

Ysgol Sefydledig Caergeiliog Foundation School



Safeguarding and Child Protection Policy

Caergeiliog Foundation School fully recognises its responsibilities for child protection. Our Policy applies to all staff, governors and to volunteers who work with children.

1. AIM:

This Policy has been developed in accordance with Caergeiliog Foundation School's commitment to 'Quality and Excellence in Education' and 'A Service of Care' and the need to ensure that children are effectively safeguarded from the potential risk of harm and that the safety and well-being of the children are of the highest priority in all aspects of the School's work.

We believe that child protection is crucial to ensuring that all children have the rights, confidence and environment in which they can make choices, express their views and communicate effectively with other children and adults. In order that a child may develop effectively and thus improve their lives and that of their families and communities they must be safeguarded from abuse, discrimination and harm of any kind, be it physical, sexual, emotional/psychological, financial or neglect.

Our mission is to encourage and enable children and young people to promote the holistic health, well-being and development of themselves, their families and their communities worldwide. We believe in children's active participation and in respecting their freedom of expression and communication, which are advocated in the United Nations Convention on the Rights of the Child.

Consequently, the School will take all possible steps to promote its ethos, whereby staff, pupils, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

2. OBJECTIVES:

The School considers this Policy as the initial step in ensuring that all members of the School community are:

- aware of their responsibilities in relation to safeguarding and child protection.
- know the procedures that should be followed if they have a cause for concern.
- know where to go to find additional information regarding safeguarding.
- are aware of the key indicators relating to child abuse.
- fully support the school's commitment to safeguarding and child protection.

3. MAIN PRINCIPLES:

- The School recognises its statutory duty to promote and safeguard the welfare of children.
- Our School also recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.
- Our School recognises that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.
- We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended School activities.
- In order to achieve this, all members of staff (including volunteers and governors) in our School, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- Our School operates an 'Open School Policy' and thus seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. Our School hopes that parents and pupils will feel free to talk about any concerns and will see School as a safe place if there are any difficulties at home.
- Children's worries and fears are taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- In our School, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the Wales Safeguarding Procedures.

In Summary:

As a School we:

- demand that teachers and other members of staff (including volunteers) in the School are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the School, and wholly compatible with their primary pedagogic responsibilities.

- recognise that safeguarding pupils in our School is a responsibility for all staff, including volunteers, and the Governing body;
- will ensure through training and supervision that all staff and volunteers in the School are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He/she will act as a source of expertise and advice, and is responsible for co-ordinating action within the School and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training.
- raising awareness of child protection issues by ensuring that all staff are fully trained and aware of the procedures to be followed when referring.
- will share our concerns with others who need to know, and assist in any referral process;
- developing and implementing procedures for identifying and referring cases, or concerns about abuse.
- will ensure all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Member of staff, who will refer the matter to the Social Service.
- equipping children with the skills needed to keep them safe.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies.
- will ensure that all staff are aware of the child protection procedures as listed by the Wales Safeguarding Procedures and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children;
- ensure that we practice safe recruitment in checking suitability of staff and volunteers to work with children.
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.
- supporting pupils who have been abused in accordance with their agreed child protection plan.
- establishing a safe environment in which children can learn and develop.
- establish and maintain an environment where children feel secure, are encouraged to express themselves, and where they are listened to.
- ensure that the children know that there are adults in the school whom they can approach if they are worried.
- include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse

The School will follow the procedures set out in the 'Wales Safeguarding Procedures':

- Ensure that we have a designated teacher for child protection who has received training and support.
- Ensure that we have a nominated governor for child protection.
- Ensure that every member of staff, volunteer and governor knows the name of the designated teacher for child protection.
- Ensure that all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher for child protection.
- Recognise the right of every member of staff and volunteer to "whistleblow" by including clear references to this procedure in training and school documentation.
- Ensure that parents are aware of the responsibility placed on schools and staff in child protection matters by setting out its obligations in the school prospectus.
- Develop effective links with the relevant agencies and co-operate as required with their child protection enquiries.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure records are kept under locked conditions, separately from the pupil's educational records
- Follow relevant procedures when an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that pupils who are abused or witness abuse may find it difficult to develop a sense of self-worth. They may feel despair, humiliation or blame. School may be the only stable element in a child's life. When at school their behaviour may be challenging or withdrawn. The school will endeavour to support the pupil through:

- The curriculum
- The school ethos, which promotes a positive, supportive and safe environment, which values the pupil as an individual.
- The school behaviour policy, which is aimed at supporting pupils at risk. The school will ensure that the pupil knows that some types of behaviour are unacceptable but that they are valued and not to be blamed for any abuse.
- Liaison with other agencies that support the pupil.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately, and that the child's social worker is informed.

