

Croesyceiliog Primary Safeguarding Policy- Sept 2017

Named personnel with designated responsibility for Safeguarding

Academic year	Designated CPC	Deputy CPC	Nominated Governor	Chair of Governors
2017 / 18	Simon Bates	Rachael Davis	Leanne Lloyd-Toleman	Jonny Raine

Croesyceiliog Primary School

Introduction

This policy applies to all adults, including volunteers working in or on behalf of the school.

Everyone in or for our school services shares an objective to help keep children and young people safe by contributing to providing a safe environment for children and young people to learn and develop in our school setting and identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

Our school values the individuality of all our children. We are committed to giving all our children every opportunity to achieve the highest standards. This policy helps to ensure that this school promotes this, irrespective of ethnicity, attainment, age, disability, gender or background.

Croesyceiliog Primary School is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils.

Policies central to safeguarding

Child protection; staff conduct; managing allegations against staff; safe recruitment and retention; whistle blowing; health and safety; behaviour management; attendance; e-safety; anti bullying

There are three elements to our policy:-

- a. Prevention through teaching and pastoral support offered to pupils.

- b. Protection and procedures for identifying and reporting cases, or suspected cases, of abuse. Day to day contact with children allows staff to be well placed to identify the outward signs of abuse.
- c. Support to pupils and staff who may have been abused.

School commitment- aims

Croesyceiliog Primary School fully recognises the contribution it makes to safeguarding

Our aims through this policy are:-

- a. To ensure that we have safe procedures to prevent unsuitable people from working with children.
- b. To promote safe practice and to challenge poor and unsafe practice.
- c. Identify instances in which there are grounds for concern about a pupil's welfare and initiate or take appropriate action to keep them safe.
- d. Contribute to effective partnership between all those involved with providing services for children.

Any adult who works with or has contact with children will be able to recognise and know how to act upon evidence that a child's health or development is or may be impaired. This is especially so when children are suffering or at risk from suffering significant harm. All staff will be mindful of the welfare and safety of children at all times.

The policy supports the Seven Core Aims of the Welsh Assembly Government, in particular that all children should "enjoy the best possible health and are free from abuse, victimisation and exploitation." It applies to all staff, the Governors and volunteers working in school. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child. Concerned parents can also contact school governors.

As part of their induction, all staff, whether permanent or temporary, and volunteers who will work with children, will be given a written statement about the school's policy and procedure for child protection.

See appendix 1

Key principles

The United Nations Convention on the Rights of the Child and the Children Act 1989 highlight that all children deserve the opportunity to achieve their full potential. They should be enabled to:-

- a. Be as physically and mentally healthy as possible.
- b. Gain the maximum benefit possible from good quality educational opportunities.
- c. Live in a safe environment and be protected from harm.
- d. Experience emotional well-being.
- e. Feel loved and valued and be supported by a network of reliable and affectionate relationships.
- f. Become competent in looking after themselves and coping with everyday living.
- g. Have a positive image of themselves and a secure sense of identity, including racial and cultural identity.
- h. Develop good interpersonal skills and confidence in school situations.

To support these key principles:-

- a. The staff and Governors of Croesyceiliog Primary School are committed to protecting and safeguarding all children to ensure that, as far as possible, they are free from harm.
- b. The school recognises that children sometimes suffer abuse from those who should be caring for and protecting them. It is also recognised that abuse can take place in any socio-economic group and can occur at home or institutions such as schools.
- c. That abuse can be physical, emotional, sexual or take the form of neglect and appreciate that often children suffer more than one type of abuse at the same time.

