



ysgol ardudwy

Child Protection

Dyddiad Mabwysiadu : 24/10/18

Dyddiad Adolygu :

23/10/2019

Llofnod Cadeirydd y Corff Llywodraethol: *Anwen Hughes*

Dyddiad: 24/10/2018

Llofnod y Pennaeth:

H A Williams

Dyddiad: 24/10/2018

Llofnodwyd

Cydlynnydd Staff dros Amddiffyn Plant:
Llywodraethwr â Chyfrifoldeb:
Pennaeth:

Aled Williams / Amanda Williams
Anwen Hughes
Aled Williams



Ysgol ardudwy

Purpose of the Policy

'Do the fundamentally good things that keep children safe.' Lord Lamming 2008

The following individuals are the Child Protection Designated Persons in the school: **Aled Williams**

Deputy Child Protection Designated Person: **Amanda Williams**

Child Protection Designated Governor: **Anwen Hughes**

1. Introduction

1.1 **Ysgol Ardudwy** School fully recognizes its contribution to child protection.

There are four main elements to our policy:-

- a) prevention of harm through teaching and pastoral support provided for pupils;
- b) procedures for identifying cases or suspicions of abuse and report on them;
- c) Due to our daily contact with children, school staff are in a situation to identify any signs of abuse and offer:
- d) support for pupils who have possibly been victims of abuse.

1.2 Our policy applies to the entire staff and volunteers who work at the school including our Governors. Perhaps a learning support assistant, break and lunch time supervisor, carer, secretary, a technical or administrative staff member will be the first person whom a child informs that they are being abused.

2. Prevention

2.1 We recognize that high self-esteem, confidence, supportive friends and good lines of communication between pupils and an adult in which they can confide, assists to protect pupils.

By understanding this, the school will:

- a) establish and maintain an ethos where the pupils feel safe and are encouraged to speak openly and be listened to by any School staff member;
- b) ensure that pupils know that there are adults at the school whom they can turn to if they are concerned or are in difficulties, and feel confident that they will be given a fair and unprejudiced hearing;
- c) include, in the curriculum, Personal and Social Education activities and opportunities to empower children to possess the required skills to protect themselves from abuse and know who to turn to for support; and
- d) include, in the curriculum, material to assist pupils to develop realistic attitudes towards responsibilities in adult life, especially child care, bringing up children and being good parents.

3. Procedures

3.1 We will adhere to All Wales Child Protection Procedures that have been confirmed by the Local Safeguarding Children Board and in accordance with 2008 All Wales Child Protection Guidelines.

3.2 The school will:

- a) ensure that it has a member of the Senior Management Team deputised by the Head Teacher, with the main responsibility for Child Protection and who has received appropriate training;



Ysgol ardudwy

- b) recognize the role of the Designated Co-ordinator for Child Protection, arrange training and provide support. Ensure that all staff members involved with Child Protection have received the appropriate Level 2 training which has been approved by the Local Safeguarding Board.
- c) ensure that all staff members and every governor is aware of:-
- The name of the designated person and their role;
 - The right procedure to follow if they suspect that a child is suffering or at risk of suffering substantial harm
 - That they have a responsibility as individuals for referring child protection concerns through using the correct channels and within the deadlines agreed with the Local Safeguarding Children Board; and
 - What action to take about those concerns if the designated person is unavailable and understand the referrals procedure.
 - The referrals procedure if there are concerns about the Head Teacher.
- d) ensure that staff members are aware of the need to be aware of signs of abuse and know how to respond to a child who may divulge that abuse has occurred;
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- e) that there is a need to make a detailed and accurate record of any disclosure by a child who raises a concern
- f) ensure that parents understand the school and staff's responsibility for child protection through noting their responsibilities in the School prospectus, and raise awareness of the contact numbers on the school website.
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- g) A pupil can be referred to Social Services either as a Child who requires early intervention, 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 is suffering or likely to suffer from substantial harm. Social Services will need to commence an initial assessment which will include speaking with the child as soon as possible.
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- h) Provide child protection training to our entire staff through the Authority's level 1 training package which is updated annually. Level 2 training will be provided to the Head Teacher, Designated Person and designated Governor through the Education Department every three years. This training will ensure that everyone understands;
- Their own responsibility
 - The locally agreed procedure;
 - That there is a need to be vigilant to identify symptoms and signs of abuse; and
 - How to support a child who divulges that abuse has occurred.
- i) 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 pupil who is on the child protection register is absent from school without an explanation for more than two days (or for a day following a weekend);
- j) Develop an effective link with relevant agencies and collaborate on enquiries into abuse including:
- - In discussions about the case from the offset,
 - At child protection conferences,



Ysgol ardudwy

- At core groups and
 - Submit written reports to every Conference and Core Group.
- k) Keep written records of concerns about children (including dates, incidents and the measures taken), even if there is no need to refer the matter immediately to the authorities;
- l) Ensure that all records about cases are always safely kept under lock and key in the officer of the Designated Person with responsibility for child protection;
- m) Adhere to the procedures mentioned in the Welsh Assembly Government guidelines in the circular 45/2004 Disciplinary Procedures.

4. The Recruitment and Staff Appointment Procedure in Schools

- 4.1. Ensure that the recruitment and staff appointment procedure complies with the Council Policy relating to DBS Procedures and the Disclosure Policy.
- 4.2. Appoint a designated Governor with responsibility for Child Protection who will supervise the school's child protection policy and its administration.

