

Ysgol Sefydledig Caergeiliog Foundation School



Safeguarding Children Procedures

PURPOSE OF THE PROCEDURE

'Do the fundamentally good things that keep children safe'

The following individuals are the Safeguarding Children Designated Persons at the school:

Senior Safeguarding Children Designated Person:- **Simon Browne**,

Safeguarding Children Designated Deputy Person: **Elizabeth Owens/ Mrs Lindsea Roberts**.

Designated Governors for Safeguarding Children: **Leiah Roberts/Karen McCarter**

1.0 INTRODUCTION

1.1 Ysgol Sefydledig Caergeiliog fully recognises its contribution to child protection.

There are four main elements to our Procedure:

- Prevention of harm through teaching and pastoral support offered to learners.
- Procedures for identifying and reporting on cases, or cases where abuse is suspected.
- Due to the daily contact between staff and children, we are in an advantageous situation to identify any signs of abuse and to offer support for learners who have possibly been victims of abuse.

1.2 Our Procedure applies to all staff and volunteers who work at the school including our Governors. The pastoral officer, a teaching assistant, break or lunchtime supervisor, carer, secretary, technical or administrative member of staff might be the first person a child informs of being abused.

2.0 PREVENTION

2.1 We recognise that high self-esteem, confidence, supportive friends, and good lines of communication with reliable adults reduces the risk of substantial harm to children by keeping them safe.

With comprehension of this, the school will:

- Establish and maintain an ethos where learners can feel safe and are encouraged to speak openly and to be listened to by any member of staff at the school.

- Ensure that learners know that there are adults at the school whom they can turn to in for advice and feel confident that they will be listened to fairly without prejudice.
- Include PSHE activities and opportunities in the curriculum to develop the necessary skills to safeguard themselves from abuse and to know who to turn to for help.
- Include material in the curriculum to assist learners to develop realistic attitudes towards life responsibilities, especially in terms of caring for children, bringing up a family and being good parents.

3.0 PROCEDURES

3.1 We will adhere to the Wales Safeguarding Procedures approved by the Local Safeguarding Board.

3.2 The School will:

- Ensure that a member of the senior management team has been deputised by the headteacher, who has the main responsibility for Safeguarding Children and has received appropriate training.
- Acknowledge the role of the Designated Co-ordinator for Safeguarding Children, arrange training, and provide support. All members of staff involved in Safeguarding Children will have received the appropriate training which has been approved by the Local Safeguarding Board.

Ensure that all members of staff and each governor is aware off:

- The name of the Designated Person and their role.
- The correct procedure to follow if they expect that a child is enduring or is at risk of enduring substantial harm.
- Their responsibility as individuals to refer child protection concerns by using the correct channels and within the deadlines agreed by the Local Safeguarding Children Board.
- How to address those concerns if the designated person is unavailable and understands the process of referral.
- The referral process if there are concerns about the Headteacher.

3.3 Ensure that members of staff are aware of the need to be aware of signs of abuse and know how to respond if a child alleges that they were abused.

3.4 Understand that it is required to keep a detailed and accurate record of any disclosure made by a child who raises concern.

3.5 Ensure that parents understand the responsibility of the school and of the staff in terms of safeguarding children by noting those responsibilities in the school prospectus and raising awareness of the contact numbers on the school website.

3.6 Understand that a pupil can be referred to social services either as a child in need, with parental consent or as a child at risk of substantial harm (parental consent is not required to refer under these guidelines). It is important that staff, pupils and parents understand that there is no need for parental consent to refer to Social Services if a child makes an allegation of abuse against a parent

and suffering or is likely to suffer substantial harm. Social Services and the Police will need to commence an initial assessment which will involve speaking to the child as soon as possible.

3.7 Provide child protection training (Level 2) to all staff. Level 3 training will be provided to the Designated Person/s and Designated Governors every two years. This training is to ensure everybody understands.

- Their own responsibility.
- The locally agreed procedure.
- That there is a need to be vigilant to identify the symptoms and signs of abuse; and
- How to support a child who alleges that abuse has occurred.

3.8 Notify the local Social Services team if:

- A pupil placed on the child protection register is excluded either for a fixed term or permanently; and
- If a child who is on the child protection register is absent from school without explanation for more than two days (or a day following a weekend).

3.9 Develop an effective link with the appropriate agencies and collaborate on enquires into abuse including being present in the case from the start in safeguarding children conferences, core groups and presenting written reports to the conferences.

3.10 Keep written records of concerns (My Concern IT Program) about individual children (including dates, incidents and the measures taken), even if there is no need to refer the matter immediately to the authorities.

3.11 Ensure that records about cases are always safely locked away in the main office store cupboard next to the Headteachers office.

