



Safeguarding & Child Protection Policy

Policy reviewed: *Autumn 2020*
Policy valid until: *Autumn 2021*
Policy owned by: *The Headteacher*

Headteacher: _____

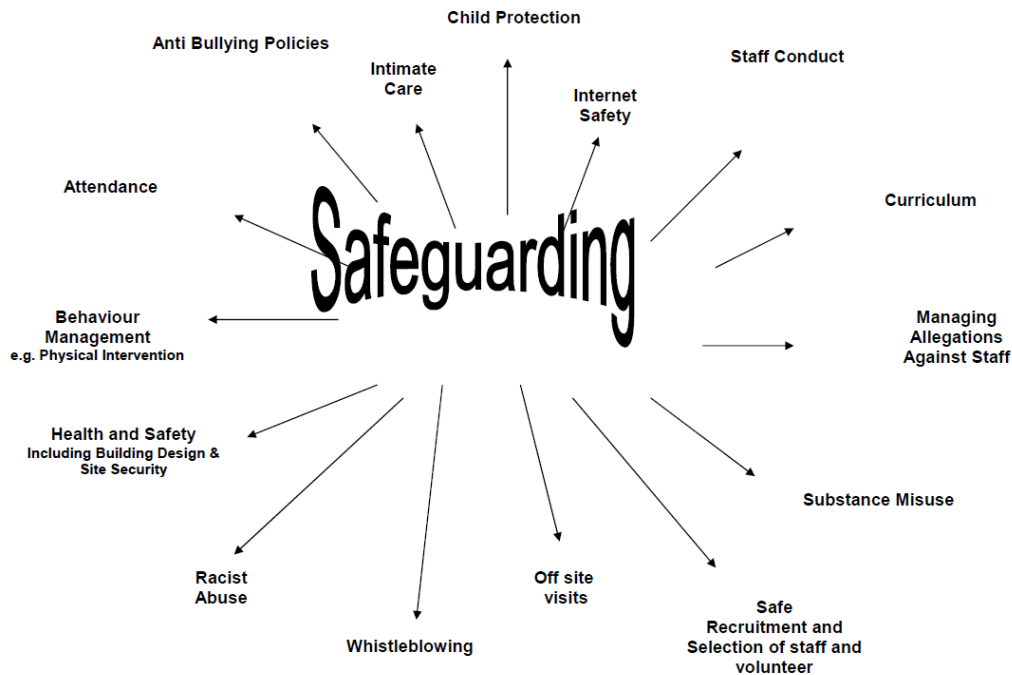
For and on behalf of the Governing Body: _____

School	Local Authority
<p>Designated Child Protection Teacher (DCPT): Mrs Catrin Foulkes (Headteacher) Contact 01745 353721</p> <p>Mrs Sian Wilkinson (Deputy Head) Contact 01745 353721</p> <p>Deputy: Mrs Jodie James Contact 01745 353721</p> <p>Nominated Governor for Child Protection: Mrs Kay Redhead</p> <p>Chair of Governors: Mr Anthony Hill Contact: 01745 353721</p>	<p>REFERRALS TO CHILDREN'S SERVICES: where schools have URGENT and IMMEDIATE concerns for the safety and welfare of a child or young person during office hours telephone 01492 575111, out of hours telephone 01492 515777</p> <p>POLICE (Child protection): 07768843548</p> <p>Duty Officer Social Services : 01492 575096</p> <p>Education Safeguarding Co-ordinator (for advice and support) Sian Pinnau 01492 575013</p> <p>School Educational Social Worker 01745 832287 Helen Taylor</p>

Description of Policy Formation and Consultation Process

This policy has been reviewed by the Senior Management Team, the School Council and the Governor Policy Working Party. It will be presented to the Governing Body during their December 2016 meeting.

There are no issues currently being carried forward which require attention. A safeguarding Audit was carried out in November 2014 and an action plan created.



Introduction

The Welsh Assembly Government has adopted Seven Core Aims through which it will work to ensure that all children and young people:

- have a flying start in life;
- have a comprehensive range of education and learning opportunities;
- enjoy the best possible health and are free from abuse, victimisation and exploitation;
- have access to play, leisure, sporting and cultural activities;
- are listened to, treated with respect, and have their race and cultural identity recognised;
- have a safe home and a community which supports physical and emotional wellbeing; and
- are not disadvantaged by poverty.

'Because of their day-to-day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.'

(Working Together under the Children Act 2004)

'Everyone who works in education should share the same goals to keep children and young people safe'.