4. DESIGNATED MEMBER OF STAFF:

- The Designated Safeguarding Person in this School is the Deputy Headteacher:
Mr Simon Browne.

- In the absence of the Designated Person, these matters will be dealt with by: **Elizabeth Owens/Lindsea Roberts**
- The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

Our School recognises that:

- the designated person need not be a teacher but must have the status and authority within the School management structure to carry out the duties of the post – they must therefore be a senior member of staff in the School.
- all members of staff (including volunteers) must be made aware of who this person is and what their role is.
- the designated person will act as a source of advice and co-ordinate action within the School over child protection cases.
- the designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- this person will possess skills in recognising and dealing with child welfare concerns.
- appropriate training and support will be given.
- the designated person is the first person to whom members of staff report concerns.
- the designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the All Wales Procedures.

This person will:

- Act as a source of advice, support and expertise within the School and be responsible for co-ordinating action regarding referrals by liaising with Social Services and other relevant agencies over suspicions that a child may be suffering harm.
- Circulate safeguarding advice and guidance issued by the All Wales Child Protection Agency, CSSIW, WAG and LA.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of Safeguarding to investigate further.
- Ensure each member of staff and volunteers at the School, and regular visitors (such as Education Welfare Officers, personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this Policy.
- Liaise with the Governor responsible for Safeguarding and Protection to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for Safeguarding and Protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.

- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the School does have to take appropriate action to safeguard a child.
- Where children leave the School Roll, ensure any child protection file is transferred to the new school as soon as possible but certainly within the 15 day national requirement, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.
- The designated person also has an important role in ensuring all staff and volunteers receive appropriate training.

They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how the Wales Safeguarding Procedures operate and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

5. DESIGNATED GOVERNOR:

The Designated Governors for Safeguarding at this School are: **Karen McCarter/Leiah Roberts**

- Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.
- The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.
- The Governors will review safeguarding practices in the School on a regular basis, and no less than annually, to ensure that:
 - The School is carrying out its duties to safeguard the welfare of children at the School;
 - Hold a termly monitoring meeting with designated safeguarding lead with an agreed focus.
 - Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
 - Child protection is integrated with induction procedures for all new members of staff and volunteers

- The school follows the procedures agreed by All Wales Child Protection and any supplementary guidance issued by WAG
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are raised, take appropriate action in line with All Wales Procedures.

6. RECRUITMENT:

- In order to ensure that children are protected whilst at School, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.
- We accept that it is our responsibility to follow the guidance given by WAG and in particular we will ensure that the following checks are satisfactory completed before a person takes up a position in the School:
 - Identity checks to establish that applicants are who they claim to be
 - Academic qualifications, to ensure that qualifications are genuine
 - Professional and character references prior to offering employment
 - Satisfy conditions as to health and physical capacity
 - Previous employment history will be examined and any gaps accounted for
 - DBS checks e.g. through birth certificate, passport, new style driving licence etc...

7. VOLUNTEERS:

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the School, in whatever capacity, will be recruited in line with our Recruitment Policy.

8. INDUCTION AND TRAINING:

- All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.
- All new staff at the School (including volunteers) will receive child protection information and a copy of this policy before starting their work at the School.
- All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The School will provide access to this training.
- Staff will attend refresher training every three years, and the designated person every two years. Online refresher courses will be provided yearly for all staff.
- Staff visiting the School for short periods of time e.g. 1 day supply cover, will receive information in relation to designated safeguarding and expected procedures.
- All adults are strongly encouraged to attend safeguarding training. Attendance at school training will be open to parent helpers, volunteers, governors and any other parties that come to contact with children on a regular basis.

- All NQTs are expected to have completed Safeguarding awareness training prior to commencing their employment.
- Students receive training via their university.

9. DEALING WITH CONCERNS:

- Members of staff and volunteers must not investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns. A 'Cause for Concern' is an action, observation or discussion that makes you feel anxious or worried about the well-being or safety of a child.

To this end, volunteers and staff will follow the procedures below;

- The person with the concern must record all causes for concern immediately and in writing on the cause for concern record sheet. Paper copies will be kept in classrooms.
- This must then be passed to the designated teacher immediately, who will decide on the appropriate actions.
- Even if this results in no further action, a vulnerable pupil file would be raised.

This will include:

- Vulnerable Pupil Information Sheet
- Monitoring Record Sheet
- Cause for Concern Form
- Sticker on the front of the folder indicating any other siblings
- This folder is placed in the 'live' vulnerable pupils and families section
- Make other staff aware that a vulnerable pupil file has been raised as appropriate.

