



**ysgol ardudwy**

# **Diogelu**

Dyddiad Mabwysiadu : **24/10/2018**

Dyddiad Adolygu : **24/10/2019**

**Llofnod Cadeirydd y Corff Llywodraethol:**

**Dyddiad:**

**Llofnod y Pennaeth:**

**Dyddiad:**





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### 1. Introduction

- 1.1. The Education Service policies and procedures correspond to Gwynedd Council's corporate policies and have been drawn up in accordance with the council's vision to ensure the safety and well-being of children and young people in Gwynedd.
- 1.2. Gwynedd Education Service recognizes its statutory obligations in protecting children in education. The aim of the education service is to ensure the well-being and safety of children and young people who make use of the services within and outside schools and other educational provisions.

### 2. Legislative Background

- 2.1. The Authority complies with the following requirements and principles:
  - All Wales Child Protection Guidelines 2008
  - Child Protection In Education: Circular 158/2015 WG
  - Working Together – the 2004 Act
  - Gwynedd and Isle of Anglesey Safeguarding Children Board and North Wales Local Safeguarding Board Protocols and Policies
  - Vision of Gwynedd Children and Adults Protection Strategy Panel
  - Social Services and Well-being Act (Wales) 2014
- 2.2. The education service also has a monitoring role in ensuring that Gwynedd Schools understand and implement child protection procedures.

### 3. Responsibilities within the Education Service

- 3.1. The Head of Education (Mr Garem Jackson) is the Chief Statutory Officer responsible for ensuring that the service fully implements its statutory obligations as regards Child Protection.
- 3.2. The lead responsibility for developing policies and procedures is delegated to the Education Department's Child Protection Designated Executive Officer (Mrs Delyth Lloyd Griffiths). She works closely with Children Services to ensure multi-agency policies and procedures and quality training. **The Senior Child Protection Officer (Delyth Lloyd Griffiths) is the Education Department's Child Protection Designated Executive Officer for receiving any enquiries** (see [Appendix 2](#)).
- 3.3. The Head of Education represents Education on the Safeguarding Children Board and on Gwynedd's Strategic Panel for Safeguarding Children and Adults. The Education Department's Child Protection Designated Executive Officer (Delyth Lloyd Griffiths) represents Education on Gwynedd's Operational Panel for Safeguarding Children and Adults. Education Officers fully contribute on various sub-groups.
- 3.4. The Education Management Team receives quarterly reports against the Council's agreed indicators that indicate the Department's performance in the protection field. External validation of quality of protection procedures is completed annually, e.g. through school assessment by external peers.

### 4. Service Protection and Schools / Educational Establishments Duties

- 4.1. The role of Gwynedd Education and Schools service within the Child Protection system is to ensure a safe environment and ethos that enable children and young people to learn, with adequate focus on their well-being and safety. Every worker should consider his role in:



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- protecting children from harm
- preventing abuse
- promoting well-being

4.2 Schools and the Education Services have an obligation to work with Social Services and the council's other departments to promote safety through raising awareness, improve understanding and strengthen children and young people's resilience via the curriculum as well as through preventative and early intervention work; through referring concerns, contributing information and towards needs assessments.

The service will co-ordinate requirements and closely work with schools and other agencies in the protection field, specifically Children Services, Health and the Police.

4.3. The education service implements Gwynedd's corporate and educational responsibilities when ensuring that all schools, units, Further Education colleges, other education placements and partners have effective procedures when:

- preventing inappropriate individuals from working with children and young people
- promoting excellent practices and challenge inadequate and unsafe practices
- robustly identify and respond to any concerns as regards a child's safety and well-being, implementing procedures that ensure safety
- regularly monitor and evaluate to improve quality of structures and service protection procedures

4.4. In the event of a lack of appropriate action as regards child protection cases in Gwynedd schools, the following measures will be taken:

- Delyth Lloyd Griffiths, the Department's Senior Child Protection Officer, will complete an unannounced protection audit within the school without any prior notice
- A letter will be sent to the School Chair of Governors to inform him/her of the concern
- A report will be prepared and shared with the School and Governors following the audit

4.5. All educational establishments in Gwynedd are expected to ensure:

- that there is a current and comprehensive child protection policy in place that accords with guidance provided ([Appendix 1](#));
- that broader Protection policies are reviewed and adopted in a timely manner by the School's governing body
- that the activities that may occur within and outside the school are taken into account in the broader Protection policies and procedures (use of leisure facilities, educational visits, use of the school's facilities for community purposes etc.)
- that a member of the senior management team is designated for Child Protection and is responsible for Protection matters within the establishment. See [Appendix 3](#). They should give advice, induct all members of new/supply staff, provide specific and general guidance, ensure training arrangements and provide an up-date, and serve as contact with the education service/social services/other agencies in protection matters;
- that the Designated Protection Person has the appropriate powers to take action, has received training to the appropriate level and has suitable experience;
- that a safety 'substitute/deputy' is known to all in the Designated Person's absence;
- that every school and unit introduces a Child Protection Annual Report for the attention of the Education service annually, by the end of the Summer term