Keeping Learners Safe – Welsh Government Circular 158/2015

We do this by:-

- creating and keeping safe places to learn
- Identifying where there are welfare concerns and taking the right action
- Helping children and young people to be aware and understand how to stay safe

We reach these goals by:-

- Stopping unsuitable people working with children and young people
- Having safer practice in place
- Challenging poor or unsafe practice
- Identifying when there's an issue or concern about a child's welfare and taking actions
- Working together with other services

Ysgol Maes Owen acknowledges the importance of its role in the welfare of young people, and through the general ethos of the school will seek to encourage children in need of support to come forward. Ysgol Maes

Owen is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing and acknowledge that children have a right to protection.

Welsh Government safeguard children and young people by making sure Ysgol Maes Owen follow the requirements of:-

- The Children Act 1989
- The Education Act 2002
- The Children Act 2004
- The Equality Act 2010
- All Wales Child Protection Procedures 2008
- Social Services & Wellbeing (Wales) Act 2014
- United Nations Convention on the Rights of the Child (UNCRC) 1989 – these include 4 key articles relevant to children and education (Article 12/19/28/29)
- The Rights of Children & Young Persons (Wales) Measure 2011
- 'Prevent Duty Guidance' for England & Wales – on the duty in the Counter Terrorism and Security Act 2015
- Welsh Government Circular No.009/2014 Safeguarding Children in Education – Handling Allegations of Abuse Against Teachers and Other Staff
- Social Services and Wellbeing Act (Wales) Act 2015

The policy applies to all staff and volunteers of Ysgol Maes Owen including community education staff and governors. Teaching assistants, mid-day supervisors, supply staff, administrative and support staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors. The policy will be reviewed annually taking into account feedback from the Governing Body and any new policy documentation or guidance.

The policy relates to other policies including the Equality, Anti-Bullying, Whistleblowing, Physical Intervention & Restraint and E-Safety & Internet Access Policies. It encompasses all aspects of Child Protection and operates in conjunction with the LA Child Protection Policy.

This policy is written in consultation with the Governing Body, its parent representatives, staff and School Council.

Working Together: Shared Responsibility

'Working Together to Safeguard Children' emphasises that protecting children depends crucially upon:
Effective information sharing, collaboration and understanding between agencies and professionals.

All agencies are expected to contribute to whatever actions are needed to safeguard the child and promote his/her welfare. This requires constructive relationships between individuals and organisations at all levels. At Ysgol Maes Owen we recognise this as crucial.

Integration of Other 'Specific Issue' Statements

The following documents are read in conjunction with this policy:

- Sex & Relationships Education Policy
- Behaviour Policy - incorporating Anti-Bullying Policy)
- Equal Opportunities Policy
- Healthy School Scheme
- EVC Policy - out of school visits procedures
- Medium-Term planning documentation which reflects the above.

Aims

Ysgol Maes Owen aims to provide an environment in which children and young people feel

- safe

- secure
- valued
- respected
- confident
- they know how to approach an adult if they are in difficulty; believing they will be effectively listened to.
-

There are 4 main elements to our policy in implementing the above aim:

- **Prevention**
through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school safe environment where children know who to approach with any concerns about their welfare.
- **Procedures**
for identifying and reporting concerns about the welfare of a child.
- **Support**
To pupils and staff who have/ may have been abused
- **Preventing Unsuitable People Working With Children**
through robust vetting and recruitment processes

Prevention

Ysgol Maes Owen recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they have concerns about their welfare, are worried or in difficulty
- Include in the curriculum activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse from abuse and information about who to turn to for help;
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care and parenting skills
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

Procedures

At Ysgol Maes Owen, we will;

- Follow the procedures set out in the All Wales Child Protection Procedures and the within the Child Protection Procedures produced for all Education Services in April 2010 in leaflet form.
- Adhere to the procedures set out in the Welsh Government circular 002/2013: 'Disciplinary and Dismissal Procedures for School Staff'
- Ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance, 'Keeping Learners Safe' Circular 158/2015
- Pay due regard to the 'Prevent Duty Guidance' for England & Wales – the duty in the Counter Terrorism and Security Act 2015.

Roles and Responsibilities

Child Protection is everybody's business; however, staff within Ysgol Maes Owen have specific responsibilities which are outlined below.

