s welfare by carrying out relevant checks such as:

- Obtaining a Disclosure and Barring Service (DBS) check for all employees, volunteers, and students on placements.
- All employees, volunteers and students on placements will provide proof of identity and detailed references.
- Providing effective training, support and supervision of nursery practitioners, volunteers, and students on placement as appropriate.
- Evoking any other procedure that will assist with safeguarding children from abuse or neglect. Such procedures may include Equal Opportunities or Medication Procedures.

10. Staff Training

All staff complete child protection training during their induction period. This includes the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

During induction staff are shown where to locate contact details for the LADO (local authority designated officer), CASS (Children advice and support service) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. These details are displayed around the nursery. In the staff room, the nursery office, and adult toilets.

11. Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared. only with those who need to know. Any information is shared in line with guidance. from the local Safeguarding Children's Board [\(LSCB\)](#)

12. E-Safety

Ladybird Montessori Nursery understands the growth of internet use and advantages this can bring; however, we are also aware of the disadvantages and dangers so offer support to children, staff, and families on how to use the internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly.
- Ensuring content blockers and filters are on our computers, laptops, and any mobile devices
- Ensure management monitor all internet activities in the setting
- Using approved devices to record/ photograph in the setting
- Never emailing personal or financial information without the appropriate level of encryption
- Reporting emails with inappropriate content to the internet watch foundation [\(iwf.org.uk\)](http://iwf.org.uk)
- No personal use of tablets or smartphone devices whilst around children.
- Keeping personal mobile phones on aeroplane mode whilst on site and smart watches screened and removed as necessary. Smart watches are prohibited.

12.1 Mobile phones

Personal mobile phones are not permitted to be in the nursery rooms. Mobile phones are to be signed in within the office at the beginning of each shift. Mobile phones can be signed out on break but can only be used within the staff room, office if needed, or off the premises. Under no circumstances are mobile phones to be taken into the rooms when children are present.

13. Keeping children safe when they sleep

We follow the Lullabies Trust Safer Sleep for Babies guidance at all times. There is always a staff member supervising babies as they sleep and regular checks are carried out and documented.

14. Commitment to Reporting:

This policy serves as a comprehensive framework for Ladybird Montessori Nursery to safeguard children and promote their well-being.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery management team and DSL at the earliest opportunity.

Individuals witnessing a breach of this policy are obligated to report the matter promptly to the nursery management team and DSL.

15. Visitors on site

All visitors must sign the Visitor's Book on arrival to acknowledge they accept the rules for visitors posted in the book. A copy of rules for visitors can be found in the visitors' book. All visitors must also sign the book on their departure. ID is required for all visitors entering whilst children are on site.

On arrival at the nursery the person meeting the visitor will point out that in case of a fire the visitor must leave the building by the nearest exit and proceed to the fire assembly point and remain there until staff have recorded that they are out of the building.

A member of staff must accompany visitors in the nursery at all times whilst in the building. The manager must ensure that all contractors accessing the nursery whilst children are present are not left alone in any area that children may use. If contractors are required to work on site during opening hours, they must be supervised at all times and must be in separate areas to the children. DBS checks are required for regular visitors.

16 Security

Staff will check the identity of any visitors they do not recognise before allowing them into the nursery. Visitors to the nursery must be recorded in the visitor book and accompanied by a member of staff at all times whilst in the building.

Reviewed By	Review Date	Signature
Hamza Khan (Managing Director)	23/02/2024	H. Khan
Tara Oakes (Manager)	13/08/2024	T.Oakes
Tara Oakes (Manager)	09/08/2025	T.Oakes
Ruqia Choudhry (Admin Manager)	13/11/2025	R.A.C
Surbjit Khuttan (Area Manager)	01/01/2026	S.K