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- that a Child Protection Designated Governor has also been trained to the appropriate level, that they are available to assist the Designated Person when appropriate, and contribute towards and present the Annual Report to Governors annually for the Governing Body's attention ([Appendix 4](#));
- 4.6. The categories of abuse highlighted in 2008 All Wales Child Protection Guidelines receive due focus:
- Physical abuse
  - Emotional abuse
  - Sexual abuse and sexual exploitation of children
  - Negligence
- 4.7. The entire Gwynedd Education Service workforce have an obligation:
- to be aware of All Wales Child Protection Guidelines 2008
  - to demonstrate a professional approach and act legally in the interests of children and young people's well-being and safety
  - "Whistle-blowing" if they are aware of any instance of abuse
  - look out for signs of abuse and respond in line with 2008 All Wales Child Protection guidelines (see Part 2.1, 2.2, 2.3 and 2.4)
  - look out for signs of abuse from adults who work with or who supervise children and young people, and respond in accordance with 2008 All Wales Child Protection guidelines (see Part 2.1, 2.2, 2.3 and 2.4)
  - look out for signs of bullying (refer to national and local guidelines)
  - know how to respond when a child divulges information and what appropriate action to take (see Part 2.1, 2.2, 2.3 and 2.4)
  - know to whom to refer any suspicions or disclosure from a child or young person, within and outside school hours;
  - present a written statement/record of observations or verbal statements by a child or young person
- 4.8. In compliance with WG guidelines, every school has an obligation to designate a teacher and governor for Child Protection (see Protecting Children In Education: 158/2015).
- 4.9. Education Department Officers will plan and co-ordinate service provision and allocate resources to fulfil safeguarding requirements, in accordance with legal, national and local requirements. Collaboration occurs via the North Wales Safeguarding Board, and Gwynedd Safeguarding Strategy/Operational Panels with other agencies, jointly planning and making provision with professional workers in the health care field, social services, youth justice team.
- 4.10. At a strategic level, Gwynedd education service will:
- ensure regular contact with the appropriate diocesan authorities regarding arrangements for aided schools;
  - annually monitor and report on schools success in compliance with 2008 All Wales Child Protection Guidelines, particularly implementation of appropriate policies and procedures;
  - ensure safe recruitment and employment structures, in accordance with the Corporate policies;
  - corporate collaboration to ensure that staff are trained to the appropriate level, including the designated persons responsible for child protection (teachers and governors);
  - draw the School Governing Body's attention to any shortcomings and advise them on actions required to remedy this;
  - take action to resolve any inter-agency problems as soon as they become apparent;



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- play a full role in case reviews in accordance with Chapter 10 – Child Protection; Working Together – under the Children’s Act 2004 and the Social Services and Well-being (Wales) Act 2014;
- share information and relevant outcomes on cases and reviews with schools/designated persons as part of the quality improvement procedure;
- ensure multi-agency and partnership collaboration across the service;
- collaborate with the Local Safeguarding Board and the council to ensure appropriate resources to meet Protection field requirements

### 4.11. At a support level the education service ensures that:

- training is available at an appropriate level for all the Authority's new staff, for staff who work with children in school and other education services, and for school governors. The training will enable them to effectively fulfil their child protection responsibilities. Annual training will be provided to ensure that staff skills and knowledge are regularly updated.
- further training for the Authority's staff who are mainly responsible for child protection and safeguarding, provided through collaboration with the North Wales Safeguarding Board.
- a record of all designated individuals and the governors nominated by the governing bodies to be responsible for child protection within schools, what training was provided for those individuals and dates of training.
- opportunities for staff to update training to the appropriate level in accordance with the Department and the Council’s policy (Level 1 annually for everyone and Level 2 every three years for designated officers within schools).
- provide schools with model policies and procedures on all aspects of child protection.
- take appropriate action as regards abuse allegations against staff and volunteers.
- provide advice and support for schools and other education services to deal with individual cases: act on their behalf where required to solve any difficulties with Safeguarding Board partner agencies.

### 4.12. On an operational level, the Council, in collaboration with the education service will:

- ensure safe recruitment procedures and that all specific investigations are completed and updated on staff, volunteers and Governors who work with children, as appropriate.
- Ensure arrangements for protecting and promoting the well-being of children who do not attend schools, pupils who have been excluded from school, who are taught in referral units, who have complex and intense medical needs, or who receive a home tutors service.
- Monitor children’s well-being and safety and educational welfare who are taught at home.
- Collaborate with the relevant agencies to monitor Protection arrangements for learners who are taught outside the county
- Ensure that there are procedures in place to deal with abuse allegations against staff members in accordance with Welsh Government guidelines. Work with schools and Safeguarding Children Board partner agencies to ensure that allegations are dealt with rapidly, fairly and consistently.
- Ensure that Authority staff (including any staff who fulfil functions on behalf of the Authority) who work with children are investigated to an appropriate level and receive training to effectively fulfil child protection responsibilities.
- Ensure support for schools when contacting establishments and services outside the county, so as to receive or exchange relevant information and promote effective collaboration across counties.

## 5. The Governing Body's Role in Schools and Further Education Colleges

The role of the Governing Body in a School or Further Education College is to;



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- Ensure that their establishment implements effective policies and procedures to protect and promote pupils well-being in accordance with national and local guidelines, including committing resources to child protection matters and monitor that the school complies with field requirements;
- that the school has safe recruitment procedures and ensure that all appropriate checks are held on new staff and new volunteers who will be working with children, including CRB checks. (see Safe Recruitment Policy);
- that a senior member of the school's leadership/management team has been designated as a Protection Designated Person, and receives an appropriate level of refresher training and a regular update to constantly update his skills and knowledge, to advise and support other staff. The Designated Person will maintain contact with the education service and work with other agencies (see [Appendix 3](#) – role of the Designated Person at a school) and, where appropriate, provide guidance for other staff. A deputy should be designated in the designated person's absence and at large establishments, or those where there are a huge number of child protection concerns, more than one deputy will need to be designated;
- that the Designated Person and the entire staff and other permanent volunteers who work with children receive the appropriate training so as to enable them to effectively fulfil their child protection responsibilities, and refresher training to update their information (Level 1 annually for everyone and Level 2 every three years for the Designated Person). Also that supply/temporary staff and volunteers who deputise during short term absences, and who will be working with children, receive clear guidelines on school child protection arrangements and their responsibilities;
- to ensure that Designated Protection Governor has been trained to a confident level of proficiency in the field (Designated Governor and the Chair to receive Level 2 and other Governors to receive Level 1), to fulfil their functions and understand their broader protection responsibilities. The designated Governor should maintain regular contact with the head teacher, and assist in providing information and annual reports for the governing body on matters where there are no allegations made against staff;
- comply with the correct guidelines and procedures where a child protection allegation has been made against a staff member, including appointment of an independent investigator when appropriate, in accordance with 2008 All Wales child protection guidelines (Part 4) and the School Staff Disciplinary and Dismissal Procedures Circular: Revised Guidance for Governing Bodies 002/2013.
- the Safeguarding policy is annually reviewed and the annual report presented to the education department annually, and is available to parents or carers on request;
- that the governing body without delay rectifies any shortcomings or weaknesses in the child protection arrangements that are brought to their attention.