Any further discussions, telephone calls or meetings in relation to the child must be recorded on the monitoring record sheet. Designated leads and other appropriate adults will hold a monthly meeting to discuss and review all live and dormant case files.

This provides the opportunity the designated teacher to:

- Monitor that agreed actions have taken place
- Evaluate the impact of these actions
- Agree next steps
- All further involvement and documentation must be stored in this file
- Files will be stored in a secure place.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of incidents.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

10. SAFEGUARDING IN SCHOOL:

- As well as ensuring that we address child protection concerns, we will also ensure that children who attend the School are kept safe from harm whilst they are in our charge.
- To this end, this policy must be seen in light of the school's policies on:
 - Personal, Social and Health Education and Sex and Relationships Education; Child protection issues will be addressed through the curriculum as appropriate.
 - Bullying; the School will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualised behaviour, or bullying that is homophobic in nature, cyber bullying or where there appear to be links to domestic abuse in the family home.
 - Safe recruitment and code of conduct for staff.
 - Racist incidents
 - Confidentiality
 - Behaviour and discipline
 - Health & Safety
 - Physical Intervention
 - Allegations against members of staff
 - E-Safety
 - Whistle Blowing
 - Visitors Policy
 - Induction Policy
 - Information Sharing Policy
 - Supervision Policy
 - Children Missing Education

11. PHOTOGRAPHING CHILDREN:

- We understand that parents like to take photos of or video record their children in the School play, or at sports day, or School presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.
- However, if there are Health & Safety issues associated with this – i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require a flash.
- We will not allow others to photograph or film pupils during a school activity without the parent's permission.
- We will not allow images of pupils to be used on school websites, publicly, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.
- The School cannot however be held accountable for photographs or video footage taken by parents or members of the public at School function.

12. CONFIDENTIALITY and INFORMATION SHARING:

- The School, and all members of staff at the School, will ensure that all data about pupils is handled in accordance with requirements of the law, and any national and local guidance.
- Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

13. CONDUCT OF STAFF:

- The school has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.
- At all times, members of staff are required to work in a professional way with children.

All staff should be aware of the dangers inherent in:

- Working alone with a child
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from children and parents contacting children through private telephone numbers (including texting), e-mail, MSN, or social networking websites.
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy we will view this as misconduct, and take appropriate action.

There are a range of mechanisms in place to ensure that pupils feel comfortable to express their concerns to adults for example:

- Through encouragement to discuss issues at school assemblies
- Via the school council meetings
- An open approach to discussing issues with staff

14. PHYSICAL CONTACT AND RESTRAINT:

Members of staff may have to make physical interventions with children. Members of staff will only do this in line with the School Policy.

15. ALLEGATIONS AGAINST MEMBERS OF STAFF:

- If anyone makes an allegation that any member of staff (including any volunteer of Governor) may have:
 - Committed an offence against a child
 - Placed a child at risk of significant harm
 - Behaved in a way that calls into question their suitability to work with children

The allegation will be dealt with in accordance with national guidance and School Complaints Procedures.

- The Head, rather than the designated member of staff will handle such allegations, unless the allegation is against the Head, when the Chair of Governors will handle the School's response.
- The Head (or Chair of Governors) will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer. This person will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.
- Allegations against any member of staff – other than the Headteacher must be reported to the Headteacher.
- Allegations against the Headteacher must be reported to the Chair of the Board of Governors.

16. BEFORE AND AFTER SCHOOL ACTIVITIES:

Where the Governing Body transfers control of use of School premises to bodies (such as sports clubs) to provide out of School hours activities, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the School on such matters.

17. CONTRACTED SERVICES:

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the School on such matters.

18. PARENTS AND CARERS:

- This policy will be available to download from the school website. Paper copies are available on request from the School office.
- A Statement will also be included in the School Prospectus.

19. PROVISION TO HELP PUPILS STAY SAFE:

Safeguarding permeates through all aspects of the wider School Curriculum. For example:

- PSHE
- School Council
- Wellbeing Committee
- Students Charity Committee
- Morning Service etc.

20. IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW:

- All adults in School will receive a copy of this Policy and will be asked to sign to say that they have read and agree to follow its procedures. It will be discussed at least annually at staff meetings.
- The effectiveness of the Policy will be reviewed and evaluated by the Governing Body annually, in light of any specific incidents or changes to local/national guidance.
- The designated governor for safeguarding will monitor one aspect of the School's work termly and report back to the full governing body.
- The Head will report on safeguarding matters through the termly report and safeguarding will be a standing item on the agenda at each full governing body meeting.
- Parents will be consulted via parents evenings, the website and induction meetings.

This policy will be reviewed annually.

Next review:-

July 2026