- It is the role of the Designated Child Protection Teacher(s) to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals in accordance with school procedures.
- A statement in the school brochure will inform parents and carers about our school's duties and responsibilities under the All Wales Child Protection Procedures.
- The Designated Child Protection Teachers are Mrs Catrin Foulkes (Headteacher) and Mrs Sian Wilkinson (Deputy Headteacher)
- If for any reason the **Designated Child Protection Teacher/Headteacher** are unavailable, a **Deputy Designated Child Protection Teacher** has been identified who will act in their absence, this is Mrs Jodie James.
- It is the role of the Designated Child Protection Teacher/Headteacher to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- There needs to be a face to face interview on induction for new staff, outlining safeguarding procedures and responsibilities, and these interviews should be recorded and filed appropriately
- Other adults visiting the school (e.g. peripatetic teachers, learning support staff) will be advised of the schools policy and the named person to whom they should raise any concerns with.
- The Governing Body and school Senior Management Team are responsible for ensuring that the school follows safe recruitment processes.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy and to support the school in this aspect.
- The Designated Child Protection Teacher/Headteacher and Governing Body should review and update the policy and procedures annually.
- The Designated Child Protection Teacher/Headteacher should ensure that Basic Child Protection training is undertaken by all staff and governors annually.
- Ensure parents are aware of the Child Protection Policy which alerts them to the fact that referrals may be made and the role of the establishment.
- The Designated Child Protection Teacher/Headteacher will notify the local social service team 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 for more than two days from the school (or one day following a weekend)
- Where children leave the school ensure their child protection file is copied and securely transferred to the new establishment as soon as possible but transferred separately from main file.
- *Support is available through Sian Pinnau, the LA's Safeguarding Co-ordinator for Education (Tel: 01492 575013).*

Radicalisation

All members of school **are** aware of the Welsh Governments published guidance on – **Respect and Resilience; Developing community cohesion – a common understanding for schools and their communities** which sets out the role that schools have in developing and supporting strategic approaches to promoting and maintaining community cohesion and eradicating violent extremism (2011). During 2012 the UK Government launched a refocused **Prevent Strategy – details of which can be found in the 'Keeping Learners Safe (Draft Document)** <https://gov.wales/sites/default/files/consultations/2019-10/191009-draft-keeping-learners-safe-guidance.pdf>

As part of our ongoing safeguarding and child protection duties we are fully behind the government's *Prevent Strategy*.

- From 1 July 2015 all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the *Prevent Duty for Schools*.
- *The statutory guidance* refers to the importance of *Prevent* awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. The Home Office has developed a core training product for this purpose – Workshop to Raise Awareness of Prevent (WRAP). All our Key staff have received WRAP training sessions from North Wales Police on what *Prevent* is about and how to deal with any issues they may see inside or outside school.

Training for all staff

Our school will ensure that the head teacher; (who is normally the senior designated teacher or named person), one other second nominated member of staff and the nominated governor for child protection attend training relevant to their role. All staff will undertake awareness raising training during their induction (this should be recorded and put on file) into the school and periodically to refresh and update their knowledge and understanding. Support will be available for staff from the Headteacher in the first instance, and from other members of the school's management team where there are concerns or queries about child protection. School staff should know their personal responsibilities, and agreed local procedures, be vigilant in identifying cases of abuse, and know how to support a child who discloses abuse.

Professional Confidentiality

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with the pupil to keep a secret, as where there is a child protection concern this must be reported to the named person and may require further investigation by appropriate authorities. This would lead to a breakdown in trust of adults by the pupil and could potentially compromise their wellbeing and safety. The named person (the headteacher or designated senior person in our school) will invoke the local agreed guidelines and procedures, where there is a cause for concern. Staff will be informed of relevant aspects in respect of child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held confidentially to themselves.

Recognising Child Abuse

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and the Education Service, and between schools and other agencies such as Children's Services and the Police.

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- **Neglect**
- **Physical Injury**
- **Sexual Abuse**
- **Emotional Abuse**

Definitions of Child Abuse and Neglect

“A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by

a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan”

The Children Act 1989 and 2004 and All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4

• **Physical Abuse**

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

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks
- multiple burns with a clearly demarcated edge.

• **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are away of what is happening, may involve, physical contact, including penetrative or non-penetrative acts; 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. The physical sign of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

*(Note: **The Child Sex Offenders Disclosure Scheme- ‘Sarah’s Law’.**)*

On April 1st 2011, the child sex offenders’ disclosure scheme or otherwise known as Sarah’s Law; was brought into force throughout Wales. Any behaviour regarded as suspicious around the school premises may be forwarded to the North Wales Police Investigation Support Team who are obligated to respond within 45 days.)

• 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 carer, 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 care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.