### **6. Governing Bodies Additional Responsibilities For Multi-Site Education, Outside School Hours And Community Use Of Locations**

- 6.1. The school's Governing Body controls safe use of their sites outside school hours, except when there is a trust arrangement in place, or there is a management transfer agreement in place (see Child Protection in Education 2015).
- 6.2. When a Governing Body commissions or offers activities and services under the school staff's direct supervision, it is imperative that the school's Protection policies and procedures are implemented.
- 6.3. Where the children and young people who attend the school are provided with activities, services and experiences outside the school premises, it must be ensured that this entity fully complies with safe



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recruitment policies and that there are robust Protection procedures in place. The Governing Body should designate a responsible person to ensure that, preparing a suitable safety risk assessment and monitor it.

- 6.4. There is an obligation to refer any inadequate Protection practices or complaints about locations for the attention of the Child Protection Designated Executive Officer (Delyth Lloyd Griffiths) in the education department, in order to take action to reduce the risk for all the children and young people of Gwynedd.

### 7. Role of Head Teachers and Heads

The role of the Head Teachers and Heads is to;

- ensure full implementation of child protection policies and procedures adopted by the governing body, and are followed by the whole staff;
- ensure that adequate resources and time is allocated to enable the designated person and other staff to fulfil their responsibilities, including contributing towards strategy discussions and other inter-agency meetings, and towards child assessments; and
- that the entire staff and volunteers understand the procedures and feel that they can voice concerns regarding any poor or unsafe child related practices, and that those concerns are sensitively, effectively and promptly handled in accordance with the *Procedures for Whistle-blowing in Schools and Model Policy – circular 36/2007*.

### 8. Role of the Designated Person at a School

- 8.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented for pupils well-being.

8.2. The Designated Person should:

- lead and take responsibility for managing matters and cases relating to child safeguarding and child protection
- promote the well-being and interests of Looked after Children and vulnerable groups
- be a member of the school management team,
- take responsibility for practices, policies, procedures and professional development in the Child Protection field. (see [Appendix 3](#))
- receive Level 2 Training and update it every three years

### 9. Role Of Proprietors Of Schools/Independent Residential Establishments and Role Of Proprietors Of Independent Schools

- See Protecting Children In Education Circular 158/2015.

### 10. Role of Child Care Managers Prior To and Following School, Nurseries, Placements and Early Years Units

10.1. Managers of early years, nurseries and partner placements should ensure that:

- they act as a Designated Protection Person and take a leading role in protection matters and procedures, ensuring the safety of the children in their care;
- that all staff members and volunteers are carefully recruited, that they receive training and protection refresher courses, and that they follow protection procedures to the highest standards;





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- that staff have time and suitable resources to fully fulfil their duties, including time to contribute towards children's assessments/attend case conferences and strategy as appropriate;
- that there are clear and standard policies and guidelines that are available to parents, staff and other stakeholders.

### 11. Training for Education Service Staff Including Schools

- 11.1. As part of the establishment's induction arrangements, all school staff (be they permanent or temporary, and volunteers) should receive **written guidance on Protection policy and procedures**, with the Designated Person's contact details, on the first day at work. (see [Appendix 1](#) - schools)
- All education service new staff, including schools, are expected to undertake Level 1/basic training as soon as possible, in accordance with Gwynedd corporate Protection training policy.
  - Staff are expected to receive refresher/renewal training in accordance with their role.
  - The Designated Person and Designated Governor are expected to follow an advanced level course, so that they fully fulfil their duties.
  - Head teachers/governors will receive training/guidance on handling allegations and cases of professional abuse (Part 4)
  - The education service will keep training and guidance records, including staff and governors training details.
  - Schools are expected to annually present a record of staff protection training to the education service, as part of the Annual Report to Governors in the Protection field.
  - An annual training programme is organized through the Gwynedd and Isle of Anglesey Safeguarding Board training programme.

### 12. Abuse Allegation Made by an Adult Against a Child

- 12.1. It is crucial that all abuse allegations are rapidly, fairly and consistently addressed to ensure the child's safety and the well-being of the individual against whom the allegation is made.
- 12.2. All education service staff members, including schools, should immediately refer to *Part 4 All Wales Child Protection Guidelines, 2008*, following the procedure that is clearly noted on it.
- 12.3. For further guidance, and that the Designated Person is not available OR that the allegation is made against the Designated Person, please contact the education department and the Designated Child Protection Executive Officer (Delyth Lloyd Griffiths) or the Education Officer (Gwern ap Rhisiart).
- 12.4. For further guidance please contact Social Services Child Referrals Team:

01766 772 577

[CyfeiriadauPlant@gwynedd.gov.uk](mailto:CyfeiriadauPlant@gwynedd.gov.uk)

and if outside working hours 01248 353551

### 13. Referral Arrangements and Procedures, Record Keeping and Contributions to the Process

- 13.1 See [Appendix 5](#) for guidance.



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### Appendix 1

See the school Child Protection Policy



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### Atodiad 2

#### EDUCATION DEPARTMENT'S DESIGNATED OFFICER FOR PROTECTION OF CHILDREN (Delyth Lloyd Griffiths)

[delythgriffiths@gwynedd.llyw.cymru](mailto:delythgriffiths@gwynedd.llyw.cymru)

01286679007

#### Responsibilities

##### 1. Strategic

- Plan and coordinate the safeguarding children in education provision.
- Work in partnership with other local agencies.

##### 2. Support

- Ensure that maintained schools are aware of their child protection responsibilities and monitor their performance.
- Provide and plan appropriate training and policies and model procedures.
- Provide advice and support.
- Provide advice and links and collaboration with all other agencies.

##### 3. Implementation

- Be involved in handling abuse complaints against staff and volunteers.

