



Child Protection Policy for Ysgol Gymraeg Casnewydd

Introduction

Ysgol Gymraeg Casnewydd fully recognises the contribution it makes to child protection. There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to pupils
- 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
- support to pupils who may have been abused.

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. This first point of contact is an important part of the child protection process, and it is essential that all members of staff are aware of and implement the schools procedures as noted in this policy.

This document will reflect the guidance and advice received from National and Local sources, in particular, the All Wales Child Protection Procedures (April 2008), Keeping Children Safe (2015) and associated policy and procedures that have been agreed by the SEWSCB.

Within this policy should be procedures for handling allegations against any adult working in any capacity within Ysgol Gymraeg Casnewydd. The authority has produced guidance support for managers when dealing with allegations against staff and is noted at the end of this document.

Prevention

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

The school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty

- include in the curriculum, activities and opportunities for Personal Social Education (PSE) which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help
- 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

We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- ensure it has a designated senior person for child protection who has undertaken the appropriate training (Head Teacher – Ceri Parry; Deputy Head Teacher – Rhian Evans; Foundation Phase Leader – Helen Philips)
- recognise the role of the designated senior persons and arrange support and training. (CP, RE, HP have had L2 training – HP 06/16; CP/RE 11/16)
- ensure every member of staff and every governor knows:
 - o the name of the designated senior person and their role and the designated governor for child protection, the proper channels and procedures to follow and the timescales agreed with the Local Safeguarding Children Board
 - o how to take forward those concerns where the designated senior person is unavailable.
- 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
- 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
- provide training for all staff so that they know:
 - o their personal responsibility
 - o the agreed local procedures
 - o the need to be vigilant in identifying cases of abuse
 - o how to support a child who discloses abuse.
- notify the local social services team if:
 - o a pupil on the child protection register is excluded either for a fixed term or permanently
 - o 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)
- 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
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately

- ensure all records are kept secure and in locked locations
- adhere to the procedures set out in the Welsh Government circular 002/2013: 'Disciplinary and Dismissal Procedures for School Staff'
- ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance 'Keeping Learners Safe'
- designate a governor for child protection who will oversee the school's child protection policy and practice

Supporting the pupil at risk

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

Ysgol Gymraeg Casnewydd 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.

The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self- esteem and self motivation (see section 2 on prevention)
- the school ethos which:
 - o promotes a positive, supportive and secure environment
 - o gives pupils a sense of being valued (see section 2 on Prevention)
- 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 of 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;
- liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Service and advocacy services
- 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 information to the new school immediately and inform Social Services.

Safer recruitment

In accordance with Welsh Government Guidance (Keeping Learners Safe Chapter 5 Safer Recruitment Practice), Ysgol Gymraeg Casnewydd will follow the HR management processes, which include a criminal record check and barred list check from Disclosure and Barring Services (DBS).

All members of staff, volunteers and governors will be required to hold an up to date DBS disclosure certificate, where applicable, in line with DBS regulations (governor support has noted that there is no need in Newport, however – see school's records for those members that have a DBS.) Further guidance on this can be obtained from Human Resources. The school will maintain a

record of all staff DBS disclosure dates and ensure that renewals are timely in accordance with HR policies.

The engagement of daily staff within schools should be subject to the same rigorous requirements as employed for permanent members of staff. The Headteacher will ensure that any person engaged to work in the school has satisfactory qualifications, references and checks.

The Headteacher retains responsibility for ensuring that all persons attending school site are appropriately risk assessed in circumstances where current DBS disclosures are unavailable. Governors, visitors and volunteers will always be supervised when working with children by a member of staff at all times.

Bullying

Our policy on bullying is set out (a separate document) and is reviewed annually by the governing body.

Physical intervention

Our policy on physical intervention is set out in (a separate document) and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons 097/2013

Children with Special Educational Needs

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. The school's policy on SEN has been set out in (A separate document) this policy/information can be located (on the staff shared – Polisiau 2016 and on the school website – www.ysgolgymraegcasnewydd.com).

E Safety

The school's policy on E Safety has been set out in (a separate document) This policy can be located. (on the staff shared – Polisiau 2016 and on the school website – www.ysgolgymraegcasnewydd.com)

Children who enter the Looked after System

Ysgol Gymraeg Casnewydd recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's Designated Person for Looked after Children is Ceri Parry – Head teacher.

Radicalisation

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas (Shereen Williams – 12/09/16)
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

The referral form is on the system (Diogelu) and the LA Prevent SPOC, who will be contacted in the first instance for advice on Prevent related matters, is as follows:

Shereen Williams,

Cydgysylltydd Rhanbarthol Cydlyniant Cymunedol/ Regional Community Cohesion Coordinator

Pobl a Newid Busnes / People & Business Change

Cyngor Dinas Casnewydd / Newport City Council

01633 210446 / 07793556803

Shereen.Williams@newport.gov.uk

Mandatory reporting of FGM

The school is aware of its duty to report known cases of FGM to the police (section 74 of the Serious Crime Act 2015). Where staff suspect FGM may have been carried out or think a girl may be at risk then the school will follow existing safeguarding procedures in these cases.

Domestic Abuse and Gender-based violence

This relates to: physical, sexual, psychological, emotional or financial abuse where the victim lives with or is related to the abuser. Men, women and children can be victims.

Children in families where there is domestic abuse are at risk of being harmed.

Gender based violence – is violence or threats of violence that comes from beliefs or customs relating to gender.

Sexual violence – includes exploitation, harassment or threats of a sexual nature.