Safe practice

Our school will comply with the current Safe Practice guidance to be found on Torfaen's safeguarding Procedures at

<http://www.torfaen.gov.uk/HealthAndSocialCare/SocialCareServices/ChildrenServices/ChildProtection/TorfaenLocalSafeguardingChildrenBoard/Home.aspx>

<http://www.torfaenlscb.org.uk/index.htm>

Safe working practice ensures that pupils are safe and that all staff:

- Are responsible for their own actions and should avoid any conduct which would lead to any reasonable person to question their motives and intentions
- Work in an open and transparent way
- Work with other colleagues where possible in situations open to question
- Discuss and/or take advice from school management over any incident which may give rise to concern
- Record any incidents and decisions made
- Apply the same professional standards regardless of gender or sexuality
- Be aware of confidentiality
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Prevention

All our pupils in school are aware of a number of staff they can talk to. The school is committed to ensuring that pupils are aware of behaviours towards them that is not acceptable and how they can keep themselves safe. All pupils know we have a senior member of staff with responsibility for Child Protection and know who this is. We inform pupils of whom they can talk to and their right to be listened to and heard and what steps will be taken to protect them.

At Croesyceiliog Primary School we recognise that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult helps prevention.

We will therefore:-

- a. Establish and maintain an ethos where children feel secure and are encouraged to talk.
- b. Ensure that all children know they are listened to and taken seriously.

- c. Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- d. Include in the curriculum activities and opportunities for PSE/SEAL which equip children with the skills they need to stay safe from abuse and to know who to turn to for help.
- e. Include in the curriculum, material which will help children develop realistic attitudes to becoming a responsible citizen.

Procedures

Croesyceiliog Primary School will follow the procedures set out in guidance produced by our Local Safeguarding Children Board which are in line with the All Wales Child Protection Procedures.

The school will:-

- a. Ensure it has a designated member of staff, who has undertaken the appropriate training provided by the Local Education Authority as a minimum. Currently this post is held by the Head teacher.
- b. Recognise the role of the designated person and arrange support and training. See appendix 3.
- c. Ensure that every member of staff and every Governor knows:-
 - the name of the designated person and their role;
 - that they have individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board;
 - how to take forward those concerns where the designated person is unavailable.
- d. Ensure that members of staff are aware of the need to be alert to the signs of abuse and how to respond to a pupil who may disclose abuse.
- e. Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- f. Provide training for all staff so that they know:-
 - their personal responsibility;
 - the agreed local procedures;
 - the need to be vigilant in identifying cases of abuse; and
 - how to support a child who discloses abuse.
- g. Notify the local social services team (01495 762200):-
 - If it should have to exclude a pupil on the child protection register either for a fixed term or permanently;
 - 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).
- h. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters. This includes attendance at initial case conferences, core groups and child protection review conferences.
- i. Keep written records of concerns about children (noting the date, event and action taken), even where there is no immediate need to refer the matter to social services. See appendix 2.
- j. Ensure all records are kept secure and in locked locations.

- k. Adhere to the procedures set out in the Welsh Assembly Government guidance circular when an allegation is made against a member of staff.
- l. All staff and volunteers who apply for a post in school are subject to a rigorous recruitment process. References will be taken and evidence of qualifications will be checked. This is in line with Torfaen's Safer Recruitment and Selection Policy
- m. Ensure the criminal background of applicants for vacant posts and those applying for voluntary support are checked in accordance with Welsh Assembly Government guidance circular "Child Protection: Preventing Unsuitable People from working with Children in the Education Sector."
- n. Designate a Governor for Child Protection who will oversee the school's child protection policy.

Referrals

The designated teacher for child protection will refer all cases of suspected abuse to social services. Where practicable the school informs parents of the need to make a referral. The circumstances in which the parents are not informed are:-

- a. The child might be at greater risk of harm as a result.
- b. Such action might impede a criminal investigation.
- c. The child might be the victim of fabricated or induced illness.

The Central Duty Team will be informed of all incidents and referrals, made on the relevant forms in accordance with the All Wales Child Protection Procedures and Torfaen recommendations.

Governor with responsibility for Child Protection

The Governor will liaise with the Head teacher to ensure that the school has a Child Protection Policy and that procedures are in place. The Governor will also ensure that an item is placed on the agenda for Governors meetings annually, to report on any changes in procedures, training undertaken, number of incidents and the place of child protection issues in the school curriculum.