##### 4. Provide advice, guidance and support for education and school staff

The Child Protection Designated Officer will;

- analyse and introduce guidance on any new legislation;
- provide advice and co-ordinate work in response to allegations against staff/Governors.
- lead on broader Child Protection matters which include specific circumstances of abuse, e.g. female genital mutilation, self-harming, forced marriage, feigned illness or made up illness, domestic violence, child abuse by another child, sexual abuse and young migrants.

##### 5. Develop good working contacts and good partnerships

The Child Protection Designated Officer will;

- take part in joint decision making via representatives as a member of the Gwynedd and Anglesey Safeguarding Children Board or sub-groups;
- nurture supportive and effective working links with the local authority and between partner agencies;
- interact with designated individuals and designated governors at schools responsible for child protection;

##### 6. Training

The Child Protection Designated Officer will;



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- prepare training packages to raise awareness of child protection related matters (e.g. level 1 training and level 2 training, cyber-bullying, radicalization, sexual abuse);
- prepare a calendar of events to raise awareness of child protection, the referral process and the importance of collaboration to safeguard children;
- create a departmental training updated database;
- advise on confidentiality, record keeping and transferring records;
- advise residential local schools as relevant.

### 8. Monitoring

The Child Protection Designated Officer will monitor;

- levels of compliance and procedures and policies at every school
- designated individuals in schools, as well as their training record;
- a designated governor at schools as well as their training record;
- contribute towards the work of the local Safeguarding Children Board and quality assurance groups; refer children to the Social Services Department (numbers, quality and response);
- level of child protection activities in the schools and links to training received;
- attend case conferences;
- children on the child protection register; children in need and other vulnerable groups.
- comply with Welsh Government guidelines, Local Safeguarding Children Board procedures or standards;
- implement Serious Cases Review recommendations, or similar; and
- use of reasonable force.



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### Atodiad 3

#### 1. Role of the Designated Person at a school

- 1.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented for pupils well-being.
- 1.2. The Designated Person should;
  - lead and take responsibility for managing matters and cases relating to child safeguarding and child protection,
  - promote the well-being and interests of Looked after Children and vulnerable groups,
  - be a member of the school management team,
  - take responsibility for practices, policies, procedures and professional development in the Child Protection field.

#### 2. Referral

The Designated Person should;

- refer cases where there are suspicions of abuse or abuse allegations to Social Services. Where they are relevant to cases where there are suspicions of abuse or abuse allegations against staff, staff should follow Welsh Assembly Government guidelines Working Together Children Act 2004;
- act as a source of support, advice and specialization within the educational establishment when deciding whether or not to refer an individual, through being in contact with the relevant agencies;
- be in contact with the head teacher or head (where the head teacher does not fulfil that role) to notify them of any matter and ensure that there is somebody always available to fulfil that role;
- keep detailed, correct and secure written records on case referrals or concerns; and
- have contact with the lead child protection designated officer in the local authority.

#### 3. Training

The Designated Person should;

- receive level 2 training every three years,
- know how to recognize signs of abuse and, where appropriate, refer the case;
- possess practical information on the workings of Local Safeguarding Children Boards, know how strategy meetings are held, child protection case conference and core groups and that they can attend and make an effective contribution to these when required, and ensure that a school report is submitted to every case conference;
- ensure that every staff member and any volunteer can get hold of the school's child protection policy, and that they understand it, particularly new or part-time staff who perhaps work for different educational establishments;
- ensure that all staff members receive refresher training including child protection and that they can identify and notify immediately of any concerns; and
- have access to resources and attend any relevant training or refresher courses at appropriate times.

#### 4. Raising Awareness



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The Designated Person should;

- ensure that the establishment's child protection policy is updated and annually reviewed and work on that with the governing body or owner;
- ensure that parents/carers see copies of the child protection policy so that they are aware that cases may be referred and the establishment's role in that process, so as to avoid conflict later on;
- in collaboration with the head teacher and designated Protection governor, present a Protection Annual Report for the Governors' attention and the education department in the summer term; and
- where children leave the establishment, ensure that a copy of their child protection file is transferred to the new establishment as soon as possible, but is transferred separately to the pupil's main file.

## GWASANAETH DISGYBLION A CHYNHWYSIANT PUPILS AND INCLUSION SERVICE

Addysg  
Education

### ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU LLAWN AR DDIOGELU PLANT

Mae'r ddogfen hon yn gwasanaethu dau bwrpas:

1. Darparu adroddiad i'r corff Llywodraethu ar ymarfer Diogelu sy'n galluogi i'r Corff Llywodraethu fonitro cydymffurfio a gofynion Diogelu Plant ac adnabod lleoedd ar gyfer gwella. (Arweiniad i'r Gyfraith ar gyfer Llywodraethwyr, Rhagfyr 2009 Pennod 16 - diweddarwyd Ebrill 2011) Mae Cyrff Llywodraethu ..... yn atebol ar gyfer sicrhau bod gan eu sefydliad bolisiau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy'n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol). Dylai copi o'r ddogfen a gwblhawyd cael ei hatodi at gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.
2. Darparu gwybodaeth ar gyfer yr awdurdod Lleol fel y gall arferion Diogelu mewn ysgolion gael eu monitro ac ardaloedd ar gyfer eu cefnogi eu hadnabod. 'Dylai ALL fonitro cydymffurfiad ysgolion a gynhelir gyda'r arweiniad hwn, yn arbennig mewn perthynas â bodolaeth a gweithredu polisiau a gweithdrefnau priodol, a hyfforddi staff, yn cynnwys yr uwch-unigolyn gyda chyfrifoldeb dynodedig am amddiffyn plant. Dod ag unrhyw ddiffygion i sylw corff llywodraethu'r ysgol a chynghori ynghylch y gweithredu sydd ei angen ar gyfer eu gwella' - Diogelu Plant a Recriwtio Diogelach mewn Addysg - Ionawr 2007.

Wedi ei chwblhau mae'n rhaid felly anfon y ddogfen hon at: Delyth Lloyd Griffiths

[DelythGriffiths@gwynedd.llyw.cymru](mailto:DelythGriffiths@gwynedd.llyw.cymru), Swyddog Diogelu Plant, Adran Addysg, Swyddfa'r Cyngor, Caernarfon, Gwynedd, LL55 1SH.

### ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

This document serves two purposes:

1. To provide a report to the Governing Body on Safeguarding practice that enables the governing body to monitor compliance with the requirements of safeguarding children and to identify areas for improvement. (Guide to Law for Governors, Dec 2009 Chapter 16 – updated April 2011). Governing bodies are ... accountable for ensuring their establishment has effective child protection policies and procedures in place that are in accordance with guidance issued by the Secretary of State, any LA guidance, and locally agreed inter-agency procedures). A copy of the completed document should be appended to the minutes of the full Governing Body meeting where the Safeguarding Report is given.
2. To provide information for the Local Authority so that Safeguarding practices in schools can be monitored and areas for support identified. 'LAs should ... monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them' – Safeguarding Children and Safer Recruitment in Education – January 2007.

When completed this document must therefore be sent to: Delyth Lloyd Griffiths

[DelythGriffiths@gwynedd.llyw.cymru](mailto:DelythGriffiths@gwynedd.llyw.cymru), Children's Safeguarding Officer, Education Office, Swyddfa'r Cyngor, Caernarfon, Gwynedd, LL55 1SH.

Mae'r adroddiad yn cynnwys rhannau o'r hyn y bydd Estyn yn gofyn amdano cyn unrhyw arolwg. Dynodi'r y rhannau yma gyda logo Estyn.

The report includes some of content that Estyn will ask for before any inspection. These sections are marked with the Estyn Logo.



## ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU AR DDIOGELU PLANT ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Ysgol: <i>Name of School:</i>	
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Cyfeiriad yr Ysgol: <i>School Address:</i>	
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Enw'r Unigolyn Amddiffyn Plant Dynodedig (rhaid bod yn aelod o'r Uwch Dim Arweinyddiaeth) <i>Name of Designated Child Protection Person (must be a member of the Senior Leadership Team)</i>		
Dirprwy Unigolyn Amddiffyn Plant Dynodedig <i>Deputy Designated Child Protection Person</i>		
Llywodraethwr Enwebedig <i>Nominated Governor</i>		
Cadeirydd Llywodraethwyr <i>Chair of Governors</i>		Arwyddwyd: <i>Signed:</i>
<p style="color: red; font-size: small;">D.S. Mae manylion y wybodaeth hon yn gyfrinachol - ni ellir trafod enwau ac amgylchiadau penodol N.B. Details of this information are confidential – names and specific circumstances cannot be discussed</p>		

Beth yw'r trefniadau ar gyfer datblygu dealltwriaeth ac ymwybyddiaeth plant o faterion diogelu a datblygu eu gwydnwch drwy'r cwricwlwm?

Sut caiff dysgwyr eu gwneud yn ymwybodol o'r polisi a beth maent yn ei wneud os oes ganddynt bryderon?

Disgrifiwch sut mae'r ysgol yn delio ag addysg rhyw a pherthnasoedd, a chamddefnyddio cyffuriau a sylweddau.

*What are the arrangements to develop children's understanding and awareness of protection matters and to develop their resilience through the curriculum?*

*How are learners made aware of the policy and what do they do if they have concerns?*

*Describe how the school deals with education on sex and relationships, and the misuse of drugs and substances.*

Tystiolaeth

*Evidence*

Sut ydych chi'n sicrhau bod gan staff y wybodaeth a'r medrau i roi'r polisi a'r gweithdrefnau amddiffyn plant ar waith?

A yw pob un o'r staff a'r gwirfoddolwyr wedi cael hyfforddiant amddiffyn plant ac a yw hyn yn cael ei ddiweddarau gyda hyfforddiant gloywi yn unol ag arfer orau a ddiffinnir gan y Bwrdd Lleol Diogelu Plant?

A yw'r Uwch Unigolyn Dynodedig a'r dirprwy Uwch Unigolyn Dynodedig wedi cael eu hyfforddi mewn gweithio rhyngasiantaeth ac a yw hyn yn cael ei ddiweddarau gyda hyfforddiant gloywi yn unol ag arfer orau a ddiffinnir gan y Bwrdd Lleol Diogelu Plant?

A yw staff dros dro, gwirfoddolwyr a staff newydd a benodir yn cael gwybod am y polisi a'r gweithdrefnau amddiffyn plant?

*How do you ensure that staff have the information and skills to implement the child protection policy and procedures?*

*Has every staff member and volunteer received child protection training and is this updated with refresher training in accordance with best practice as defined by the Local Safeguarding Children Board?*

*Has the Senior Designated Individual and the deputy Senior Designated Individual received training on inter-agency working and is this updated with refresher training in accordance with best practice as defined by the Local Safeguarding Children Board?*

*Are temporary staff, volunteers and newly appointed staff informed of the child protection policy and procedures?*

Tystiolaeth  
Evidence


### **Cofrestr Hyfforddiant Diogelu Safeguarding Training Register**


<b>Enw / Name</b>	<b>Lefel Hyfforddiant Training Level</b>	<b>Dyddiad Date</b>	<b>Llofnod Signature</b>



**Crynodeb o Hyfforddiant Diogelu**  
**Summary of Safeguarding Training**

**Mae'n rhaid i Staff Addysgu a phob staff eraill (yn cynnwys Unigolion Dynodedig Amddiffyn Plant) ddiweddarau hyfforddiant diogelu cyffredinol pob 3 blynedd (Lefel 2) ac yn flynyddol (Lefel 1). Mae angen cadw rhestrau presenoldeb mewn digwyddiadau hyfforddi fel y gellir cynnal monitro gofynion hyfforddi.**

***Teaching and all other staff (including designated persons for Child Protection) must have universal safeguarding training updated every 3 years (Level 2) and annually (Level 1). Attendance lists at training events need to be kept so that monitoring of training requirements can be maintained.***