There are often links between domestic abuse and child abuse. Where schools know or suspect there is domestic abuse in the home then the DSP for Child Protection should take appropriate action. Teaching staff have had training with Spectrum for Domestic Abuse (18/04/16). Spectrum held a parents information event (26/04/16) and Year 2 and Year 5 children did age-appropriate activities with Spectrum (16+18/05/16). Further guidance can be found in: 'All Wales Practice Guidance on Safeguarding Children and Young People Affected by Domestic Abuse'

Whistleblowing Policy

The school's whistleblowing policy has been set out in (a separate document). This policy/information can be located (staff shared – polisiau 2016).

Model note for staff

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

N.B: where the allegation is against a member of staff you should refer to Welsh Government Circular 002/2013 Disciplinary and Dismissal Procedures for School Staff & 009/2014 Safeguarding Children in Education: handling allegations of abuse against teachers and other staff. Any allegations against a member of staff must be reported to the Local Authority Designated Officer (LADO) or the Education Safeguarding Officer (ESO) straight away before any further action is taken.

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- yours is a listening role, 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 questions should be framed in an open manner so as not to lead the child
- you must report orally to the school's designated senior person for child protection immediately
- make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings
- do not give undertakings of absolute confidentiality
- that a child waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings
- your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans.

Confidentiality

Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this 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 in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the designated senior person and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

Links with other Policies, Legislation and Guidance

This policy must be read and considered within the context of other policies that pertain to work with children and young people. Staff will need to be aware and consider how other issues can and do have a bearing on child protection situations, such as drug and alcohol abuse, domestic abuse, mental health issues, bullying and child sexual exploitation.

A comprehensive list of policies and documents can be viewed on the subsequent pages. Added to this are a number of websites noted as hyperlinks to additional guidance, advice and information relating to child protection and to the safeguarding and wellbeing of children.

The Newport City Council Safeguarding policy and the above information can also be found on the Newport constructed site for Child Protection on www.newportlearn.net/cps

List of associated and additional policies, guidance, advice and appropriate website links

All these documents can be found on the Welsh Government website:

www.wales.gov.uk/educationandskills

- All Wales Child Protection Procedures- April 2008
- Keeping Learners Safe - Jan 2015
- Education Records, School Reports and the Common Transfer System-circular 18/2006
- Safeguarding Children: Working Together Under the Children Act 2004-circular 12/2007

- Procedures for Whistle blowing in Schools and Model policy- circular 36/2007
- Reporting Cases of Misconduct or Professional Incompetence in the Education Service- circular 018/2009 (replaces no: 33/2005)
- Disciplinary and dismissal procedures for school staff- circular 002/2013 (replaces circular 007/2001)
- Children Missing from Education 2010
- Safe and effective intervention-use of reasonable force and searching for weapons October 2010
- Revised Prevent Duty guidance for England and Wales HM Government – July 2015
- Safeguarding and Promoting the Welfare of Children who are at Risk of Abuse through Sexual Exploitation 2013

Other documents from other sources

- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989
- The Social Services & Wellbeing (Wales) Act 2014
- Violence Against Women Domestic Abuse and Sexual Violence (Wales) Act 2015

Hyperlinks to websites that have important links to Safeguarding, and in particular Child Protection (This is not an exhaustive list)

- www.wales.gov.uk
- www.sewsc.org.uk
- www.governornet.co.uk
- www.ewc.wales
- www.ceop.police.uk

South East Wales Protocols, Guidance and Useful Documents

- Child Protection Conferences - SE Wales Protocol
- Complex Abuse - SE Wales Protocol
- Hostile and Uncooperative Parents - SE Wales Protocol
- Multi Agency Referral Form
- Multi Agency Guidance Resolving Professional Differences
- Multi Agency Guidance on Working with Hostile or Uncooperative Parents
- Neglect - Practice Guidance
- Neglect - Practice Guidance - Welsh Version
- Responding to Concerns or Allegations of Abuse Made Against Adults who Work with Children and Young People - Practice Guidance
- Responding to Concerns or Allegations of Abuse Made Against Adults who Work with Children and Young People - Practice Guidance Welsh Version
- Safe Recruitment - SE Wales Guidance

The designated senior person (DSP) for child protection in this school is:

Ceri Parry – Head Teacher

The deputy DSP is:

Rhian Evans (DHT); Helen Philips (FPhL)

The designated governor for child protection is:

Jane Marshall

The Chair of Governors is:

Alan Speight

Telephone number (01633) 290270

The local authority Education Safeguarding Officer is:

Nicola Davies nic.davies@newport.gov.uk

Telephone number 01633 235664/07817106758

The local authority Designated Lead Officer for child protection is:

Mike Sloan mike.sloan@newport.gov.uk

Telephone number 01633 851485

Contact number for Children's Duty desk: 01633 656656/851423

Out of hours number: 0800 3284432

Preventions: 01633 851782 / 01633 235210

www.familiesfirstnewport.org.uk

The preventions referral form can be found at the above website

This policy was updated on 28 January, 2016 by Mrs Ceri Innes-Parry

This policy was presented and accepted by the Governing Body : 14 February 2017

The staff were made aware of this policy and or updates on February 27 2017– update training was held on February 27th, 2017. All teaching staff have passed Level 1 Child Protection Training.

Ceri Parry, Rhian Evans and Helen Philips have achieved Level 2 in Child Protection Training (HP June 2016, RE/CP November 2016)

Jane Marshall has achieved Level 3 in Child Protection Training

Governor signature: J Marshall 14/2/17