The designated Governor will liaise with the Head teacher in cases of suspected abuse. If the case involves allegations against the Head teacher, the Governor will attend the strategy meeting.

Supporting the pupil at risk

At Croesyceiliog Primary School we recognise that children who are abused or are witness to violence may find it difficult to develop a sense of self worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame. Our 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.

Our school will endeavour to support the pupil by:-

- a. Delivery of a curriculum which encourages self esteem and self motivation.

- b. Promoting a positive, supportive and secure environment which gives pupils a sense of being valued.
- c. Adopting a consistent approach to discipline which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth is central to the school's assertive discipline policy. The school will endeavour to ensure that pupils know that certain behaviours are unacceptable but that they are valued as individuals and they are not blamed for any abuse which has occurred.
- d. Liaison with other agencies who support the pupil such as Social Services, Child and Adolescent Mental Health Services, the Education Psychology Service, Behaviour Support Services and the Education Welfare Service.
- e. Keeping records and notifying Social Services as soon as there is a recurrence of a concern.

When a pupil on the child protection register leaves, we will transfer the information to the new school immediately and inform social services.

Working with parents

We are committed to working closely with parents positively, openly and honestly. We ensure that all parents are treated with respect and dignity. We respect parent's rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

We will share with parents any concerns we may have about their child, unless to do so would put the child at risk. We encourage parents to discuss any concerns they have with us. We make them aware of our policy and that they can view this policy on request on the school website.

While we endeavour to keep parents fully informed, there may be exceptional occasions when school will discuss their child with Social Care and the police without parental knowledge.

Partnership with others

Our school recognises it is essential to form positive and effective working relationships with other agencies and partners in the Torfaen Local Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure safeguarding of all children.

Bullying

Please refer to our anti-bullying policy.

Physical intervention

Please refer to our physical intervention policy.

Children with statements of Special Educational Needs

As a school we recognise that children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and or emotional and behavioural problems will be particularly sensitive to signs of abuse.

Children missing from education/absconding from school

Where children on roll do not turn up, and school has made all the usual enquiries the case will be referred to the Education Welfare Officer and the officer will advise the school when the child can be removed from the register. (Usually four weeks.)

Should a child leave the school premises for any reason, the parents must be contacted as a matter of priority. The police should then be informed that a vulnerable child has left the school site and whether or not the parent is responding.

Under no circumstances must staff or volunteers follow the child off the site. While the child remains on site a member of staff will monitor the situation to ensure the child remains within safe boundaries.

Confidentiality

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the safety and welfare must be the overriding consideration."

If a child divulges information that they are being abused there are confidentiality issues which need to be understood. A child may only feel confident, if they feel that the information will not be divulged to anyone else. However, education staff have a responsibility to share information about the protection of children with designated statutory agencies.

It is important that each member of staff deals with such disclosures sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know so they can help them. Reassurance must be given to the child that their situation will not become common knowledge within school. It may have already taken the child a great deal of courage to disclose the information and they may be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty and hurt.

It must also be ensured that only those with a professional involvement have access to the child protection records. At all other times they should be securely locked and separate from the child's main file.

Pupil information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The information will include;

- Names and contact details of persons with whom the child normally lives
- Names and contact details of persons with parental responsibility
- Emergency contact details
- Details of persons authorised to collect the child from school
- Any relevant court orders in place
- If the child has been placed on the child protection register
- Name and contact details of the GP
- Any other factors which may impact on the safety and welfare of the child

Supporting the child and partnership with parents

School recognises that the child's welfare is paramount, however good child protection practise and outcome relies on a positive, open and honest working partnership with parents.

Whilst on occasion referrals may need to be made without consultation with parents, every effort will be made to maintain good relationships whilst fulfilling our duties under safeguarding.

We will provide a safe, secure and protective relationship for the child.

Children will be given proper explanation of what action is being taken and why.

