

Safeguarding
2016-2017

Ysgol Talacharn  Laugharne School

Ysgol Wirfoddol Rheoledig  Voluntary Controlled School

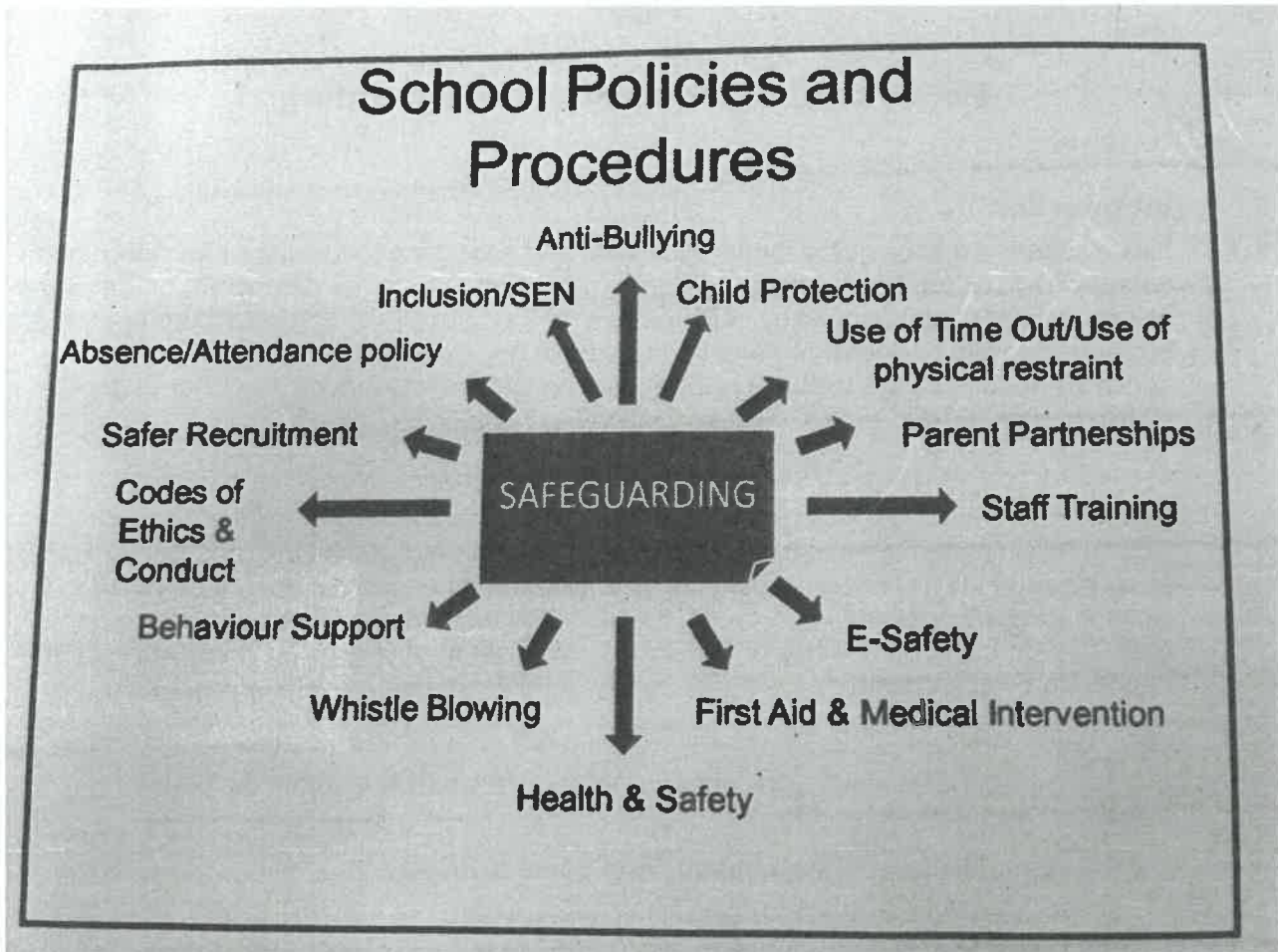
Safeguarding Policy
2016-2017

Signed Jane Tumblett Chair of Governors Date 13 October 2016.
Signed K Perry Headteacher Date 13/10/16
Signed Aida Butler Policy Committee Date 14/10/16
Signed P.R. Jones Policy Committee Date 18/10/16

Review Date 13th October 2017

SAFEGUARDING POLICY

This policy document should be read alongside the following policies:



The Safeguarding Policy was revised Summer 2016 –All staff, the Safeguarding Governor and training from LA personnel were involved in revisions.

