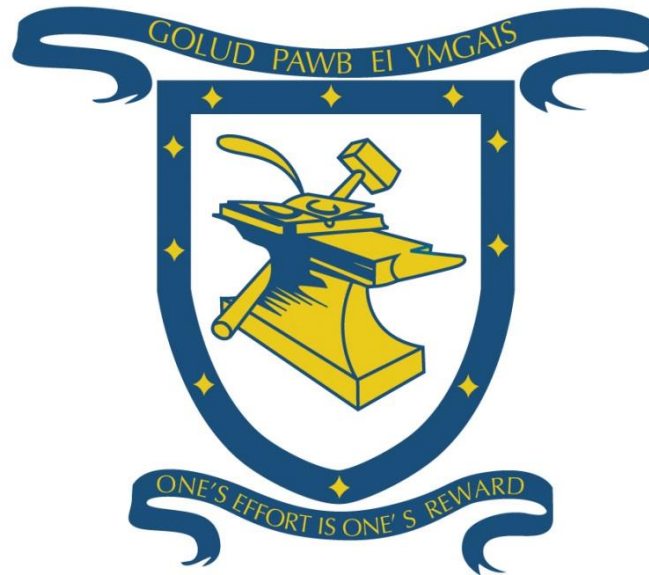


# Ysgol Uwchradd CAEREINION High School



# CHILD PROTECTION POLICY

Date reviewed: November 2017

Signed .....  
Chair of Governors

## **Child Protection Policy for YSGOL Uwchradd Caereinion**

### **Introduction**

1.1 Ysgol Uwchradd Caereinion fully recognises the contribution it makes to child protection.

We recognise that a child is anyone who has not yet reached their 18<sup>th</sup> birthday. “Children”, therefore, means “children and young people” throughout. The fact that a child has become 16 years of age and may be living independently, does not change their status or their entitlement to services or protection under the Children Act 1989.

We believe that all children have a right to:-

- be as physically and mentally healthy as possible;
- gain the maximum benefit possible from good quality education opportunities;
- live in a safe environment and be protected from harm;
- experience emotional well-being;
- feel loved and valued, and supported by a network of reliable and affectionate relationships;
- become competent in looking after themselves and coping with everyday living;
- have a positive image of themselves and a secure sense of identity, including cultural and racial identity; and
- develop good interpersonal skills and confidence in social situations.

The main elements to our policy are:-

- a. prevention through the teaching and pastoral support offered to pupils;
- b. procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse;
- c. provision of training for all staff, including additional training for the Designated Teacher for Child Protection; and
- d. support for pupils who may have been abused.

1.2 Our policy applies to all staff and volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

### **Prevention**

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard pupils.

The school will therefore:-

- a. establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;

- b. ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty (the school's Child Protection Policy will be provided in a format which is appropriate to the age and understanding of the pupils);
- c. include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help; and
- d. include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## **Procedures**

3.1 We will follow the All Wales Child Protection Procedures 2008 that have been endorsed by the Local Safeguarding Children Board. In addition, we will adhere to the guidance included in Welsh Government Circular No: 005/2008, entitled '*Safeguarding Children in Education*', and Welsh Government Circular No: 009/2014, entitled '*Safeguarding Children in Education: Handling Allegations of Abuse against Teachers and Other Staff*'.

3.2 The school will:-

- a. ensure it has a designated senior member of staff, who has undertaken the appropriate training;
- b. recognise the role of the designated teacher and arrange support and training. The additional training received by the Designated Teacher for Child Protection includes attendance at the LSCB Annual Conference and attendance at Safeguarding/Child Protection update sessions for Designated Teachers for Child Protection, organised centrally by the Authority.

**The Designated Teacher for Child Protection in this school is:  
Mrs Sian Pugh**

**The Deputy Designated Teacher for Child Protection in this school is:  
Mrs Nicky Lewis**

**The role of the Designated Teacher for Child Protection is:- Dr Margaret Jones**

- to be fully conversant with the All Wales Child Protection Procedures and to ensure that all staff, both teaching and non-teaching, know about these procedures;
- to have a clear understanding in relation to how to identify the signs and symptoms of abuse and when to make a referral;
- to understand the roles and responsibilities of the designated agencies and how to respond to and work with them;
- to understand the conduct of Child Protection Conferences and Core Group meetings and how he/she or another member of staff can make appropriate contributions to them;