<p>A oes polisi amddiffyn plant sy'n adlewyrchu'r model yng Nghylchlythyr 158/2015 Cadw Dysgwyr yn Ddiogel trwy gynnwys adrannau ar:</p> <p>atal drwy'r addysgu a'r cymorth bugeiliol sy'n cael eu cynnig i ddysgwyr gweithdrefnau ar gyfer nodi a rhoi gwybod am achosion, neu achosion tybiedig, o gam-drin cymorth i ddysgwyr a all fod wedi cael eu cam-drin?</p> <p>A yw polisiâu a gweithdrefnau'n cael eu hadolygu o leiaf bob blwyddyn?</p> <p><i>Is there a child protection policy which reflects the model in Circular 158/2015 Keeping Learners Safe by including sections on:</i></p> <p><i>prevention through teaching and the pastoral support that is offered to learners</i>  <i>procedures to note and inform about cases, or alleged cases, of abuse</i>  <i>support for learners that could have been abused?</i></p> <p><i>Are policies and procedures reviewed at least once a year?</i></p>	
<p>Tystiolaeth Evidence</p>	

<p>A yw'r ysgol wedi rhoi gwybod i rieni am y polisi a'r gweithdrefnau, ac am yr angen i rannu gwybodaeth ag asiantaethau eraill os oes angen?</p> <p><i>Has the school informed parents of the policy and procedures, and about the need to share information with other agencies if required?</i></p>	
<p>Tystiolaeth Evidence</p>	

<p>Rhowch fanylion am unrhyw bolisi gwrth-fwlio sy'n cydymffurfio â Deddf Hawliau Dynol 1998 a Deddf Cydraddoldeb 2010, a sut mae'r ysgol yn delio ag unrhyw gwynion gan ddisgyblion neu rieni sy'n deillio o ddigwyddiadau o'r fath.</p> <p><i>Provide details of any anti-bullying policy that complies with the Human Rights Act 1998 and the Equality Act 2010, and how the school deals with any complaints from pupils or parents that derive from such incidents.</i></p>	
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Tystiolaeth  
Evidence

Rhowch fanylion ynghylch sut mae sicrhau diogeled safle'r ysgol.

Provide details of how the safety of the school site is ensured.



Tystiolaeth  
Evidence

**Polisiâu a dogfennau eraill perthynol i ddiogelu / Policies and other documents relating to safeguarding**

<b>Polisiâu a/neu (g)weithdrefnau ar gyfer Diogelu Policies and/or procedures for Safeguarding</b>	<b>Dyddiad yn eu lle Date in place</b>	<b>Dyddiad adolygu Date reviewed</b>	<b>Dyddiad adolygu nesaf Date of next review</b>
Diogelu Plant <i>Safeguarding Children</i>			
Datganiad diogelu ym mhrosbectws yr ysgol <i>Safeguarding statement in school prospectus</i>			
Rheoli cyhuddiadau yn erbyn staff <i>Management of allegations against staff</i>			
Cyhuddo <i>Whistle blowing</i>			
Polisi CRB <i>CRB Policy</i>			
Recriwtio a Dethol <i>Recruitment and Selection</i>			
Llawlyfr Staff – arweiniad ar ymddygiad <i>Staff Handbook – guidance on conduct</i>			
Polisi Ymweliadau Ysgol (uwch lwythwyd i Evolve) <i>School Visits Policy (uploaded to Evolve)</i>			
Polisi Ymyrryd Corfforol Cyfyngol <i>Restrictive Physical Intervention Policy</i>			
Gwrth-fwlio/Anti-bullying			
Rheoli ymddygiad <i>Behaviour management</i>			
Presenoldeb/Attendance			
Camdefnyddio cyffuriau a Sylweddau <i>Drugs and Substance Misuse</i>			
Cyfle Cyfartal <i>Equal Opportunities</i>			
Cynlluniau Cydraddoldeb Strategol <i>Strategic Equality Plans</i>			

Cynllun Mynediad Ysgol <i>School Access Plan</i>			
Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu) <i>Extended school / before and after school activities (safeguarding arrangements and suitability issues)</i>			
Cymorth cyntaf (yn cynnwys rheoli cyflyrau meddygol, gofal agos) <i>First Aid (including management of medical conditions, intimate care)</i>			
Iechyd a Diogelwch (yn cynnwys diogelwch ysgol) <i>Health and Safety (including school security)</i>			
Defnyddio ffotograffau / fideo <i>Use of photographs/video</i>			
E ddiogelwch ar gyfer disgyblion a staff <i>E safety for pupils and staff</i>			
Personol, Cymdeithasol ac Emosiynol (AbaCH) <i>Personal, Social and Emotional (PSE)</i>			
Addysg Rhyw a Pherthnasoedd <i>Sex and Relationships Education</i>			
Lleoliad gwaith <i>Work placement</i>			
Gwrth Radicaleiddio <i>Anti-radicalisation</i>			

Rhowch fanylion am y polisi iechyd a diogelwch. Disgrifiwch sut mae'r ysgol yn delio â chymorth cyntaf, camdefnyddio cyffuriau a sylweddau, ymweliadau addysgol, diogelwch ar y rhyngwrwd ac, os yw'n briodol, lles dysgwyr ar leoliadau galwedigaethol estynedig.



*Provide details about the health and safety policy. Describe how the school deals with first aid, drug and substance misuse, educational visits, internet safety and, if appropriate, the welfare of learners on extended vocational placements.*

Tystiolaeth  
*Evidence*

Rhowch fanylion am sut mae'r ysgol yn sicrhau bod disgyblion yn defnyddio'r rhyngwrwd yn ddiogel ac yn gwybod sut i gadw'n ddiogel ar-lein.



*Provide details of how the school ensures that pupils use the internet safely and know how to stay safe online.*

Tystiolaeth  
*Evidence*

Mae'n rhaid cadw rhestr gyfredol o wiriadau DBS, geirdaon a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y Cyrff Llywodraethu yw sicrhau nad yw'r un aelod o staff wedi dechrau gweithio nes y bydd y DBS wedi ei dderbyn.