The Policy was presented to the Governing Body meeting in May 2016.

SIGNED: _____

Jane Tremlett
Chair of Governors

SIGNED: _____

R. Perry
Headteacher

DATED: _____

13th October 2016

Ysgol Talacharn/Laugharne School

Ysgol Gwirfoddol Rheoledig (Voluntary Controlled School)



Policy on Child Protection/Safeguarding

1 Introduction

- 1.1 "We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent or family members, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child's welfare." (Safeguarding Children : Working Together under the Childrens Act 2004).

Laugharne VCP School fully recognises the contribution it makes to child protection. Our School 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. Our School acknowledges the important of its role in the welfare of children and young people and, through the general ethos of the School, will seek to encourage children in need of support to come forward.

Laugharne VCP School will work with multi-disciplinary partners within the statutory framework established by:-

- Carmarthenshire Safeguarding Child Board (CSCB)
- The All Wales Child Protection Procedures 2008
- Safeguarding Children : Working Together under the Children Act 2004 Section 28
- Safeguarding Children in Education – the role of local authorises and governing bodies under the Education Act 2002.
- CSCB – Handling Allegations of Abuse made against adults who work with Children and Young People.
- Preventing unsuitable people from working with children and young people – Circular No : 34/2002

- 1.2 Child abuse takes a variety of forms:

- Physical abuse involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
- Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware what is happening. This includes non-contact situations, such as showing children pornography.
- Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.

- Children are abused also if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child.

- 1.3 In our school, we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.
- 1.4 We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.
- 1.5 Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

2 Aims and objectives

2.1 Our aims are:

- to provide a safe environment for children to learn in;
- to establish what actions the school can take to ensure that children remain safe, at home as well as at school;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;
- to set down the correct procedures for those who encounter any issue of child protection.

3 Staff responsibilities

3.1 It is the responsibility of the headteacher to ensure all of the following:

- that the governing body adopts appropriate policies and procedures to safeguard children in the school;
- that these policies are implemented by all staff;
- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.

3.2 There is a named person designated as the Child Protection Coordinator. This is normally the headteacher, but s/he may delegate this responsibility in some circumstances. The coordinator is guided by two principles:

- In accordance with the Children Act, the welfare of the child is always paramount.
- Confidentiality should be respected as far as possible.

A key role of the Coordinator is to be fully conversant with the procedures and to ensure that the school takes action to support any child who may be at risk. The Coordinator must also make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to child protection. The Coordinator will work closely with Social Services when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, remembering all the time that the interests of the child are of paramount importance.

- 3.3 All staff have a responsibility to report to the Safeguarding Officer any concern they have about the safety of any child in their care.

4 Employment and recruitment

- 4.1 We will do all we can to ensure that all those working with children in our school are suitable people. This involves scrutinizing applicants, verifying their identity and obtaining references, as well as the mandatory check of List 99 and DBR checks. We follow the WAG guidance set out in Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service, Circular No 34/2002.

5 Procedure to be followed if an adult has concerns about a child

- 5.1 Any action taken by the named Child Protection Coordinator when dealing with an issue of child protection must be in accordance with the procedures outlined in the LA's Child Protection guidelines.
- 5.2 All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.
- 5.3 If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the Child Protection Coordinator about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about abuse which a child gives them; they are required by law to pass this information on. Report pro forma are kept in the staff room for staff to complete when reporting a concern.
- 5.4 If a child alleges abuse, the school will usually make a referral to the LA without first informing parents and carers. However, in some circumstances parents and carers will be informed first.