Changes in behaviour that can also indicate neglect can include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

• Emotional Abuse

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the 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 and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children. This includes any type of radicalization or extremism. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Changes in behaviour which can indicate emotional abuse can include:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

In addition to the types of abuse mentioned above, members of staff will also be alert to specific safeguarding issues:

Child Sexual Exploitation (CSE)

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some indicators of children being sexually exploited are: going missing for periods of time or regularly coming home late, regularly missing school or education or not taking part in education, appearing with unexplained gifts or new possessions, associating with other young people involved in exploitation, having older boyfriends or girlfriends, suffering from sexually transmitted infections, mood swings or changes in emotional wellbeing, drug and alcohol misuse and displaying inappropriate sexualised behaviour.

A Child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching. Sexual activity with a child under 16 is also an offence. It is an offence for a person to have sexual relationship with a 16 or 17 year old if that person holds a position of trust or authority in relation to the young person. Non consensual sex is rape whatever the age of the victim. If the victim is incapacitated through drink or drugs, or the victim or his or her family has been subject to violence or the threat of it, they cannot be considered to have true consent and therefore offences may have been committed. CSE is therefore potentially a child protection issue for all children under the age of 18.

Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of this school. This will result in immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the All Wales Child Protection Procedures.

Female Genital Mutilation (FGM)

The Serious Crime Act 2015 introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. Section 130 of the Social Services and Well-being (Wales) Act applies to cases covered by the FGM reporting duty. FGM is illegal in the UK.

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother and /or death.

FGM is a deeply embedded social norm, practiced by families for a variety of complex reasons. It is often thought to be essential for a girl to become a proper woman and to be marriageable. The practice is not required by any religion. FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against women and girls.

Youth Produced Sexual Imagery (Sexting)

Sharing images has become commonplace with the ease of modern technology. Photos and videos can be shared very simply through text messages, email, social media or increasingly via mobile messaging apps, such as Snapchat, WhatsApp or Facebook Messenger.

This increase in the speed and ease of sharing imagery has brought concerns about young people producing and sharing sexual imagery of themselves. This can expose them to risks, particularly if the imagery is shared further, including embarrassment, bullying and increased vulnerability to sexual exploitation. Importantly, producing and sharing sexual images of under-18s is illegal.

Guidance has been produced to support schools, colleges and other educational settings in developing procedures to respond to incidents involving youth produced sexual imagery. It also signposts sources of resources and support. This advice is non-statutory and should be read alongside the Welsh Government's statutory guidance [Keeping Learners Safe](#) and our school will adhere to this guidance when responding to incidents of this nature.

Violence Against Women/Domestic Abuse/Sexual Violence

We are awaiting Welsh Government training on VAWDASV, but have delivered county training to all staff. Training covered awareness and understanding of VAWDASV, recognising behaviours and warning signs and

signposting. We await further guidance, but some information can be found at <https://gov.wales/written-statement-publication-violence-against-women-domestic-abuse-and-sexual-violence>

Taking action

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Another pupil/parent may give you information
- You may observe changes in behaviour that worry you
- You may instinctively feel something is wrong
- There are neglect issues

Where a member of staff has concerns about the welfare of a child they should immediately report their concerns to the Designated Child Protection Teacher/Headteacher, who will appropriately consider the concern and what actions, if any, should be taken.

Making a referral

- If the Designated Child Protection Teacher/Headteacher decides a referral is necessary they should immediately telephone the Social Services Duty Officer in Colwyn Bay. Telephone referrals should be followed up with completion and return of forms within 48 hours from the initial telephone call. A copy should be kept for your records and one sent to Sian Pinnau in the LA. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral.
- When making a child protection referral parental consent is not required however, after consultation with Children's Services when the verbal referral is made staff may be advised to seek parental consent.
- Social Services will assess whether the concern is Child in Need of Support or Child in Need of Protection.
- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the teacher's concerns but must **IMMEDIATELY** refer the matter to the Designated Child Protection Teacher/Headteacher or in their absence, the Child and Family Services Officer.
- The Designated Child Protection Teacher/Headteacher should be immediately notified of all referrals made to the Child and Family Services Team.
- If there are concerns of a Child Protection nature and the child is about to leave the school premises the Designated Child Protection Teacher/Headteacher should be informed. They, in consultation with Social Services, will decide on the next step to be taken.
- Referrers should receive a response, in writing, from Child and Family Services within 10 working days. If this does not happen referrers should follow up to establish what decisions have been taken regarding the referral and any actions.
- Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.
- If the individual reporting the concern disagrees with the Designated Child Protection Teacher/Headteacher's decision that a referral is not necessary, they must make the referral and inform the Designated Child Protection Teacher/Headteacher of this.