3.12 Adhere to the procedure mentioned in the Welsh Assembly Government guidelines in the circular 45/2004 Disciplinary Procedures.

4.0 THE RECRUITMENT AND STAFF APPOINTMENT PROCEDURE IN SCHOOLS

4.1 Ensure that the recruitment and staff appointment procedure comply with the LA Procedure relating to DBS Procedures and the Disclosure Procedure.

4.2 Appoint Designated Governors with responsibility for Safeguarding Children who will supervise the schools safeguarding children Procedure and its administration.

5.0 SUPPORT FOR THE AT RISK PUPIL

5.1 We acknowledge that children who may be at risk of substantial harm, face abuse or have witnessed violence, may suffer terribly as a result.

5.2 The school maybe the most stable, quiet, and stable part of the child's life. However, a child who suffers at home can behave in a way that attracts attention, whether it be through challenging behaviour or through out of the ordinary behaviour.

5.3 The School will try to support the learner through:

- The school ethos which promotes a positive, supportive, and safe environment and facilitates each individual learner as a valuable member of the school society.
- Adhering to the Schools Behaviour and Disciplinary Policy that specifically refers to vulnerable learners. Each member of staff has a positive attitude which focuses on the child's behaviour without harming the young person's self-respect.
- Ensuring that the learner realises that some behaviour is unacceptable, that every individual is important to the school and that they realise that the child is not to blame for any abuse that has occurred.
- Contacting other learner support agencies, such as social services, Children and Adolescent Mental Health Services, the Education Psychology Service, Behaviour Support Services, and the Inclusion in Education Service.
- Keeping clear and concise records and informing Social Services if there is a regular concern about a child.
- Ensuring that information about a young person on the child protection register who is leaving the school is immediately transferred to the new school and notifying Social Services.

6.0 CONSENT TO REFER A CHILD IN NEED OF PROTECTION TO THE SOCIAL SERVICES DEPARTMENT

6.1 Due to the nature of the allegations, especially if they are against a parent or anyone who shares a home with the child, then IT IS NOT appropriate to discuss the matter, or obtain parental consent before transferring the matter to Social Services and it should be referred under the appropriate safeguarding children procedure.

7.0 ANTI-BULLYING

7.1 Our policy on anti-bullying is noted in a separate document and this is annually reviewed by the Governing Body.

8.0 REASONABLE FORCE

8.1 Our policy on safe intervention is noted in a separate document and this is annually reviewed by the Governing Body.

9.0 CHILDREN WITH A SPECIAL EDUCATIONAL NEEDS STATEMENT

9.1 Statistically, children who have disabilities and behaviour problems are the most vulnerable. Members of staff who deal with children with serious and multiple disabilities or sensory impairments must be alert to signs of abuse.

10.0 DEALING WITH AN ALLEGATION THAT A MEMBER OF STAFF IS RESPONSIBLE FOR ABUSE

10.1 If an allegation of abuse is made, the Headteacher should refer the matter to The Referrals Team in Social Services and immediately inform the Local Education Authority. However, it must be accepted that the situation must be dealt with there and then and the school should follow the steps below at that time:

Step 1. EACH member of staff who witnessed the incident must provide a verbal and written record to the attention of the Headteacher regarding the allegations, (unless the allegations are against the Headteacher – See Below).

Step 2. The Headteacher must access the risk to the child immediately and determine what would be best for the child (medical advice will possibly be required).

Step 3. If a member of staff does not know about the allegations, it would be wise to obtain advice from Social Services and the member of staff should be informed that an allegation has been made against them. The member of staff should not be informed of who made the allegation.

Step 4. Depending on the seriousness of the accusation, the Headteacher might be required to keep the member of staff and pupil separate and decide whether or not the member of staff should be suspended from work. If a decision is made not to suspend the member of staff, it should be ensured that a risk assessment is undertaken on a joint basis by the Headteacher and the Chair of the Governing Body. Suspension should be considered as a neutral and impartial course of action.

Unless the member of staff already knows, the Headteacher has no right to state who is making the accusation, or any details about it.

In order for the investigation to be undertaken thoroughly, an immediate suspension might be required. The member of staff will have the right to contact their Union for advice and this is a neutral course of action.

The member of staff must be given a contact name within the school of whom they can contact.

The member of staff must receive the phone number for the Counties Counselling Service.

Step 5. Social services must be informed as soon as possible once an accusation is made against a member of staff, and on the same day the matter is put before the Child Protection Designated Person.

The responsible member of staff should telephone **01248 725888** to speak to the Referrals Team from Social Services in order to receive advice and guidance.

Having received verbal information, the appropriate Senior Manager with responsibility in the Local Authority's Social Services must co-ordinate the response.