6 Physical restraint

- 6.1 There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. See Physical Restraint Policy for further details/procedures.

7 Allegations against staff

- 7.1 If an allegation is made against a member of the school staff (or a volunteer helper), it will always be investigated by the headteacher, or, in the case of the allegation being against the headteacher, by the chair of the governing board (see Complaints Policy for Governors). If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek advice from the LA on these matters, and comply with national and locally agreed guidance.

8 E-safety (see E-Safety Policy)

- 8.1 We will promote the benefits of modern technology to aid learning but we also are aware of the dangers that can be encountered by pupils when accessing the internet or using technology.

9 Statutory Reporting of FGM

- 9.1 When a report must be made

The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth (see Prevent/FGM Policy for detail).

For the purposes of the duty, the relevant age is the girl's age at the time of the disclosure /identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18).

10 Statutory Radicalisation- Prevent Duty of Care

- 10.1 Schools now have a legal duty to prevent young people from being drawn to terrorism (from 1 July 2015). Schools should be alert to issues around staff, pupils and parents. (See Radicalisation- Prevent Policy for detail)

11 Staff recruitment and continuing professional development (see Policy on Safer Recruitment of Staff)

- 11.1 The person chosen as lead for safeguarding matters needs to have regular training and development opportunities so their skill and competence level remains high. They must also attend multi-agency training so that our school maintains effective working relationships with all other agencies.
- 11.2 All adults in the school receive regular training to raise their awareness of safeguarding issues, and to improve their knowledge of safeguarding procedures that have been agreed by the local Safeguarding Board. The maximum period of time before refresher training must take place is three years.
- 11.3 We will do all we can to ensure that all those working with children in our school are suitable to do so. This involves scrutinizing applicants, verifying their identity and obtaining references, as well as the mandatory checks from The Independent Safeguarding Authority (ISA) Children's Barred list and DBS checks.

12 Confidentiality

- 12.1 We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

13. The Leadership and management of safeguarding

- 13.1 All members of staff have a part to play in ensuring that our pupils are safe and that their wellbeing is supported. The overall responsibility for safeguarding issues is the Headteacher although this may be delegated to the Nominated Safeguarding Office on a day to day basis.
- 13.2 The Safeguarding Officer will have responsibility for maintaining accurate records of all incidents and liaising with external agencies. They will also oversee the training programme for all staff and ensure that staff are kept up to date with all relevant safeguarding policy matters.

- 13.3 The Headteacher will retain responsibility for all matters of staff recruitment and related safeguarding issues such as the appropriate DBS checks and reference documentation is obtained when employing staff.
- 13.4 The governing body will oversee the safeguarding policy and will have a nominated governor responsible for working with the Headteacher and Nominated Safeguarding Adviser on related matters.

14 Monitoring and review

- 14.1 The governing body will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with child protection issues. Governors will regularly monitor and review any incidents detailed in the interventions book, while a named governor participates in the school's training with regard to child protection procedures.
- 14.2 This policy is reviewed annually by the governing body.

Additional Information relating to Child Protection/Safeguarding

Child Protection Coordinator : **Kimberley Perry, Headteacher**

Child Protection Officer in her absence- Senior Teacher – Louise Major

Governor with responsibility for Child Protection : **Mrs Pamela Jones**

Contact Details:-

Child Assessment Team – 01558 825485 (Out of Hours – 01558 824283)

Safeguarding Officer – Senior Practitioner – Bethan Tinney – 01267 246154/07964122025

