

Ysgol Gymraeg Ifor Hael

Safeguarding and Child Protection Policy

Introduction

Ysgol Gymraeg Ifor Hael fully recognises the contribution it makes to Safeguarding and Child Protection.

There are three main elements to our policy: -

- A. Prevention** through the teaching and pastoral support offered to pupils;
- B. Procedures** for identifying and reporting cases, or suspected cases of abuse. (because of our day to day contact with children, school staff are well placed to observe the outward signs of abuse); and
- C. 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 in to contact with children can often be the first point of disclosure for a child. 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 implements, the school's procedures as noted in this policy.

A: 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 feel secure and are encouraged to talk and share their concerns and will be listened to;
- ❖ Ensure that children 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 with the skills they need to stay safe from abuse and to know that they can turn to staff for help; and
- ❖ Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

B: Procedures

At this school we will follow the All Wales Child Protection Procedures along with 'Keeping Learners Safe' circular 158/2015 and other guidance and protocols that have been endorsed and agreed by the South East Wales Safeguarding Children's Board. (SEWSCB)

The school will: -

- ❖ ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements. This school will also nominate a named deputy who will be the central contact in times when the designated person is absent. In the unlikely event that both are absent or unavailable the most senior person will act as contact point for other staff.
- ❖ recognise the role of designated person and arrange support and training. The school will look to the SEWSCB and in particular the Authority's Child Protection Officer for Education (CPO) for guidance and support in all child protection matters in assisting the school's designated person.
- ❖ provide training for all staff so that they know: -
 - their personal responsibility;
 - to be cognisant of agreed local procedures(SEWSCB)
 - 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 (see **Appendix A** for definitions of abuse)
- ❖ ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows: -
 1. the name and contact details of both the designate and deputy person responsible for child protection;
 2. that it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within SEWSCB timescales, by completing the agreed multi-agency form.

3. that the designated person and deputy will seek advice from the CPO and or Social Services Duty and Assessment Team if necessary when a referral is being considered; **if in doubt a referral must be sent.**
 4. that the referring person will ensure that the CPO will be sent a copy of the referral as soon as it is practically possible.
 5. 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.
 6. that all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school;
- ❖ 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 communications. 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.
 - ❖ notify Social Services if: -
 - a pupil on the Child Protection Register is excluded either for a fixed term or permanently; and
 - 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)
 - ❖ 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.
 - ❖ 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 responsible for formal investigation.
 - ❖ ensure that all records and files are kept secure and in locked locations. The designated 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 person to ensure that any transfer of records is conducted via the Authority’s agreed protocol and procedures for the ‘Transfer of Sensitive Information’.
 - ❖ adhere to the procedures set out in the Welsh Government’s guidance circular 002/2013 ‘Disciplinary and Dismissal procedures for School Staff’ – Guidance for Governing Bodies.
 - ❖ ensure that all recruitment and selection procedures are made in accordance with Welsh Government guidance ‘Keeping Learners Safe’.
 - ❖ designate a governor for child protection who will oversee the school’s Child Protection policy and practice.

C: Supporting the pupil at Risk

At Ysgol Gymraeg Ifor Hael we recognise that children who are at risk, suffer abuse or witness violence, are often affected by these in adverse ways, some may be deeply troubled by these events.

Ysgol Gymraeg Ifor Hael may be the only stable, secure and predictable element in the lives of children at risk. When at school, due to these adverse factors, their behaviour may be challenging and defiant or they may be withdrawn. 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 will:

- ❖ liaise with other agencies who support the pupil such as Social Services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service, Behaviour Support Service and other advocacy services;
- ❖ keep records and notify Social Services if there is a recurrence of a concern with the individual.
- ❖ transfer sensitive information to the new school immediately, when a pupil on the Child Protection Register leaves, (using the agreed policy and procedures for the ‘Transfer of Sensitive Information’ and the designated person will be central to this process) and inform Social Services of the move.

Safer Recruitment:

In accordance with WG guidance ('Keeping Learners Safe', Chapter 5, Safer Recruitment Practice), this school will follow the HR management processes, which include a criminal record check and barred list check from Disclosure and Barring Services (DBS).

All members of staff, volunteers and governors will be required to hold an up to date DBS disclosure certificate, where applicable, in line with DBS regulations. Further guidance on this can be obtained from Human Resources. The school will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely in accordance with HR policies.