This school recognises it has a responsibility to refer concerns and not to investigate.

If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken.

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency the 999 service should be used.
- Child and Family Services must be informed of this course of action **IMMEDIATELY** as they may wish to make arrangements for the child to be examined by a paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Social Services or the Police who will make the decision as to when the parents/carers will be notified.

Subsequent Action

- All referrals must be confirmed in writing to Child and Family Services within 48 hours from the initial telephone call.
- In a case of suspected child abuse, if it is in the best interest of the child, the Headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or Social Services. Any statement resulting from an interview in school must be read by the Headteacher and signed as an accurate record of what was said.

Dealing with Disclosures

It is important that you:

- Do not interrogate the child
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help him/her.
- Act promptly
- Note your concerns
- Give as much information as you know about the child to the Designated Child Protection Teacher/Headteacher

Do not challenge someone you suspect may be involved in abusing children (even if this person is a colleague)

What to do if a child tells you that they are being harmed

<u>DO</u>	<u>DO NOT</u>
Keep an open mind	Promise to keep secret what they are telling you
Reassure the child that they have a right to tell	Interrupt
Listen carefully	Interrogate/investigate
Work at the child's pace	Assume (eg; "This child tells lies")
Ask only open questions – if you must ask them, clarify the facts, don't interrogate	Make suggestions about what is being said
Explain what you need to do next	Speculate or accuse anyone
Record accurately and quickly using the child's words	Show emotion; anger, shock etc
Pass on to Designated Child Protection Teacher/Headteacher same day	Tell the child to go and speak to someone else
	Forget to record accurately and/or pass on to Designated Child Protection Teacher/Headteacher
	Confront alleged abuser

A summary of what to do if a child makes a disclosure is provided to all staff and is displayed in the Staff Room, Headteacher's Office.

Attendance at child protection conferences & core groups

It is the responsibility of the Designated Child Protection Teacher/Headteacher to ensure that the school is represented at any child protection conference for children on their school roll or previously known to them. The Designated Child Protection Teacher/Headteacher or nominated individual should be fully briefed on any issues or concerns the school has and must present their report during the meeting and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Designated Child Protection Teacher/Headteacher's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

If the school is part of the core group then the Designated Child Protection Teacher/Headteacher should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and/or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Child Protection Teacher/Headteacher must inform the child's social worker **immediately** and then record that they have done so and the actions agreed.

Record Keeping

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. A record will be made of the concern raised and action taken. These records are kept in the "Management" folder of the Y Drive, which is on the school's server. Only the Headteacher and Deputy Headteacher have access to this folder. Any member of staff receiving a disclosure of abuse from a child/ young person, or noticing signs or symptoms of possible abuse in a child/young person should make notes and they should be emailed to the Headteacher or Deputy Headteacher in their absence. If both are absent, the note should be emailed to the Named Safeguarding Lead.

It is very important to keep this record safely and confidentially in the Child Protection File section of the filing cabinet in the Headteacher'

- Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the Designated Child Protection Teacher/Headteacher for his or her attention to decision on further actions.
- All documentation/records relating to child protection concerns are placed in the Confidential – Pupils File stored in the Office Filing Cabinet (locked).
- Individual Child Protection Files exist for pupils referred to SS
- A memo is kept in a pupil's CTF if they also have a Child Protection File

When a child who is on the child protection register leaves the school the Designated Child Protection Teacher/Headteacher will inform the child's new school immediately and discuss with the Chair of the Child Protection Conference the transfer of any confidential information the school may hold.

The Designated Child Protection Teacher/Headteacher will inform Children's Services/social worker of significant changes to the child protection plan or family circumstances.

If a child has a Child Protection file and changes school, the school will ensure

- the Child Protection file is copied and a copy retained at the school (retention period DOB + 25 years) and ;
- the original Child Protection file is transferred to the new school and ;
- Children's Services is advised of the change of school if the child is on the Child Protection Register.