TAF Coordinator – Hefin Lloyd – 01267 246794

Police (Public Protection Unit) – 101 and ask for the Public Protection Unit

MAKING REFERRALS AND OTHER RELEVANT INFORMATION

1. Making a Referral/IMMEDIATE ACTION

- A. Where a member of staff has concerns about the welfare of a child, the Designated Safeguarding Officer should be informed immediately.
- B. The Designated Safeguarding Officer will take responsibility for making an appropriate referral to the Child Care Assessment Team (CCAT).
- C. However, if the Designated Safeguarding Officer is unavailable **THIS MUST NOT DELAY ACTION**. The member of staff should ask for advice directly from the Child Care Assessment Team.
- D. Where there are differences of opinion, the member of staff **SHOULD SEEK ADVICE DIRECTLY FROM THE CHILD CARE ASSESSMENT TEAM**.
- E. The Designated Safeguarding Officer should be notified of all referrals to the CCAT as soon as possible.
- F. If the child is about to leave the school premises, the Headteacher should be informed. The Headteacher, in consultation with CCAT, will decide on the next step to be taken.

2. 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:

- A. 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.
- B. The CCAT must be informed of this course of action **IMMEDIATELY** as the CCAT 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.

- C. 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 CCAT or the Police who will make the decision as to when the parents/carers will be notified.
- D. The Designated Safeguarding Officer in Education must be immediately informed of this course of action.

3. In cases where a child tells you about possible abuse:

- A. When a disclosure is made directly by a child, you must explain that you have a duty to pass the information to the CCAT or Police.
- B. DO NOT give absolute pledges of confidentiality.
- C. Listen to the child rather than directly questioning him or her.
- D. Never stop a child who is freely recalling significant events.
- E. Make a note of the discussion, taking care to record the timing and setting, as well as what was said.
- F. Inform the Designated Safeguarding Officer IMMEDIATELY. NB : The Designated Safeguarding Officer MUST NOT take the child through a formal interview to confirm the staff member's concerns, but must IMMEDIATELY refer the matter to the CCAT.

4. Subsequent Action:

- A. All referrals to the Child Care Assessment Team must be confirmed in writing, by completion of a child protection inter-agency referral form.
- B. The Designated Safeguarding Officer should seek feedback from the Duty Manager of the CCAT, if none is received.
- C. In a case of suspected child abuse, if it is in the best interests of the child, the headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or the CCAT.

5. Where there is an allegation of abuse made against a member of staff or volunteer in the school, the following action should be taken:

- A. Assessment of the presenting risk:
The Designated Safeguarding Officer or appropriate senior teacher should simply confirm:
 - That an allegation has been made
 - The general nature of the allegation
 - When and where the incident is alleged to have occurred
 - Who was involved
 - Any other persons present.
- B. An immediate referral should be made to the Duty Manager of the Child Care Assessment Team.

- C. In the event of the allegation being made directly or indirectly about the Headteacher, the staff member should report the allegation direct to the CCAT or the Police.
- D. The Headteacher/Designated Safeguarding Officer/line manager/staff member can seek advice from the Designated Officer for Safeguarding in Education.

REMEMBER :

- Do not delay
- Do not investigate the allegation;
- Do not discuss the allegation with the member of staff;
- Do not question the child/parent further.

NB : the immediate priority will be to ensure the protection and safety of any children and to manage the issues in respect of the individual employee.

When managing allegations of abuse against staff or volunteers in school, the Carmarthenshire Safeguarding Children Board Procedures 2012 – ‘Handling allegations of abuse made against adults who work with children and young people’ will be followed and adhered to.

6. Record Keeping

The School will follow the Local Authority ‘Guidance on the Retention and Transfer of Safeguarding Records within and between Educational Establishments’.

7. Responsibility of the Governing Body

The governing body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children. The governing body will designate a governor with responsibility for child protection, who will oversee the implementation of the child protection policy and champion safeguarding issues.

Our Child Protection Link Governor is Mrs Pamela Jones

The governing body will ensure that the headteacher makes a termly report of safeguarding cases, to inform governors of processes such as child protection conferences, multi-agency meetings, disciplinary actions and the impact on the workload of staff at the school. However, it is imperative that confidentiality is not breached and individual children are not identified. Similarly, whilst investigations are ongoing into any potential disciplinary matter, it is imperative that full discussion is not entered into by the governing body, thus allowing sufficient members of the governing body to be available in the event of any subsequent appeal. The governing body will ensure that a more detailed safeguarding report is made by the headteacher annually in the summer term. Matters to include:-

- Reports on staff training in child protection and safeguarding
- Review of relevant policies

- Report on allegations against staff
- Feedback on issues affecting this child protection policy.

