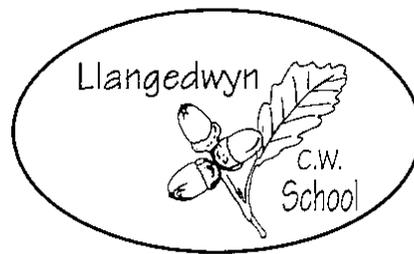


Cyfarwyddiaeth Plant, Teuluoedd a Dysgu Gydol Oes

Children, Families and Lifelong Learning Directorate

Llangedwyn C.I.W. Primary School



Safeguarding and Child Protection Policy

**POLICY AND PROCEDURES
FOR SCHOOLS**

Llangedwyn School Safeguarding & Child Protection Policy

1. Introduction

The school fully recognises the contribution it makes to child protection.

There are three main elements to our policy:

- Prevention through the teaching and pastoral support offered to pupils;
- Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children/young people, school staff are well placed to observe the outward signs of abuse; and
- Support to those pupils who may have been abused.

This policy applies to all staff and volunteers working in the school and its governors. It is recognised by this school that all staff that come into contact with children/young people can often be the first point of disclosure for a child/young person. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the school's procedures as noted in this policy.

2. Prevention

This school recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children at our school. The school will therefore:

- Establish and maintain an ethos where children/young people feel secure, are encouraged to talk and share their concerns and will be listened to;
- Ensure that children/young people know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- Include in the curriculum, activities and opportunities for PSE which equip children/young people with the skills they need to stay safe from abuse and to know to whom to turn for help; and
- Include in the curriculum, material which will help children/young people develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

3. Procedures

At this school we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Mid and West Wales Safeguarding Board.

The school will:

- A. Ensure it has a Designated Senior Person (DSP) and Deputy Designated Senior Person (Deputy DSP) for Child Protection, who have undertaken the appropriate training.

- B. Recognise the role of the DSP and arrange support and training.
The school will look to the Mid and West Wales Safeguarding Board and the Council's Designated Lead Officer for Safeguarding in Education for guidance and support in assisting the school's DSP.
- C. Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:
- the name, contact details and role of the DSP, the Deputy DSP and designated governor responsible for child protection;
 - that it is the lead person and/or their deputy who have the responsibility for making child protection referrals within Mid and West Wales Safeguarding Board timescales, by completing the agreed multi-agency referral form;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Safeguarding Board;
 - how to take forward those concerns where the DSP is unavailable;
 - that the DSP and Deputy DSP will seek advice from Powys People Direct and/or the Designated Lead Officer for Safeguarding in Education if necessary when a referral is being considered; if in doubt a referral must be sent.
- D. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse.
- E. Ensure that all members of staff attend appropriate training and updates as arranged by the school.
- F. Ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in the school prospectus and other forms of communication. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
- G. Provide training for all staff so that they know:
- their personal responsibility;
 - the agreed local procedures (Mid and West Wales Safeguarding Board and Powys local procedures)
 - the need to be vigilant in identifying suspected cases of abuse; and
 - how to support a child who discloses abuse, particularly the do's and don'ts
- H. Notify Children's Services if:
- a pupil on the child protection register is excluded either for a fixed term or permanently; or
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend).
- I. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups; and support these with the submission of written reports.
- J. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies immediately.
- K. Ensure that all records and files are kept secure and in locked locations. The Designated Senior Person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of

need. It is the responsibility of the Designated Senior Person to ensure that any transfer of records is conducted via the Authority's agreed protocol and procedures for the transfer of sensitive information.

- L. Adhere to the procedures set out in Welsh Government Guidance Circular 002/2013 '*Disciplinary and Dismissal Procedures for School Staff*'.
- M. Ensure that all recruitment and selection procedures are made in accordance with Welsh Government guidance '*Keeping Learners Safe*' and local guidance. The school will seek advice and guidance from the Authority's Recruitment Team on recruitment and selection (recruitment@powys.gov.uk).
- N. Designate a governor for child protection who will oversee the school's child protection policy and practice. This governor will feed back to the governing body on child protection matters as and when required, and will be required to write an annual report for the governing body on the school's child protection activities.
- O. Ensure that the Designated Senior Person and nominated governor complete an annual safeguarding audit which will be reported back to the Local Authority via the Designated Lead Officer for Safeguarding in Education.

4. Supporting the pupil at Risk

At this school we recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

This 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. At this school we will endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation (see section 2 of this policy on Prevention);
- The school ethos which:
 - promotes a positive, supportive and secure environment; and
 - gives pupils a sense of being valued (see section 2 on Prevention);
- The school's behaviour policy which is aimed at supporting vulnerable pupils in the school. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self-worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable (shared with parents/carers via school brochures and other points of communication), but that each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the school's behaviour policy in conjunction with this and other named policies noted in this policy.
- Liaison with other agencies who support the child/young person such as Children's Services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and advocacy services; and
- Keeping records and notifying Children's Services if there is a recurrence of a concern with the individual.