We will endeavour to always preserve the privacy, dignity and the right to confidentiality of the child and the parents. The child protection co-ordinator will determine which staff need to know and what they need to know for the purpose of supporting and protecting the child.

Conclusion

The aim of these procedures is to ensure that all children are safe and free from harm. If they are at risk or are considered to have suffered abuse or neglect the school will take the steps described to minimise the risk or protect them from further harm. The Head teacher will provide the Governing Body with a termly report in relation to issues of child protection in order to monitor the effective safeguarding of children.

At all times the school will work in partnership with other agencies and parents.

This policy will be reviewed annually as part of the school audit which aims to ensure that a safeguarded environment is provided for our children. The audit will be supported by the systems developed by the NSPCC.

Adopted by Governors: 27/09/2017

Appendix 1

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

A child may confide in any adult in school. Staff to whom an allegation is made should remember:-

- Report immediately any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks and scrapes of everyday play.
- Report any signs of inadequate care, emotional maltreatment or ill treatment, or signs of neglect or abuse
- Be aware of and report any changes of behaviour or attendance
- Your role is one of listening, do not interrupt the child if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any question should be open ended so as not to lead the child in any way.
- You must report the disclosure to the designated senior individual immediately, in this case the head teacher.
- Report any explanation which appears inconsistent or suspicious, including any behaviours which give rise to suspicions
- Make a note of the discussion as soon as is reasonably practicable within 24hours. The note should record the date, time, place and people who were present as well as what was said and must be passed to the designated senior staff. Remember your note of the discussion may need to be used in any subsequent court proceedings.
- Do not give undertakings of absolute confidentiality.
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting and monitoring the child, contributing to an assessment or implementing child protection plans.
- If the head teacher is not available, pass the information to the deputy, Nicola Hammond or Jane Gullick. If neither are available, call **01495 762200** and ask for Children's Services Duty Officer. They will advise you on what to do.

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of school that he or she has

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Has behaved towards a child or children in a way that indicates he/she is unsuitable to work with children

The same principles will apply as those set out in the Safeguarding Policy and the Torfaen Local Safeguarding Children Board Procedures.

Records will be kept at this stage and filed in a locked cabinet. No investigation will be made until advice has been taken.

Whilst we acknowledge such allegations (as all others) may be false, malicious or misplaced, we also acknowledge they may be founded. Therefore it is essential that all allegations are investigated properly and in line with agreed procedures.

Any person who has received information concerning an allegation, or has concerns themselves, must report it to the Designated Child Protection Person, in this case the Head teacher.

Should the allegation be against the Head teacher it should be reported to the Chair of Governors.

The Head teacher will then take any necessary steps to ensure the safety and welfare of the children.

The Head teacher will then seek the advice of the Local Authority Designated Officer (Dermot McChrystal) and a Senior HR Officer in order to determine the school response.

Appendix 2

Croesyceiliog Primary School

Record of Child Protection Disclosure

Time

Date

Place

People present when the disclosure is made

Record of what was said (keep this as close to the exact words the child used as possible, including any names of people involved)

Signed

Print name

Return this form to the head teacher as soon as it is completed. Thank you.

Date and time received

Name, DOB, address of child

Date and time referral made (where appropriate)

Contact made with parents

Appendix 3

Areas of responsibility for the designated senior individual for child protection, i.e. the Designated Child Protection Officer for School.

Referrals

- Refer concerns about child welfare to the relevant investigating agencies except where these relate to cases of suspected abuse or allegations of abuse against staff. On such occasions staff should follow the guidance set down in Welsh Assembly Government circular 45/2004.
- Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies.
- Ensure there is always cover for this role.
- Liaison with local authority designated lead officer for child protection.

Training

- To recognise signs of abuse and when it is appropriate to make a referral.
- Have working knowledge of how Local Safeguarding Children Boards operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.
- Ensure that all adults who work with children have access to and understands the school's child protection policy.
- Ensure all staff have induction and refresher training covering child protection and are able to recognise and report any concerns immediately they arise.
- To be able to keep detailed accurate secure written records of referrals and concerns.
- Obtain access to resources and attend any relevant or refresher training courses at appropriate intervals.