(Refer to Educational Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information. Circular 18/2006 page 36) Seek permission if transferring CP mins
Refer to RETENTION GUIDELINES FOR SCHOOLS

Attendance of Children on the Child Protection (CP) Register

The school will notify Children's Services if:

- a pupil on the CP register is excluded for a fixed term or permanently excluded;
- there is an unexplained absence of a pupil on the CP register of more than two days duration from school (or one day following a weekend)

(Appendix C Safeguarding Children in Education para 3.1g)

- **End of the School Day**
 - Any pupils who need to be picked up at the end of the day by a specific person, should ensure that a "Special Arrangements for the Collection of Children" form has been filled in and handed to the school office.
 - This form also outlines who is not allowed to pick up a pupil – legal documentation must be shown to the office to prove this
 - Pupils will not be allowed to be picked up by anyone under the age of 14

Support to Pupils

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. 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. We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment, and gives pupils a sense of being valued
- The school's Behaviour Policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which does not attribute blame for any abuse which has occurred
- Liaison with other agencies within a multi-agency framework which support the pupil such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and The Pupil Support Services
- A commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so

Additional Vulnerability for Children and Young People

The school recognises that the following groups of Children and Young People are additionally vulnerable to abuse.

- Children with a disability
- Looked After Children
- Asylum Seekers
- Children who live in a household where there is Domestic Abuse
- Children who live in a household where parenting is compromised by Substance Misuse.

Safe School – Safe Staff

Many of our pupils would have difficulty in talking about these issues and most lack the vocabulary for this. Staff will need to be sensitive to the pupil's preferred style of communication and their individual special needs if we are to be able to provide a safe environment for our pupils.

- When engaging with pupils all staff must be aware of the potential for misinterpreting our pupils' efforts to raise a child protection concern or issue.
- Staff working in a one-to-one situation with a pupil should ensure that they are positioned so as to be visible and audible to other staff where there may be a possibility of misinterpretation of their interaction with a pupil.
- School staff are informed about counselling and/or giving advice to children/ young people about sexual matters through the school policy on sex and relationships education.
- School staff are familiar with the Signs of Abuse
- School staff are aware of legislation such as the All Wales Protocol for the Management of Young People Engaged in Sexually Harmful Behaviour; the Child Sexual Exploitation Safeguarding Guidance from Welsh Government, and the HM Government – Prevent Duty Guidance: for England & Wales (guidance for specified authorities in England & Wales on the duty in the Counter-Terrorism and Security Act 2015).

- ***School staff work hard to maintain effective partnerships with parents and carers, and they should be aware that this policy might affect this working relationship at a given time. However, we will maintain our commitment to working with parents and carers to the benefit of all pupils. Sensitive and supportive handling of these issues, whilst affirming that the pupils in our care are our first priority, will help maintain this working relationship.***
- All staff are required to complete a Disclosure and Barring check, which has replaced the Police Records and DBS checks, prior to taking up their appointment, and to sign a declaration regarding convictions relating to the harm of children during their application process. Staff who deliberately seeks to mislead the school in respect of this will be subject to dismissal.
- Where a member of staff is subject to an accusation of abuse, this will be fully investigated under the school's disciplinary procedures and All Wales Child Protection Procedures Part 4. Advice should also be sought from a Senior Officer in Education Services and Conwy's Education Designated Safeguarding Lead. Any suspected or alleged abuse must be reported to Children & Family & Safeguarding Service or the Police.

Preventing Unsuitable People from Working with Children

Ysgol Maes Owen operates recruitment and management procedures that take account of the need to safeguard children and young people including arrangements for appropriate checks on staff and volunteers that comply with locally agreed inter-agency procedures in conjunction with Personnel. Ysgol Maes Owen will follow the Council's procedures for advertising, interviewing and recruiting staff, including the requirement for DBS checks. The Chair of Governors and CP Governor are both DBS checked.