8. Responsibility of the Child Protection Link Governor

- Ensure that the school has a Child Protection/Safeguarding Policy in place, which is consistent with the All Wales Child Protection Procedures and is readily accessible to all members of staff, both teaching and non teaching.
- Ensure that the implementation and effectiveness of the policy and any associated policies – e.g. bullying – are reviewed periodically by the governing body.
- Ensure that designated and other staff have the opportunity to attend appropriate training and that records of training are kept.
- Monitor the school's compliance with CCC policies on DBR checks and references for staff and volunteers.
- Ensure correct procedures are followed in the event of allegations being made against school staff that relate to child protection.
- Ensure that the school prospectus contains a section on the Child Protection Policy, in order to make parents aware of the school's responsibilities.

The Child Protection Link Governor's role is **NOT** to:-

- Received details of individual cases
- Know the identity of children for whom there are child protection concerns.

9. The Designated Child Protection/Safeguarding Officer

The Designated Child Protection/Safeguarding Officer is :

Mrs Kimberley Perry (Headteacher)

Miss Louise Major (Senior Teacher) in her absence.

Responsibilities:-

- Ensure all staff members are aware of how to report on any concerns they have about the welfare of the child.
- Ensure each member of staff and any volunteers have access to and understand this child protection policy, including new or part-time staff.
- Ensure that all staff are aware of their responsibility to refer any concerns about the welfare of a child to the CCAT within the Social Care Department of CCC.
- Ensure that all staff members are aware of the role of the designated senior member of staff for child protection in providing a source of support, advice and expertise in making appropriate referrals to CCAT.
- Keep detailed, accurate, secure written records of referrals and concerns.
- Liaise with the Designated Officer for Safeguarding in Education as appropriate.
- Attend child protection conferences and core groups relating to children within the school, and provide appropriate written reports to the conferences.

- Ensure parents are aware of the child protection policy, which alerts them to the fact that referrals may be made and the school's role in safeguarding.
- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters.
- When a pupil on the child protection register leaves, ensure information is transferred immediately to the new school, and that the CCAT are informed.

10. Support to Pupils who have/may have been Abused.

- A. We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. 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.
- B. We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.
- C. The school will endeavour to support a 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 school;
 - Liaison with other agencies within a multi-agency framework which support the pupil, such as Social Care, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Pupil Support Service;
 - A commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so;
 - When a pupil on the child protection register leaves, information will be transferred to the new school immediately.



Keeping All Pupils Safe.



If someone is hurting you or your friends, there are people who can help you and **stop** people from making you feel scared or hurt. You should tell someone you trust:-

- You can tell a teacher, your parents, carers, grandparents or other members of your family who may be able to help, or can tell a friend; and
- Let people help to make things better by stopping the person from hurting you or your friends. The person in this school who has special responsibility for helping you if someone's hurting you or your friends is

Mrs Perry- Headteacher or Miss Major- Senior Teacher

If you can't talk to any of these, you can talk to one of the following organisations that will have someone who will listen to you:-

Childline a free 24 hour advice line offering counselling and support to young people suffering from abuse. The call won't show up on your phone bill.

0800 11 11

www.childline.org.uk



NSPCC A free phone line offering support and advice to young people in abusive or difficult situations. The lines are open 24 hours a day and the calls won't show up on your phone bill.

0808 800 5000

www.nspcc.org.uk



Funky Dragon, Funky Dragon is a peer-led organisation that aims to make sure the views of 0-25 year olds are heard, particularly by the Welsh Assembly Government.

www.funkydragon.org.uk

Children's Commissioner for Wales Children's Champion - Independent human rights institution for children.

0808 801 1000 the lines are open from 9 am to 5 pm (Monday to Friday)

www.childcom.org.uk

Samaritans Free and confidential advice and support

08457 90 90 90

www.samaritans.org.uk