- the co-ordination of all Child Protection issues, acting as a source of advice and support for any staff who have concerns or information that a child may be suffering abuse or a child in need;
- to be responsible for taking a lead in making referrals to Children's Services;
- to ensure that the school is represented at Case Conferences and Core Group meetings and contribute fully by providing reports as required;
- to attend training on a regular basis and cascade training to staff;
- to ensure that all staff (including new staff/supply teachers) have access to all the relevant Child Protection documents and are clear about their own responsibilities;
- to report any allegation about a member of staff to the Schools Service's Lead Officer Child Protection/Safeguarding (Tel: 01597 826431) and, if this Officer is unavailable, to liaise with Children's Services regarding appropriate action.
- to ensure that a chronological record of concerns is maintained If there are concerns about a child even if there is no need to make an immediate referral;
- to ensure that all records including Case Conference minutes are kept confidentially and securely (separate from pupil records);
- to liaise with the Designated Teacher for Child Protection in the new school when a child, who is on the Child Protection register or who has been on the Child Protection Register, transfers to another school and to seek the agreement of the Chair of the Case Conference to the transfer of Case Conference minutes and other Child Protection information;
- to keep the Headteacher informed both of the welfare of individual pupils on the Child Protection Register and of general Child Protection issues within the school;
- to be aware of other agencies involved with Child Protection in the Local Authority and, as a result, to liaise with them;
- to ensure, together with the Headteacher, that any decisions made by a Case Conference, which involve school staff, are carried out as agreed at the Conference;
- to be a key professional support, together with the Headteacher, to members of staff to whom pupils have disclosed abuse;
- to ensure that the school identifies which children are on the Child Protection Register when referring a child for full assessment;
- to advise the Headteacher on Safeguarding input to the school curriculum;
- to monitor and evaluate the effectiveness of Safeguarding work carried out within the school;
- if unsure about whether a case should be formally referred or if there are genuine concerns regarding a child's health or development, to seek advice from other appropriate professionals.

c. ensure every member of staff and every governor knows:-

- the name of the designated person and their role;
- that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board;
- that they need to be alert to signs of abuse;
- what to do when they have observed abuse by other staff in the school;

- what to do if there is an allegation against the headteacher;
  - how to take forward those concerns where the designated person is unavailable;
  - how to refer disclosures and / or allegations about abuse from (i) within the school and (ii) home or outside; and
  - not to contact parents if it would put the child at risk.
- d. ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse;
- e. ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure;
- f. provide training for all staff so that they know:-
- i. their personal responsibility;
  - ii. the agreed local procedures;
  - iii. the need to be vigilant in identifying cases of abuse;
  - iv. how to make pupils feel encouraged and secure to discuss any concerns they may have; and
  - v. how to support a child who discloses abuse.
- g. notify the local social services 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 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 including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences;
- i. keep full written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Services immediately;
- 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 No: 002/2013 entitled *'Disciplinary and dismissal procedures for school staff'*;
- l. ensure that recruitment and selection procedures are made in accordance with Welsh Assembly Government guidance circular 34/2002 *"Child Protection:*

*Preventing Unsuitable People from working with Children and Young People in the Education Service”;*

- m. ensure that all staff are in possession of a current and valid CRB certificate (this is the responsibility of the headteacher); and
- n. designate a governor for child protection who will oversee the school’s child protection policy and practice.

**The Nominated Governor for Child Protection in this school is:  
Dr Margaret Jones**

**The role of the Nominated Governor for Child Protection is as follows:-**

- to ensure that the school has a Safeguarding/Child Protection Policy in place which is reviewed annually to ensure its effectiveness;
- to ensure that the Designated Teacher and other staff attend appropriate and regular training;
- to ensure that any allegation made against the Headteacher is immediately reported to them. The Chair of Governors will then contact the Schools Service Designated Lead for Child Protection/Safeguarding or Children's Services and attend any Professional Strategy meeting which is convened as a result;
- to ensure that the school has an up to date and agreed Staff Disciplinary Procedure for dealing with allegations of misconduct against members of staff including Child Protection allegations;
- to ensure that the school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all relevant staff in accordance with current regulations;
- to ensure that there is an item on the agenda of the Governing Body meeting, at least once a year, where the Safeguarding/Child Protection Policy is reviewed and a report is provided on:
  - changes to Child Protection procedures;
  - training undertaken by all staff and governors in the preceding twelve months;
  - the number of incidents of a Child Protection nature which arose in the school within the preceding twelve months (without details or names);
  - where and how Child Protection and Safeguarding appear in the curriculum;
- provide a link between the Governing Body and the school in relation to Child Protection and Safeguarding;
- act as a critical friend - support and challenge the school;
- keep their own Child Protection/Safeguarding knowledge up to date through attending training events for Nominated Governors;
- be familiar with current guidelines on Child Protection/Safeguarding and Safer Recruitment and be aware of changes to the regulations;
- ensure that Child Protection Policies and Procedures are in place and readily accessible to all staff;
- ensure that all staff and governors know what to do if they suspect a child is being abused;
- ensure that accurate records are being kept by the school and that the Child Protection file is up to date.