The Headteacher retains responsibility for ensuring that all persons attending school site are appropriately risk assessed in circumstances where current DBS disclosures are unavailable.

The following policies should also be read in conjunction with the Child Protection Policy (See also [Appendix B](#))

Behaviour

Ysgol Gymraeg Ifor Hael 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.

Bullying

The school's policy on **Bullying** has been set out in the school's behaviour policy.

Physical Intervention

The school's policy on **physical intervention** (Team Teach) has been set out in the policy. Please refer to this policy. 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.

E Safety

The school's policy on E Safety has been set out in the IT policy.

Children with Additional Learning Needs (ALN)

This school recognises that statistically, children 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. Please refer to the school's ALN policy.

Children who enter the Looked after System

This school recognises that children who enter the Looked after System are often the most vulnerable and needy. Advice and guidance can be sought from the Local Authority's Looked After Children's Education Coordinators.

Community Cohesion – Preventing Extremism:

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the *Prevent Duty Guidance*) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

Mandatory reporting of FGM

The school is aware of its duty to report known cases of FGM to the police (*section 74 of the Serious Crime Act 2015*). Where staff *suspect* FGM may have been carried out or think a girl *may be at risk* then the school will follow existing safeguarding procedures in these cases.

Domestic Abuse and Gender-based violence

This relates to: physical, sexual, psychological, emotional or financial abuse where the victim lives with or is related to the abuser. Men, women and children can be victims. Children in families where there is domestic abuse are at risk of

being harmed.

Gender based violence – is violence or threats of violence that comes from beliefs or customs relating to gender.

Sexual violence – included exploitation, harassment or threats of a sexual nature.

There are often links between domestic abuse and child abuse. Where schools know or suspect there is domestic abuse in the home then the DSP for Child Protection should take appropriate action.

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 proforma (See **Appendix C**).

Training

The school will be cognisant of national and local training requirements and guidance, which will include South East Wales Safeguarding Children's Board (SEWSCB) guidance, advice and training opportunities.

The school will ensure that the Designated Person for Child Protection (DSP) 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 DSP's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.

All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training within a 2 year period.

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

Training Received:

The last Level 1 **CP Training** for Staff was carried out on 4.9.17

The last Level 2 **CP Training** for DSP and Deputy DSP was 17.11.17

Key Guidance for Staff

A. What to do if a child tells you they have been abused by a member of staff or any adult working with children (see **APPENDIX D):**

If an allegation of abuse is made against a member of staff this must be reported to the **Headteacher** who will refer to the authority's guidance (which takes into account the Welsh Government's guidance circular 45/2004). The staff can also find guidance in raising concerns via the Newport City Council Whistle Blowing Policy and Procedures these can be accessed by contacting the Civic Centre (01633 656 656) and asking to speak to Human Resources Department. You can remain anonymous in raising concerns.

If the concern is about the Headteacher this must be reported to the **Chair of Governors**. If in doubt you can contact the Authority's CPO for guidance and advice.

B. 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 not to lead the child;
- You must report orally to the school's **Designated Person for Child Protection or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelihood 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 person for child protection. The note, which should be clear in its use of terminology, should 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 being 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 person. Often what is initially shared is the tip of an

iceberg;

- 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 designated person 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, all staff at Ysgol Gymraeg Ifor Hael 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. (i.e. not discussed with other staff). Staff need to 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 the Education Service. 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.

The designated person for child protection at this school is: -
Mrs Bethan Parry-Jones (Headteacher)

The deputy designated person for child protection at this school is: -
Mrs Clare Hoey (Deputy Headteacher)

The nominated governor for child protection at this school is:-
Mrs Olwen Allender

The Authority's Education Safeguarding Officer is:-
Nicola Davies
Email- Nic.Davies@newport.gov.uk

Social Services can be contacted as follows:-
Duty and Assessment Team
Contact Centre: 01633 656656

When making a referral (Multi Agency Referral Forms or MARFs), it needs to be e-mailed to children.duty@newport.gov.uk and copied to education safeguarding: education.safeguarding@newport.gov.uk

Reviewed by Full Governing Body on 22.1.18
Next review in January 2019

APPENDIX A

Forms of Abuse (P.E.N.S)

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a 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 or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by 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.

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 caregiver 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 medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include 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.