*An up to date list of DBS checks, references and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the DBS has been received.*

<b>A yw'r grwpiau o bobl a ganlyn wedi cael gwiriad DBS a geirdaon ysgrifenedig?</b> <i>Have all the following groups of people had DBSs checks and written references?</i>			
<b>Swydd</b> <i>Post</i>	<b>Nifer y staff</b> <i>Number of staff</i>	<b>Nifer y DBS</b> <i>Number of DBSs</i>	<b>Geirdaon ysgrifenedig</b> <i>Written references</i>
Staff <i>Staff</i>			
Llywodraethwyr <i>Governors</i>			
Gwirfoddolwyr <i>Volunteers</i>			
Staff y Gegin <i>Kitchen Staf</i>			
Staff Glanhau <i>Cleaning Staff</i>			



**Cofrestr DBS**  
**DBS Register**



<b>Enw / Name</b>	<b>Rhif DBS / DBS Number</b>	<b>Dyddiad Date</b>



Nifer y cyfeiriadau a wnaed i'r Tîm Cyfeiriadau Plant os gellir adnabod plentyn neu blant peidiwch â gwahanu'n ddsbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol)  
**Number of referrals made to Children's Referral Team (if it may identify child or children please do not separate into categories of abuse but give overall number)**


Dosbarthiadau Categories	Corfforol Physical	Rhywiol Sexual	Emosiynol Emotional	Esgeulustra Neglect	Canlyniad yr achos / Outcome
Nifer Number					

**Cyfarfodydd a fynychwyd**  
**Meetings Attended**

Cyfarfod Meeting	Nifer a wahoddwyd i Number invited to	Nifer a fynychodd Number attended	Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb Number of reports submitted in lieu of attendance	Nifer o weithiau yr anfonwyd y SLIA i gynrychioli'r ysgol Number of times EWO sent to represent the school
Cynhadledd gychwynnol Amddiffyn Plant Initial Child protection Conference				
Cyfarfod Strategaeth proffesiynolwyr Professionals Strategy meeting				
Cynhadledd arolwg Amddiffyn Plant Child Protection Review Conference				
Cyfarfod Grŵp Craidd Core Group Meeting				
Cyfarfodydd Gyda'n Gilydd Gyda'n Gilydd meeting				
Cyfarfodydd Proffesiynol Professionals Meeting				

Nifer y disgyblion sy'n destun cynllun Amddiffyn Plant: Number of pupils subject to a Child Protection Plan:	
Nifer y Plant mewn gofal Cyhoeddus: Number of children in Public Care:	
Nifer yr honiadau a wnaed yn erbyn staff: Number of allegations made against staff:	

<b>Monitro digwyddiadau o fwlio</b> <i>Monitoring incidents of bullying</i>			
<b>Mathau o fwlio</b> <i>Types of Bullying</i>	<b>Nifer digwyddiadau / Number of incidents</b>		
	<b>Tymor yr Haf</b> <i>Summer Term</i>	<b>Tymor yr Hydref</b> <i>Autumn Term</i>	<b>Tymor y Gwanwyn</b> <i>Spring Term</i>
Seibrfwlio <i>Cyberbullying</i>			
Hil, crefydd a diwylliant <i>Race, religion and culture</i>			
Homoffobia <i>Homophobic</i>			
Rhywiaethol, rhywiol a thrawsffobig <i>Sexist, sexual and transphobic</i>			
O amgylch anghenion addysgol arbennig ac anabledau <i>Around special educational needs and disabilities</i>			
Arall <i>Other</i>			

<p>Rhowch fanylion ynghylch polisiau'r ysgol ar ymyrraeth ac atal corfforol, a sut mae'r ysgol:</p> <p><i>Provide details about school policies on physical intervention and restraint, and how the school:</i></p> <ul style="list-style-type: none"> <li>• yn cofnodi digwyddiadau pan ddefnyddiwyd ymyrraeth gorfforol <i>records incidents when physical intervention was used</i></li> <li>• yn darparu hyfforddiant i staff ar y dulliau i'w defnyddio yn yr ysgol <i>provides training for staff on methods to be used at school</i></li> <li>• yn monitro'r defnydd ar ymyrraeth gorfforol <i>monitors the use of physical intervention</i></li> <li>• yn rhoi gwybod i rieni a rhanddeiliaid eraill am y defnydd ar ymyrraeth gorfforol <i>informs parents and other stakeholders about the use of physical intervention</i></li> </ul> <p>A yw'r trefniadau ar gyfer defnyddio ymyrraeth ac atal corfforol yn adlewyrchu'r trefniadau a ddisgrifiwyd yng Nghylchlythyr 097/2013 Llywodraeth Cynulliad Cymru?</p> <p><i>Do the arrangements for dealing with physical intervention and restraint reflect the arrangements described in Welsh Assembly Government Circular 097/2013?</i></p>	
<p>Tystiolaeth <i>Evidence</i></p>	

Rhowch fanylion am y defnydd ar amser saib / tynnu allan o wersi / neilltuo.  
*Provide details on the use of time-out / removing from lessons / isolation.*



A yw'r trefniadau'n adlewyrchu'r arweiniad a amlinellir yng Nghylchlythyr 097/2013 Llywodraeth Cymru?  
*Do the arrangements reflect the guidance outlined in Welsh Assembly Government Circular 097/2013?*

Tystiolaeth  
*Evidence*

**Monitro digwyddiadau oedd yn cynnwys ataliaeth gorfforol**  
***Monitoring incidents involving physical restraint***

*Nifer digwyddiadau / Number of incidents*

Tymor yr Haf  
*Summer Term*

Tymor yr Hydref  
*Autumn Term*

Tymor y Gwanwyn  
*Spring Term*

Disgrifiwch sut mae'r ysgol yn cadw disgyblion yn ddiogel rhag peryglon radicaleiddio ac eithafiaeth.



*Describe how the school keeps pupils safe from the dangers of radicalisation and extremism.*

Tystiolaeth  
Evidence

**Hyfforddiant Radicaleiddio**  
**Extremism Training**



**Enw / Name**

**Dyddiad**  
**Date**

Rhowch fanylion am sut caiff adroddiadau eu cyflwyno am ddigwyddiadau yn ymwneud â diogelu o fewn strwythur rheoli'r ysgol, gan gynnwys yng nghyfarfodydd y Corff Llywodraethol.



