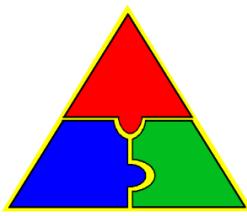


# YSGOL MAES Y MYNYDD RHOS WREXHAM

## POLICY: SAFEGUARDING (CHILD PROTECTION)

<b>Approvals</b>	
Approved by Governing Body on	Date: Autumn 2014
Signed by Chair of Governors: <i>S Heyward</i>	
To be reviewed annually	Date: Autumn term annually
Reviewed: No changes	Date: Autumn 2015
Reviewed: No changes	Date: Autumn 2016
Next review date:	Autumn 2017



## **Ysgol Maes Y Mynydd**

## **Child Protection Policy**

### **1. Introduction**

Ysgol Maes Y Mynydd 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; and
- support to pupils who may have been abused.

Our policy applies to all staff and volunteers working in the school and governors.

### **2. 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; and
- 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.

### **3. 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 member of staff, who has undertaken the appropriate training;
- recognise the role of the designated person and arrange support and training;
- 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; and
  - how to take forward those concerns where the designated 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:
  - their personal responsibility;
  - agreed local procedures;
  - the need to be vigilant in identifying cases of abuse; and
  - how to support a child who discloses abuse.
  - 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);
- 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 'Safeguarding Children in Education'; and
- designate a governor for child protection who will oversee the school's child protection policy and practice.

#### **4. Supporting the Pupil at Risk**

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

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.

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:

- promotes a positive, supportive and secure environment; and
- gives pupils a sense of being valued (see section 2 on Prevention);
- The school's behaviour and restorative practice 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; and
- 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.

## **5. Bullying**

Our policy on bullying is set out in our anti bullying policy and is reviewed by the governing body.

## **6. Children with Statements of 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.

### **Procedures (adhering to All Wales guidance)**

#### **SECTION A – Immediate Action**

##### **Action to be taken by School based staff (including Nurseries)**

- 1) If a member of staff suspects that a child has been abused or is at risk of suffering abuse the Headteacher (or deputy in his/her absence) must be immediately informed of the concern. Depending on the nature of the concern, point 2 or 3 will be actioned. The member of staff must make a written account of any disclosure or concern and pass it to the Headteacher as soon as possible.
- 2) The Headteacher or in his/her absence the Deputy Headteacher, or designated person should inform by telephone, without delay, the Duty Social Worker, at the local Safeguarding and Support Department Office.  
This should be the opportunity to discuss what action needs to be taken in any individual case and **how to keep the child safe**.
- 3) The incident will be logged and kept on record (as previously described).

**Parental Consent** - Obtaining parental consent should be considered before discussing a referral concerning their child with other agencies. Exceptions to this include:

- Where such action may put the child at increased risk.
- The possibility of threats or coercion.
- The loss of important evidence.
- The child's wishes that the parent/s are not informed, providing the child is competent to take that decision.
- Safeguarding and Support Department Team Managers in conjunction with the police will make the decisions whether or not parents should be informed and not the referrer.
- The reasons for the decision will be fully recorded.
- If the disclosure alerts to suspected sexual abuse, the referral will be discussed with CAFAT and the Headteacher will follow

- CAFATs advice on if the parents are informed of the referral or not.
- It is important that the referral is made with reference to the “All Wales Child Protection Procedures”.
- Information should be provided about the child’s name, address, date of birth, name and address of those with parental responsibility and reasons for the concern.
- If this discussion is confirmed as a referral, it should be confirmed in writing using the Safeguarding and Support department “Common Referral Form” and **MARKED CONFIDENTIAL**. It is also helpful to send a copy to the Education Social Work Team Manager. This will be completed by CAFAT.
- If an Education Social Worker or School Nursing Sister is available, they may be able to assist with any immediate action required but it remains the Head teacher’s responsibility to ensure that the action outlined above is taken.

The Safeguarding and Support Department should advise what action will be initiated and the action the referrer should take regarding communication with parents i.e. at what point parents should be contacted and by whom

- 1) A representative from the school and/or Learning and Achievement Department will normally be required to attend any resulting Child Protection Conference. The Headteacher or Deputy Headteacher will attend Child Protection Conference whenever possible. In their absence the class teacher or Well-being Manager will attend if possible.
- 2) Whether schools attend or not they will be expected to submit a report and these should be available to the Chair/Safeguarding and Support Child Protection Coordinator 48 hours prior to the meeting, keeping to factual information and not opinion or rumour. It is good practice to share any reports with the family at least the day before the conference.
- 3) **For a new referral it is the responsibility of the duty social worker/duty social work team manager to inform a referrer of action being taken within a maximum of 10 working days. When referrals concern open cases it is the responsibility of the child’s Social Worker or their team.**

The individual employee or professional making the referral may be asked to do some or all of the following tasks, and should be prepared and willing to do them:

Contribute to a strategy discussion or strategy meeting;

Assist in the child protection section 47 enquiries;

Attend the child protection conference;

Provide a written report for the child protection conference;

Contribute to the initial and core assessments.

### **Professional Anonymity**

Professionals cannot remain anonymous when making referrals, although members of the public are able to request this.