When a pupil on the child protection register leaves the school, we will transfer the sensitive information to the new school immediately (using the procedure outlined in **Appendix E Safeguarding File – Transfer of Records**). The DSP will be central to this process and, if not already done, will inform Children’s Services of the move.

5. Behaviour

This school has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the governing body and can be located in the staffroom.

6. Bullying

The school’s policy on Bullying has been set out in a separate document. This policy/information is reviewed annually by governors and can be located in the staffroom.

7. Physical Intervention

The school’s policy on physical intervention has been set out in a separate document. It is reviewed annually by the governing body and is consistent with the Welsh Government guidance on *Safe and Effective Intervention – use of reasonable force and searching for weapons 097/2013*. This policy/information can be located in the staffroom.

8. e-Safety

The school’s policy on e-Safety has been set out in a separate document. This policy/information can be located in the staffroom.

9. Children with Additional Learning Needs (ALN)

This school recognises that statistically children and young people with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school’s policy on ALN has been set out in a separate document and this policy/information can be located in the staffroom.

10. Children who enter the care system

This school recognises that children who enter the care system (commonly referred to as Looked After Children) are often the most vulnerable and needy. Advice and guidance can be sought from the Local Authority’s Looked After Children’s Education Manager.

11. Community Cohesion – Preventing Extremism

This school is committed to providing a safe environment for all of our children/young people, staff and any visitors. There is no place for extremist views of any kind in our school. Our policy for community cohesion is attached as **Appendix F: Community Cohesion – Preventing Extremism**.

12. Transfer of records

Where children are transferred to or from this school, we will ensure appropriate record keeping of the transfer of child protection records through the use of the Safeguarding File – Transfer of Records Pro forma (see **Appendix E**).

13. Training

The school will be cognisant of national and local training requirements and guidance, which will include Mid and West Wales Safeguarding Board guidance, advice and training opportunities.

The school will ensure that the Designated Senior Person and Deputy Designated Senior Person will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the Designated Senior Person's development. The Deputy will be initially supported by the Designated Senior Person and consideration for joint opportunities for training with the Designated Senior Person will be considered.

All staff will be regularly updated during the year, as appropriate, by the Designated Senior Person, but will receive specific awareness raising training within a 3 year period.

It will be a recommendation that the governing body will also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

14. Guidance for Staff

What to do if a child/young person tells you they have been abused by a member of staff (including volunteers)

Where the allegation is against a member of staff you should refer to the Authority's guidance which takes into account the Welsh Government's guidance circular *002/2013 Disciplinary and Dismissal Procedures for School Staff* and Welsh Government guidance circular *009/2014 Safeguarding Children in Education: Handling allegations of abuse against teachers and other staff*. (A summary of procedures is included in the **Appendix D: Professional Allegations/Concerns**).

If an allegation of abuse is made against a member of staff this must be reported to the Headteacher. If the concern is about the Headteacher this must be reported to

the Chair of Governors. If in doubt you should contact the Designated Lead Officer for Safeguarding in Education or Powys People Direct for guidance and advice.

If there is an allegation against a Local Authority Officer then this must be communicated to the Director of Education (Caroline Turner Tel: 01597 826464) or Head of Education (Alec Clark Tel: 01597 826472) or Safeguarding Lead for Children (Audrey Somerton-Edwards) Tel: 01597 826687) who is the Lead Officer for the Authority.

If the concern is about the Lead Officer for the Authority then the Head of Education should be contacted. If there is a concern about the Head of Education, then this should be referred to the Director of Education.

What to do if a child tells you they have been abused by someone other than a member of staff

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child;
- You must report orally to the school's Designated Senior Person for Child Protection immediately (or in their absence, their Deputy), to inform them of what has been disclosed. In the unlikely event of both being absent seek out the most senior person in the school;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's Designated Senior Person. The note, which should be clear in its use of terminology, must record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed, and as it is the initial contact, an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and/or court proceedings. It is advised that you retain a copy in a safe place;
- Do not give undertakings of absolute confidentiality (see note following this section for more details). You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the Designated Senior Person. Often what is initially shared is the tip of an iceberg;
- That a child may be waiting for a case to go to criminal court, may have to give evidence or may be awaiting care proceedings;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the DSP for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis,

but whatever is shared is strictly confidential and not for general consumption with others.

Confidentiality

The school and staff are fully aware of confidentiality issues if a child divulges that they are or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff (that is all staff at this school) have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. Be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Remember the pastoral responsibility of Education. Ensure that only those with a professional involvement i.e. the DSP and Headteacher, have access to child protection records. At all other times, they should be kept securely locked and separate from the child's main file or Additional Learning Needs file.

Key contacts

The Designated Senior Person for Child Protection at this school is:

Lisa Griffiths

The Deputy Designated Senior Person for Child Protection at this school is:

Cath James

The Designated Governor for Child Protection at this school is:

Debi Storey

The Council's Designated Lead Officer for Safeguarding in Education is:

Michael Gedrim

who can be contacted at:

Telephone – 01597 826431 / 07990 793 843

E-mail – michael.gedrim@powys.gov.uk

Children's Services can be contacted via Powys People Direct:

Telephone – 01597 827666

Out of hours – 0845 054 4847