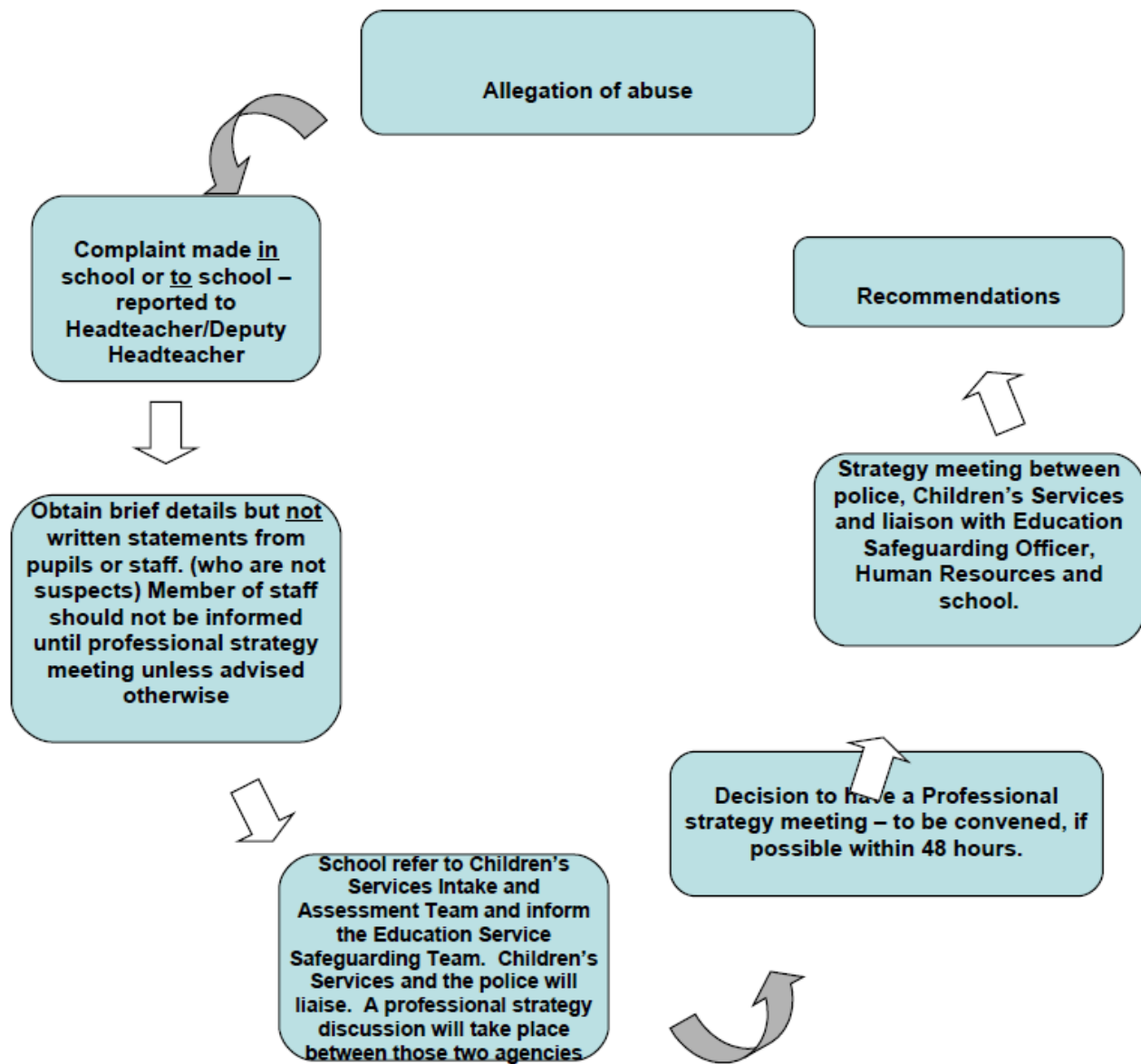
Ysgol Maes Owen operates safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS reference checks undertaken according to Welsh Government Circular No: 34/02 Preventing Unsuitable people from working with children and young persons in the education service 2002.

NB: Ysgol Maes Owen has an "open door" policy when teachers are the sole adults in the classroom.

Allegations against staff in school setting

When it is alleged or suspected that a pupil has been abused by a member of staff the following procedures must be undertaken.

- The Headteacher or Deputy Headteacher (in Headteacher's absence) of the school should be informed immediately
- All suspected or alleged abuse must be reported to Children's Services or the police without delay. The Education Service Safeguarding Team should also be informed.
- In the event of the allegation being made directly or indirectly about the Head teacher the staff member should promptly report the allegation to:
 - The Chair of Governors *Mr Anthony Hill* **07979 967876**
 - Children's Services **01492 575111**, out of hours telephone **01492 515777**
 - Education Safeguarding Co-ordinator *Sian Pinnau* **01492 575013**
- The questioning or interviewing of Pupils/staff of the alleged incident **must not take place** unless Children's Services or the Police give instructions to do so.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Headteacher.
- The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the Local Authority's Code of Conduct and GTCW.



Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should refer to the Local Authority's Whistle-blowing Policy (and school Whistle-blowing Policy).

Other Related Policies

Physical Intervention / Restraint Policy

The school refers to *Guidance on the Use of Physical Intervention and Seclusion in Schools (December 2011)* for its policy on physical intervention and restraint.

Behaviour Policy and Anti Bullying Policy

Our policy on bullying is set out in a separate document and is reviewed annually by the Governing Body under the guidance set within 'Respecting Others' – WG. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures. Racist incidents are logged in the school's Bullying Log.