*Provide details on how reports are submitted about protection related incidents within the school's management structure, and at Governing Body meetings.*

Tystiolaeth  
Evidence



## Ysgol ardudwy

### Appendix 5

#### 1. Guidance for professionals who attend child protection case conferences in Gwynedd

If you will be invited to attend a Child Protection Conference, perhaps you will have questions regarding what will happen and what is expected of you. The aim of this guide is to answer some of your questions

#### 2. What is a child protection conference?

The Child Protection Conference is an integral part of arrangements formulated for inter-agency collaboration in order to protect children. An initial child protection conference is held after enquiries regarding child protection come to an end. The meeting brings together family members, including the child when appropriate, and those professionals who have been mostly involved with the child.

#### 3. Purpose of the child protection conference.

The purpose of the conference is: -

- Share and evaluate information about the child's health, development and activity, as well as the parents or carers' ability to ensure the safety of the child and promote his/her health and development.
- Decide whether or not the child or any other children in the family has suffered significant harm and if there is a risk that they could be harmed in future.
- Decide what actions are required in future in order to safeguard the child and promote his/her well-being, how this can be moved forward and what are the desired outcomes.

#### 4. Who should attend?

Professionals and practitioners with a **substantial contribution** to make are invited, and this due to their information about the child or family, or deriving from their professional expertise.

Family members are invited.

#### 5. Initial and review child protection conferences.

There are two types of Child Protection Conferences: -

##### 5.1. Initial Child Protection Conference:

It is usually arranged after the Social Worker and Police Officer makes child protection enquiries. This meeting should take place within 15 working days from holding the strategy meeting between the police and social services. This means that you will not be notified of this meeting until very late, but you should do everything within your ability to be present.

You will receive a written invitation providing details about the family, reasons for the meeting and a list of people who will be present.

The Initial Child Protection Conference will determine whether or not the child's name should be placed on Gwynedd's Child Protection Register. If this is necessary, a Child Protection Plan must be agreed upon.

##### 5.2. Child Protection Review Conference:



## Ysgol ardudwy

The name of every child on Gwynedd's Child Protection Register is reviewed. The first review will take place within 3 months and subsequent reviews within 6 months.

The purpose of this meeting is to review the Child Protection Plan in order to ensure that the child continues to receive sufficient care; to decide whether the child's name should remain on Gwynedd's Child Protection Register and whether or not the risk of significant harm has reduced, and if it has, to decide whether the plan should be changed.

### 6. Preparing for a child protection conference.

If you represent the school at the meeting, allow enough time to prepare for the meeting and consider the information you have regarding the following matters: -

- Anything important that has happened to the family or the child.
- The child's health, development and needs.
- The parents/carers' ability to safeguard the child and to promote his/her health and ensure his/her development.
- Any additional support by the family or community that is important to the family.

Every representing agency that attends the meeting should **provide a written report in advance and they should be willing to read their report at the meeting.** Where possible, the report should be shown to the family prior to holding the meeting.

It is important that the meeting can share all relevant information in order to understand the family's circumstances and to assess to what extent the child is at risk.

If you cannot be present, you should inform the Chair of the meeting and ask a senior worker to deputise on your behalf, (if appropriate), **and send your written report to the Chair in advance. Your apologies and the viewpoints expressed by you will be recorded.**

### 7. Confidential information

The essence of success of any inter-agency collaboration is the exchanging and sharing of relevant information. In every case where there are allegations, or suspicions, of child abuse, it is a duty to share relevant information.

Every piece of information shared at the meeting is completely confidential and nothing is disclosed outside the meeting for any purposes, unless the Chair of the Meeting gives his/her consent.

### 8. Do you make a decision regarding placing a child's name on the child protection register?

When you attend a Child Protection Conference, you will be asked whether or not the child's name should be placed on the Child Protection Register, and you will be asked to voice your opinion on the matter. You should bear the following question in mind when coming to a decision regarding registering a child:

*Is there a continuous risk that the child will be subject to serious/significant harm?*

When you will consider the information and come to a decision, the crucial point is whether...



## Ysgol ardudwy

- The child appears to have suffered from abuse, disease or difficulties when developing as a result of physical, sexual, emotional abuse or negligence, and the professional opinion is that the abuse or weaknesses would be likely to continue; or
- There is professional opinion, supported by the findings of enquiries in this individual case or evidence of the investigation, noting that it is likely that the child will suffer abuse, disease or difficulties when developing as a result of physical or emotional abuse, sexual abuse or negligence.

When a child's name is placed on the Child Protection Register, placing the name on the register in itself does not mean that the child is protected unless there is a corresponding Child Protection Plan. The Child Protection Plan recommends methods that agencies, professionals and the family can work in partnership with in order to ensure that the child is protected from harm in future.

### 9. Chair of the child protection conference

The role of the Chair is to ensure that the meeting focuses on the child's needs; that everyone can fully contribute towards the discussion and decisions; that everybody is treated fairly and with respect; and that decisions and plans from the meeting safeguard the child.

### 10. The Core Group

Members of the Core Group are selected at the conference, and it includes professionals and practitioners who work directly with the family.

The Core Group is responsible for developing and implementing the Child Protection Plan as a detailed method of collaborating within the plan outlined and agreed upon at the meeting in order to protect the child/children and reduce the risk of them suffering significant harm.

The Key Worker has the most important role, and every member of the Core Group has a joint responsibility for creating and implementing the plan. **If you are a member of the Core Group, it is essential that you attend.** (see also the Core Group's protocol, the local Safeguarding Board's website).

### 11. Guidance and further information

Guidance on safeguarding and Protecting Children is included in:

- "Safeguarding Children: Working Together under the Children Act 2004" (Welsh Assembly Government, 12/2007);
- "All Wales Child Protection Guidelines" (2008),
- "Safeguarding Children: Working Together towards Positive Outcomes".
- Procedures for Whistle-blowing in schools and model policy – circular 36/2007