Raising awareness

- Ensure the establishment's child protection policy is updated and reviewed annually and to work with the Governing Body to support their strategic role in relation to child protection.
- Ensure parents see copies of the child protection policy. This will alert parents to the procedures school will undertake in such cases. This aims to avoid conflict later.
- Where children leave the establishment ensure their child protection file is copied to the new establishment as soon as possible but separately from the main pupil file.

Actions by the CPC

- Take seriously any disclosure
- Ensure the person making the disclosure does not have to speak to another member of staff
- Clarify the information
- Keep questions open and to a minimum
- Not express feelings or judgements
- Not show shock or horror

- Explain sensitively to the person they have a responsibility to refer to the senior designated person
- Offer reassurance and support
- Explain only those who need to know will know
- Explain what will happen next
- Take action
- Consider immediate needs of the child
- Discuss with other agencies
- Consult with appropriate agencies
- Consider the child's wishes
- Wherever possible talk to the parents, unless to do so would put the child at risk
- Whether to make a referral or not and if it needs to be undertaken immediately
- Document all actions

Action following referral

- Make regular contact with the social worker involved and stay informed
- Wherever possible contribute to strategy discussions
- Provide reports for and attend conferences
- Contribute to the child protection plan when necessary
- Attend core group meetings as decided
- Share reports with parents prior to meetings, when possible
- Where disagreement over a decision occurs, discuss with senior designated person
- Where a child on the register goes missing or moves school inform the key worker in social care immediately

Recording and monitoring

Accurate records will be made as soon as possible and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information will be copied verbatim and notes made of any injuries seen and the location.

The notes will be retained by the CPC in the file separate from the main file. These will be locked and accessible only by the head teacher, COPC and deputy CPC. They will be copied and forwarded to any school the child subsequently moves to and marked confidential.

Role of the Governors

Our Governing Body will ensure that:

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures and the policy is made available to parents on request
- The school operates safe recruitment practices and that all appropriate checks are carried out on staff and volunteers
- The school has procedures in place for dealing with allegations against staff and volunteers that comply with guidance from the local authority
- There is a designated child protection co-ordinator in place
- Staff undertake appropriate training
- They remedy, without delay, any deficiencies regarding safeguarding arrangements
- A Governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations against the head teacher
- Where services use the school premises, that these services have appropriate policies and procedures in regard to safeguarding
- The policy and procedures are reviewed annually

The head teacher will ensure that:

- The policies and procedures adopted by the Governing Body are fully implemented and followed by all staff
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are dealt with sensitively and effectively and in a timely manner in accordance with agreed whistle blowing policies

Staff and volunteers will:

- Fully comply with the school's policies and procedures
- Attend appropriate training
- Inform the designated person of any concerns

Staff and Volunteers should never:

- Engage in sexually provocative or rough physical games, including horse play
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments in front of, about or to a child, even in "fun"
- Let allegations made by a child to go without being addressed and recorded
- Deter children from making allegations through fear of not being believed
- Do things of a personal nature that children can do for themselves
- Share a bedroom with a child or young person
- Invite or allow a child or young person to stay with them in their home unsupervised
- Jump to conclusions about others without checking facts

- Rely on their own good name to protect them

Appendix 4

Definitions of abuse

As in the Children Acts 1989 and 2004 a child is anyone who has not yet reached his or her 18th birthday.

Harm means ill treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill treatment of others.
Development means physical, intellectual, emotional, behavioural or social development.
Health means physical and mental health.
Ill treatment means sexual abuse and other forms of ill treatment which are not physical.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development, such as failing to provide adequate food, shelter and clothing; or neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child

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 (such as rape or buggery) or non-penetrative acts. They may include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child causing severe and persistent adverse effects on the child's emotional development, often by:

- making them feel they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- age-inappropriate or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened;
- the exploitation or corruption of children.