Racist Incidents

Our policy on racist incidents is set out in the school's **Strategic Equality Plan** and is reviewed every four years by the governing body. We acknowledge that repeated racist incidents or a serious single incident may lead to consideration under child protection procedures

Health and Safety

Our health and safety policy is set out in a separate document and is reviewed annually by the governing body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits

Children with Statements of Special Needs/ Code of Practice

Our policy recognises that children with behavioural difficulties and disabilities are most vulnerable to abuse.

The Use of the Internet

Our **E-Safety and Internet Access Policy** is reviewed every two years by the Governing Body. The guidance focuses on the personal safety and well being of pupils in the school and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks associated with internet usage.

Allegations of Professional Abuse Procedures

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children compliments the national guidance in *Safeguarding Children: Working Together under the Children Act 2004* and the All Wales Child Protection Procedures 2008.

Extended Schools and Out of School Hours

If the governing body/school provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.

Youth Produced Sexual Imagery

The school refers to the HWB Cymru playlists "Sharing Images for Educational Practitioners" and "Sharing Images Primary" for it's curriculum approach and response to this.

Safeguarding in Education – Quality Assurance Framework

This document facilitates Conwy Borough Council Education Services aim to achieve best practise in all areas of safeguarding children young people and vulnerable adults.

Social Services and Wellbeing Act (Wales) Act - All members of staff are aware of the this Act, which has been implemented since April 2016. The Act fundamentally changes the way social services work. Wellbeing underpins the whole system, linking through to the role that early intervention and prevention can play in promoting wellbeing. Safeguarding reforms under this Act include a strengthened legal framework for safeguarding children and vulnerable adults. The Act reinforces existing safeguarding arrangements for children

through the introduction of a new duty to report to the local authority any child suspected of being at risk of, or experiencing, abuse or neglect, including vulnerable adults.

Prevention and early intervention are critical to successful outcomes in supporting families, particularly those with complex needs. Co-operation across the school, makes a real difference.

Where services or activities are provided separately by another organisation, the Governing Body will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection and that there are arrangements to liaise with the school on these matters where appropriate.

YSGOL MAES OWEN Child Protection Procedure

Designated Child Protection Officer: Catrin Foulkes (Headteacher)
Sian Wilkinson (Deputy Headteacher)

Deputy Designated Child Protection Officer: Jodie James

Nominated Governor for Child Protection: Kay Redhead

Local Authority Designated Child Protection Officer: Sian Pinnau
01492 575014

Chair of Governors: Anthony Hill 07979 967876

REFERRALS TO CHILDREN'S SERVICES:

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone **01492 575111**, out of hours telephone **01492 515777**

What do I do if a child tells you they are being harmed (makes a disclosure)?

- Do not interrogate the child
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help him/her.
- Act promptly
- Note your concerns – use Child Protection Record Log

- Give as much information as you know about the child to the DCPT using the Child Protection Record Log
- **Do not** challenge someone you suspect may be involved in abusing children (even if this person is a colleague)

In the event of the allegation being made directly or indirectly about the Head teacher the staff member should promptly report the allegation to:

- The Chair of Governors *Anthony Hill* **01745 353721**
- Children’s Services **01492 575111**, out of hours telephone **01492 515777**
- Education Safeguarding Co-ordinator *Sian Pinnau* **01492 575013**

<u>DO</u>	<u>DO NOT</u>
Keep an open mind	Promise to keep secret what they are telling you
Reassure the child that they have a right to tell	Interrupt
Listen carefully	Interrogate/investigate
Work at the child’s pace	Assume (eg; “This child tells lies”)
Ask only open questions – if you must ask them, clarify the facts, don’t interrogate	Make suggestions about what is being said
Explain what you need to do next	Speculate or accuse anyone
Record accurately and quickly using the child’s words	Show emotion; anger, shock etc
Pass on to Designated Child Protection Teacher/Headteacher same day	Tell the child to go and speak to someone else
	Forget to record accurately and/or pass on to Designated Child Protection Teacher/Headteacher
	Confront alleged abuser

What do I do if I think a child or family member is at risk of abuse?

1. Record your concerns including accurate details e.g. child’s comments, appearance, presentation, behaviour etc. (include child’s full name, date and your full name).
2. Inform the DCPO immediately.

**DO NOT HESITATE TO SPEAK TO THE DESIGNATED CHILD
PROTECTION OFFICER/HEADTEACHER
IF YOU HAVE ANY CONCERNS OR QUESTIONS RELATING TO CHILD
PROTECTION AND SAFEGUARDING**

- * *Full details of the school's Child Protection procedures and guidance are included in the Child Protection Policy.*