### **EDUCATION SOCIAL WORKERS, EDUCATION PSYCHOLOGISTS, PERIPATETIC TEACHERS AND ANY OTHER STAFF NOT ATTACHED TO SCHOOLS**

- 1) If an allegation of abuse is made whilst in a school situation, the Headteacher (or person acting as the Headteacher) should be immediately informed of the concern and the school-based procedures should be followed.
- 2) If the allegation of abuse or concern is "out of the school situation" the same procedures should be followed without delay described for Headteachers in Section A.
- 3) The employee concerned should inform his or her Line Manager of the action taken and confirm this in writing to the Education Social Worker Team manager on the appropriate referral form.

The referrer should also, at the earliest opportunity, inform the Headteacher of this action.

**WHERE IT IS ALLEGED ABUSE HAS TAKEN PLACE INVOLVING A MEMBER OF LEARNING AND ACHIEVEMENT STAFF.**

- 1) When it is alleged or suspected that a pupil has been abused by a member of staff employed by the Learning and Achievement Department, the following procedure should be taken.
- 2) The Headteacher/Manager or deputy in his/her absence should be informed immediately.
- 3) All suspected abuse must be reported to Safeguarding and Support or The Police, via the Team Leader for Educational Social Work.
- 4) Agencies must not undertake their own internal enquiries but must refer on as described above. Agencies must not make their own decisions about whether a concern that involves a particular member of their own staff is a disciplinary issue or a child protection issue. Such complex considerations should only take place with the involvement of Safeguarding and Support and The Police.
- 5) In the event of an allegation of abuse being made against an individual employee in their private life, child protection enquiries should be conducted in accordance with the procedures described in the All Wales Child Protection Procedures.

Occasions may arise when staff are concerned that the normal procedures may not apply or be followed, e.g. if it is alleged that the abuse involves a Headteacher, Manager or senior member of staff. In such situations:

- a) Inform, without delay, the appropriate Chief Officer based at the County Borough Learning and Achievement Department.
- b) Alternatively, request a “confidential” interview with the appropriate Chief Officer, Education Social Work Team Manager or Head of Education Inclusion.

**Definitions of abuse**

**Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

## **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home **or being bullied**, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

**School Specific Arrangements:**

If a parent arrives to collect their child from school and is under the influence of alcohol or drugs, the most senior member of staff available will make an assessment as to if the parent is capable of taking care of the children.

If a representative of the parent arrives to collect the children under the influence of alcohol or drugs, the parents will be called to collect the children.

If the senior person judges that the parent is not capable of caring for their children they will immediately phone CAFAT/EDT and the police, retaining the children in the care of the school. The Headteacher will be notified. If the parent is judged capable the incident will still be reported to CAFAT/EDT and the Headteacher informed.

Cafat – 01978 292039 (until 5pm)  
EDT - 08450533116 (from 5pm)

**Named persons in school:**

Child Protection Lead – Kay Pritchard

Child Protection Deputy – Janet Rowlands

Well-being Manager – Jane Hand

**Welfare Checks:**

Where a welfare check is sought by CAFAT or ESW, this will be carried out by a member of the leadership team or the well-being manager.  
The welfare check will be recorded in the CAFAT contact log.

If CAFAT request a welfare check, a return phone call will be made with information. It will not be given out in receipt of a phone call.

**Students on placement:**

On school experience trainees will be under the supervision of an employed member of school staff at all times when in the presence of children.

## **APPENDIX 1**

### **Disclosure / Allegation of Abuse**

Should a young person disclose that s/he has been or is being abused, this information must be passed on. If a young person discloses abuse, the staff member should:

<b>DO</b>	<b>DON'T</b>
Listen to the child / young person rather than directly questioning him or her.	Stop a child who is freely recalling significant events.
Encourage the child / young person to allow another person to be present.	Show shock or disquiet.
Reassure the young person that they are not to blame and are right to tell.	Guarantee confidentiality.
Inform the child / young person that you will have to pass information on.	Put words into the child / young person's mouth.
Make a written record of the discussion as soon as possible after the child has made the disclosure to you , taking care to record the timing, setting, personnel / other staff as well as what was said.	Be afraid to seek support from yourself from your line manager. However, it is not appropriate because of the high standard of confidentiality that must be maintained in child protection to discuss individual cases with personal friends or acquaintances, who may be able to identify the family concerned.
Be clear about your own position, you work for a Department that has a responsibility to protect children and young people.	Interrupt the child / young person.
Keep any drawings, paintings etc. that the child / young person may do to show what happened to him or her.	Expose the child / young person to mass examination by staff to verify any injuries.
Remain calm and reassuring.	Question the child, remember, this task must be undertaken by specially trained professionals.

## **Appendix 2: 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](#).*

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 may be waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings; and
- 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.

The designated child protection person for this school is  
Miss Kay Pritchard – details of others to contact are displayed on posters around school.

The local authority designated lead officer for child protection is  
Mr John Grant – contact number shown on posters around school.

*The policy is available on the website or via the school office.*

*Reviewed: Autumn 2014*

*To be reviewed annually*

*Next review date: Autumn 2017*