## **Training**

The Child Protection/Safeguarding training provided for all staff comprises the following:-

### **Induction**

The school will make available to all new members of staff and volunteers working in the school for the first time and governors, either prior to taking up their role or immediately after taking up their role, a copy of the Powys Local Safeguarding Children Board Induction Booklet entitled 'A Quick Guide to Child Protection, Protecting and Caring for the Children and Young People of Powys'. Staff and volunteers will be given the opportunity to read the booklet and sign the school's training record to confirm that they have read the document. The Designated Teacher for Child Protection will confirm the member of staff/volunteer's understanding of basic Child Protection information through a conversation with the individual.

### **Foundation Training**

The school will make available to all staff and governors opportunities to follow the LSCB Foundation Child Protection Training. These opportunities will either be made available on an individual school basis or as part of a cluster or regional Child Protection Training opportunity. The training will be offered at least every three years and, where members of staff and governors miss this training or are employed / join the governing body after a recent training opportunity, they will be expected to join the Child Protection training being delivered in a neighbouring school or undertake the LSCB e-learning Foundation Child Protection package.

### **Training for the Designated Teacher for Child Protection**

The school will make sure that the designated teacher for Child Protection receives additional training at least every 2 years, which covers the role of the designated teacher for Child Protection, developments in the Local Safeguarding Children Board approaches to Child Protection and Safeguarding, lessons learned from cases and inter-agency working. This training will be provided through the following:-

- specific training offered on an annual basis, by the Schools Service, in relation to the role of the designated teacher for Child Protection and related issues;
- attendance at the Local Safeguarding Children Board conference;
- attendance at the Area Child Protection Fora arranged twice a year through the Local Safeguarding Children Board.

### **Supporting the Pupil at Risk**

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

4.2 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.

4.3 The school will endeavour to support the pupil through:-

- a. the content of the curriculum to encourage self esteem and self motivation (see section 2 on Prevention);
- b. the school ethos which:-
  - i. promotes a positive, supportive and secure environment; and
  - ii. gives pupils a sense of being valued (see section 2 on Prevention);
- c. the school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour or the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;
- d. liaison with other agencies who support the student such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service; and
- e. keeping records and notifying Social Services as soon as there is a recurrence of a concern.

4.4 when a pupil on the Child Protection Register leaves the school, in addition to the standard transfer of information to the new school, the Designated Teacher for Child Protection will make immediate contact with the Designated Teacher for Child Protection in the new school in order to inform them that the child is on the Child Protection register and will seek urgent agreement from the Case Conference Chair for the transfer of minutes of Case Conference meetings and Core Groups, together with other relevant Child Protection information, to the new school.

Detailed information in relation to definitions of abuse and procedures to address issues of a Child Protection nature is included in the **APPENDIX** which is attached to this document.

### **Bullying**

4.5 Our policy on bullying is set out in *(a separate document/the school's behaviour policy)* and is reviewed annually by the governing body.

### **Physical Intervention**

4.6 Our policy on physical intervention is set out in *(a separate document)* and is reviewed annually by the governing body.

### **Children with Statements of Special Educational Needs**

4.7 We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and



multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

**Review**

This policy and the appendix will be reviewed annually and will be placed on the agenda for a discussion at a full governing body meeting at least once a year. The discussion will be minuted and will be supported by a report provided, by the designated teacher for Child Protection, on the following:-

- changes to Child Protection procedures;
- training undertaken by all staff and governors in the preceding 12 months;
- the number of incidents of a Child Protection nature which arose in the school within the preceding 12 months (without details or names);
- where and how Child Protection and Safeguarding appear in the curriculum;
- lessons learned from cases.

Signed:

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Date for Review: \_\_\_\_\_