APPENDIX B

Associated Policies, Guidance and Advice

www.wales.gov.uk/educationandskills

- All Wales Child Protection Procedures- April 2008
- Safeguarding Children: Working Together Under the Children Act 2004
<http://gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en>

- Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002. (January 2015)
<http://learning.gov.wales/docs/learningwales/publications/150114-keeping-learners-safe-en.pdf>
- Safeguarding in Education: handling allegations of abuse against teachers and other staff – circular 009/2014 (April 2014) <http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-en.pdf>
- Disciplinary and dismissal procedures for school staff- circular 002/2013 (replaces circular 007/2001)
<http://gov.wales/docs/dcells/publications/130227disciplinaryanddismissalen.pdf>
- Procedures for Whistle blowing in Schools and Model policy- Welsh Assembly Government circular 036/2007
<http://dera.ioe.ac.uk/23182/1/150608-reporting-misconduct-en.pdf>
- Procedures for reporting misconduct and incompetence in the education workforce in Wales-Welsh Government 168/2015 (replaces 018/2009)
<http://dera.ioe.ac.uk/23182/1/150608-reporting-misconduct-en.pdf>
- Safe and effective intervention-use of reasonable force and searching for weapons, Welsh Government circular 097/2013 (replaces 041/2010). <http://gov.wales/docs/dcells/publications/130315safe-effective-en.pdf>
- Education Records, School Reports and the Common Transfer System-National Assembly for Wales circular 18/2006
<http://gov.wales/docs/dcells/publications/060707-education-records-en.pdf>
- Information and Guidance on Domestic Abuse: Safeguarding Children and Young People in Wales 2010 (Welsh Assembly Government) <http://learning.gov.wales/docs/learningwales/publications/130509-domestic-abuce-safeguarding-en.pdf>
- Good Practice Guide: A Whole Education Approach to Violence against Women, Domestic Abuse and Sexual Violence in Wales
<http://gov.wales/docs/dsjlg/publications/commsafety/151020-whole-education-approach-good-practice-guide-en.pdf>
- Children Missing from Education WG circular 002/2017 (replaces circular 006/2010)
<http://learning.gov.wales/docs/learningwales/publications/170323-statutory-guidance-to-help-prevent-children-and-young-people-from-missing-education-en.pdf>

Other relevant legislation:

- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989
- Social Services and Well-being (Wales) Act 2014

Hyperlinks to websites that have important links to Safeguarding, and in particular Child Protection (This is not an exhaustive list)

- www.wales.gov.uk
- www.ewc.wales
- www.governorswales.org.uk
- www.thinkuknow.co.uk
- www.wales.gov.uk/domesticabuse
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf

SEWSCB documents can be found on their website: www.sewsc

APPENDIX C

Transfer of pupil safeguarding records

PART 1: To be completed by sending school

- When you know that a child on the CP register (or where there are safeguarding concerns) is moving schools

contact the DSP at the receiving school within 2 days of the child leaving your school to share information.

- Please ensure that the safeguarding file is passed to the Designated Senior Person at the receiving school **using a secure method of delivery** with Part 1 of this form completed. It should be marked as 'confidential for the attention of the DSP only'.
- The file should be transferred within 10 working days
- You are advised to keep a copy of this form for your own records.

NAME OF CHILD	
DOB:	
NAME OF SCHOOL SENDING SAFEGUARDING FILE:	
ADDRESS OF SENDING SCHOOL:	
DATE FILE SENT:	
NAME OF DESIGNATED SENIOR PERSON (DSP)FOR SAFEGUARDING:	
METHOD OF DELIVERY:	
SIGNATURE:	

PART 2: To be completed by receiving school

- Please complete and return this form to the DSP listed in Part 1 above.
- If you choose to return this form electronically, please ensure this is completed securely.
- You are advised to keep a copy of this form for your own reference.
- The safeguarding file should be stored securely, and away from the main pupil file.

NAME OF SCHOOL RECEIVING FILE:	
ADDRESS:	
DATE RECEIVED:	
NAME OF DESIGNATED SENIOR PERSON (DSP) RECEIVING FILE:	
IS THE FILE INTACT ON RECEIPT?	
SIGNATURE	

PROFESSIONAL ALLEGATIONS/CONCERNS

This Flowchart should be used as a brief checklist of procedure for allegations/concerns against a professional in school. Detailed procedures are outlined in All Wales Child Protection Procedures 2008, Section 4. Also refer to Safeguarding Children In Education: Handling Allegations of abuse against teachers and other staff 009/2014