Step 6. It is essential that the LEA's Designated Officer for Safeguarding Children is informed of the allegations as soon as possible and on the same day the matter is brought to the attention of the Child Protection Designated Person, as they can also offer advice – they should be telephoned on **01248 753908** and the call should be confirmed by email.

Step 7. The Anglesey Child Protection Referral Form should be completed as soon as possible with details of the child making the accusation and all known details about the incident.

The form should be emailed to the Anglesey Safeguarding Team, Teulu Mon: teulumon@ynysmon.gov.uk at the same time, a copy should be emailed to the Designated Officer in the LEA: geralltroberts@ynysmon.gov.uk

Step 8. Within 48 hours or sooner, if possible, the Senior Manager of Anglesey's Social Services Department will call a strategy meeting where the Headteacher is invited to provide all available information at the meeting regarding: a) the child and b) the member of staff.

The Headteacher must inform the Chair of the Governing Body about the accusation and invite him/her to be present at the strategy meeting.

IT IS NOT THE HEADTEACHERS ROLE TO INVESTIGATE THE ALLEGATION – THAT DECISION IS MADE DURING THE STRATEGY MEETING.

However, the Headteacher will need to receive as much information as possible in order to obtain facts about the allegation. The information will be useful at the strategy meeting as they decide on the next appropriate steps.

11.0 DEALING WITH AN ACCUSATION AGAINST THE HEADTEACHER

11.1 If the accusation is against the Headteacher, the Chair of the Governing Body should be informed, and it is the responsibility of the Governing Body to inform the LA's Child Protection Designated Officer.

The Child Protection Designated Officer for Anglesey Council is Gerallt Roberts, her contact details are **01248 752908**, geralltroberts@ynysmon.gov.uk

If Mrs Gwyneth Hughes is unavailable, then the Chair of Governors must contact the Head of Education by telephoning **01248 752916**.

If the LA Officer is not available, or if it is decided that further advice is needed, this should come from the child protection designated manager in the Authorities Social Services. This is not the same as referring a case to the authority, but it could help the authority and the school when assessing the situation and deciding on the most appropriate steps.

If the allegation involves an offence or if it appears as though a child has been harmed or is likely to be harmed, the LA and the school must immediately refer the case in accordance with child protection procedures as established by the Local Safeguarding Children Board. The case will be referred to Anglesey Social Services. The Police will intervene if the accusation involves an offence.

12.0 DEALING WITH AN ACCUSATION AGAINST A MEMBER OF THE GOVERNING BODY

12.1 If the allegation is made against a member of the Governing Body, then the case should be referred to the LEA's Safeguarding Children Designated Officer.

13.0 TIME-SCALE FOR DEALING WITH AN ALLEGATION AGAINST A MEMBER OF STAFF, THE HEADTEACHER OR A MEMBER OF THE GOVERNING BODY

Step 1. The LEA's Social Services Department must be informed as soon as possible about an allegation of abuse/offense against a child by a member of staff or the Headteacher, and on the same day the incident is brought to the attention of the Child Protection Designated Person, or any other member of the Governing Body.

You should call 01758 8704455 to speak to the Duty Social Worker for advice.

Having received details verbally, the response is co-ordinated by the appropriate Senior Manager in the Social Services Department.

Step 2. It is essential that the LEA's Designated Officer for Child Protection is informed of the allegation on the same day the allegation is brought to the attention of the Schools Child Protection Designated Person or any other member of staff or Governing Body so that further advice can be provided.

You should call 01248 752888 to speak to the Designated officer for Child Protection.

Step 3. Within 48 hours or sooner, if possible, the Senior Manager of Anglesey Social Services will call a strategy meeting where the Senior Member of staff is invited to attend and submit all known information regarding:

a) the child and b) the member of staff or Headteacher

(If the allegation is made against a member of staff or the Headteacher, the Chair of the Governing Body will be invited to the strategy meeting)

If the allegation is made against the Chair of the Governing Body, the Headteacher will attend the strategy meeting as well as a Governor with responsibility for Safeguarding Children.

The LA's Designated Person for Safeguarding Children or a representative of the Education Director will be present at each strategy meeting relating to a member of staff or the Governing Body. Also, a member from the Human Resources Department will be invited to attend.

14.0 REFERRAL

Each case involving children must be referred by completing the Anglesey Social Services Referral Form, including as much information as possible.

If there is an urgent concern about a child's safety, the situation should be referred immediately by telephoning Anglesey Children Services or the Police. In such cases, the referral Form will be completed and sent to the Referrals/Assessment Team on the same working day in accordance with the WALES SAFEGUARDING PROCEDURES GUIDELINES.

This Procedure was prepared: July 2006

It was Updated: July 2014

It was authorised by the Governing Body: July 2015

It was reviewed: January 2017

It will be reviewed: Annually

Review details:

Next review:-

July 2026