5. Support for the At Risk Pupil

- 5.1 We recognize that children who may be at risk of substantial harm, or who face abuse or who have witnessed violence, may be hugely impacted by this.
- 5.2 Perhaps the school is the only element and a stable, safe and secure haven in the lives of at risk children. However, a child who suffers at home can behave in a way that attracts attention, whether it be through challenging behaviour or in a behaviour that is different to the child's normal behaviour.
- 5.3 The school will try and support the pupil through:
- a) the school ethos which :
 - promotes a positive, supportive and safe environment; and
 - promotes every pupil as an individual who is a valuable member of the school's society.
 - b) adheres to the school's Behaviour and Disciplinary Policy which specifically refers to vulnerable pupils. Every staff member has a positive attitude that focuses on the child's behaviour but without harming the young person's self-respect.
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 - c) ensure that the pupil realises that some types of behaviour are unacceptable, that every individual is important by the school and that they realise that the child is not to blame for any abuse that has occurred.
 - d) contact other pupil support agencies, such as Social Services, Children and Young People Mental Health Services, the Education Psychology Service, Behaviour Support Services and the Inclusion in Education Service;
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 - e) keep clear and concise records and inform Social Services if there is a regular concern about a child;
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 - f) ensure that information about a young person on the child protection register who is leaving the school is immediately transferred to the new school and notify Social Services.



Ysgol ardudwy

Refer a Child in need of Protection to the Social Services Department

6. Consent

6.1 If allegations of a serious nature are made or if the allegation is 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 child protection procedure.

7. 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. 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. Children with a Special Educational Needs Statement

9.1 Statistically, children who have disabilities and behavioural problems are the most vulnerable. There is a need for staff who deal with children who have serious and multiple disabilities or sensory impairments to be especially sensitive to signs of abuse.

10. Dealing with an allegation that a Staff member is responsible for abuse.

10.1 If an allegation of abuse is made, the Head Teacher should refer the matter to the Referrals Team in the Social Services and immediately inform the Designated Officer in the Local Education Authority (Delyth Lloyd Griffiths). However, it must be accepted sometimes that the situation must be dealt with at once and the school should follow the steps below at that time:

Step 1 EVERY staff member who witnessed the incident must provide a verbal and written record to the attention of the Head Teacher regarding the allegation(s). (*unless the allegations are against the Head Teacher - see below)

Step 2 The Head Teacher/Manager must assess the risk to the child immediately and determine what would be better for the child. (Medical advice will possibly be required).

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

Step 4 Depending on the seriousness of the accusation, perhaps the Head Teacher will need to keep the staff member and pupil separate and decide whether or not the staff member should be suspended from work. Action will need to be taken in accordance with clauses 5.2 (Allegations that include child protection matters - receiving an allegation) and 6 (Suspension) from the School's Disciplinary Policy. If a decision is not made to suspend a staff member, it should be ensured that a risk assessment is undertaken on a joint basis by the Head Teacher and the Chair of the Governing Body. Suspension should be considered as a neutral and impartial course of action.

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



Ysgol ardudwy

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

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

The Staff member must receive the phone number for the county's Counselling Service.

Step 5 Social Services must be informed as soon as possible once an accusation has been made against a staff member, and on the same day the matter is brought before the Protection Designated Person.

The staff member with responsibility should telephone 01758704455 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 Child Protection 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 - Delyth Lloyd Griffiths should be telephoned on 01286 679007 and the call should be confirmed by e-mail.

Step 7 The Gwynedd 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 e-mailed to the Gwynedd Social Services Referrals Team: cyfeiriadauplant@gwynedd.gov.uk

At the same time, a copy should be e-mailed to the Designated Officer in Gwynedd's LEA.

delythgriffiths@gwynedd.llyw.cymru

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

*The Head Teacher/Manager must inform the Chair of Governors about the accusation, and invite him/her to be present at the strategy meeting.

IT IS NOT THE HEAD TEACHER'S ROLE TO INVESTIGATE THE ALLEGATION - THAT DECISION IS MADE AT THE STRATEGY MEETING.

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

11. Dealing with an Accusation against the Head Teacher

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

The Child Protection Designated Officer for Gwynedd Council is Delyth Griffiths. Her contact number is 01286679007 delythgriffiths@gwynedd.llyw.cymru

If Mrs Griffiths is not available, then the Chair of Governors must contact the Head of Education Department or their deputy by telephoning 01286 679467.

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 Authority's 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.



Ysgol ardudwy

If the allegation is involved with an offence or it appears that 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 Gwynedd Social Services. The Police will intervene if the accusation involves an offence.

12. Dealing with an allegation against a member of the Governing Body

- 12.1 If an allegation is made against a member of the Governing Body, then as in Part 4.3.6 of Wales Child Protection Guidelines - Allegations of abuse regarding, or against a qualified staff member or volunteer who is involved with children or vulnerable adults (or who manage/supervise/influence them), then the case should be referred to the LEA's Child Protection Designated Officer.

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

Step 1 The LEA's Social Services must be informed as soon as possible about an allegation of abuse / offence against a child by a member of Staff or the Head Teacher, 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.

01758704455 should be telephoned to speak to the Duty Social Worker for advice.

*Having received details verbally, the response is coordinated 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 School's Child Protection Designated Person or any other member of Staff or Governing Body so that further advice can be provided-

01286679007 should be telephoned

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

a) the child and b) the staff member or Head Teacher

(if the allegation is made against a staff member or the Head Teacher, 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 Head Teacher will attend the strategy meeting as well as the Governor with responsibility for Child Protection.

The LA's Designated Person for Child Protection or a representative of the Education Director will be present at every 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.



Ysgol ardudwy

13. Referral

Every case involved with children must be referred by completing the North Wales Referral Form and 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 the Gwynedd Children Services' referral team. In such cases, the Referral Form will be completed and sent to the Referrals/Assessment Team on the same working day in accordance with 2008 ALL WALES CHILD PROTECTION GUIDELINES..