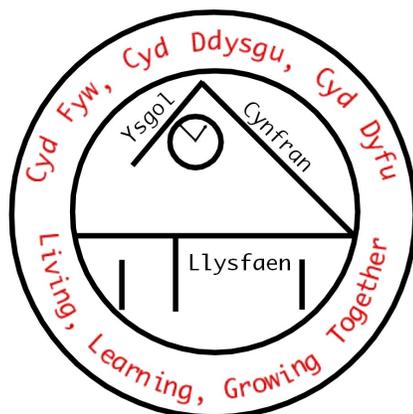


Ysgol Cynfran



# Child Protection Policy

**Policy Valid from July 2017**

**Policy owned by Headteacher**

**For and on behalf of the**

**Board of Governors** .....

**Headteacher** .....

**Date:** July 2017

School	Local Authority
<p><b>Designated Child Protection Teacher (DCPT):</b> Mr Owen Rogers (Headteacher) Contact 01492 517326</p> <p><b>Deputy:</b> Mrs Beth Hughes (Deputy Head) Contact 01492 517326</p> <p><b>Nominated Governor for Child Protection:</b> Mrs Natalie Hall</p>	<p><b>REFERRALS TO CHILDREN'S SERVICES:</b> where schools have <b>URGENT</b> and <b>IMMEDIATE</b> concerns for the safety and welfare of a child or young person during office hours telephone <b>01492 575111</b>, out of hours telephone <b>01492 515777</b></p> <p><b>POLICE (Child protection):</b> 07768843548</p> <p><b>Duty Officer Social Services :</b> 01492 575096</p> <p><b>Education Safeguarding Co-ordinator</b> (for advice and support) Mrs Sian Pineau 01492 575013</p> <p><b>School Educational Social Worker</b> Mrs Anwen Brown</p>

The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002. Guidance can be found at:

*[gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf](http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf)*

### **Description of Policy Formation and Consultation Process**

This policy has been reviewed by the Senior Leadership Team, and will be presented to the Governing Body.

There are no issues currently being carried forward which require attention. A safeguarding Audit was carried out in November 2015 and an action plan created.



## **Introduction**

The Welsh Assembly Government has adopted Seven Core Aims through which it will work to ensure that all children and young people:

- have a flying start in life;
- have a comprehensive range of education and learning opportunities;
- enjoy the best possible health and are free from abuse, victimisation and exploitation;
- have access to play, leisure, sporting and cultural activities;
- are listened to, treated with respect, and have their race and cultural identity recognised;
- have a safe home and a community which supports physical and emotional wellbeing; and
- are not disadvantaged by poverty.

Ysgol Cynfran acknowledges the importance of its role in the welfare of young people, and through the general ethos of the school will seek to encourage children in need of support to come forward. Ysgol Cynfran is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing and acknowledge that children have a right to protection.

Ysgol Cynfran will work with multi-disciplinary partners within the statutory framework established by:

- Conwy Safeguarding Children in Education Quality Assurance Framework 2015-16
- The All Wales Child Protection Procedures 2008

- Safeguarding Children: Working Together Under the Children Act 2004
- Section 28
- Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
- Allegations of Professional Abuse Procedures (AWCPP Part IV)

The policy applies to all staff and volunteers of Ysgol Cynfran including community education staff and governors. Teaching assistants, mid-day supervisors, supply staff, administrative and support staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors. The policy will be reviewed annually taking into account feedback from the Governing Body and any new policy documentation or guidance.

The policy relates to other policies including the Equality, Anti-Bullying, Whistleblowing, Physical Intervention & Restraint and E-Safety & Internet Access Policies. It encompasses all aspects of Child Protection and operates in conjunction with the LA Child Protection Policy.

This policy is written in consultation with the Governing Body, its parent representatives, staff and School Council.

### **Working Together: Shared Responsibility**

'Working Together to Safeguard Children' emphasises that protecting children depends crucially upon:

**Effective information sharing, collaboration and understanding between agencies and professionals.**

All agencies are expected to contribute to whatever actions are needed to safeguard the child and promote his/her welfare. This requires constructive relationships between individuals and organisations at all levels. At Ysgol Cynfran we recognise this as crucial.

### **Integration of Other 'Specific Issue' Statements**

The following documents are read in conjunction with this policy:

- Sex & Relationships Education Policy
- Behaviour Policy - incorporating Anti-Bullying Policy)
- Equal Opportunities Policy
- Healthy School Scheme
- EVC Policy - out of school visits procedures
- Medium-Term planning documentation which reflects the above.

### **Aims**

Ysgol Cynfran aims to provide an environment in which children and young people feel

- safe
- secure
- valued
- respected
- confident
- they know how to approach an adult if they are in difficulty; believing they will be effectively listened to.
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There are 4 main elements to our policy in implementing the above aim:

- **Prevention**  
through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school safe environment where children know who to approach with any concerns about their welfare.
- **Procedures**

- for identifying and reporting concerns about the welfare of a child.
- **Support To Pupils**  
who have/ may have been abused
- **Preventing Unsuitable People Working With Children**  
through robust vetting and recruitment processes

## **Prevention**

Ysgol Cynfran recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children

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 have concerns about their welfare, are worried or in difficulty
- Include in the curriculum activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse from abuse and information about who to turn to for help;
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care and parenting skills
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

## **Procedures**

This policy is compliant with the new All Wales Child Protection Procedures 2008.

## **Roles and Responsibilities**

Child Protection is everybody's business; however, staff within Ysgol Cynfran have specific responsibilities which are outlined below.

- It is the role of the Designated Child Protection Teacher(s) to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals in accordance with school procedures.
- The Designated Child Protection Teachers are Owen Rogers (Headteacher) and Beth Hughes ( Deputy Headteacher).
- It is the role of the Designated Child Protection Teacher/Headteacher to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- The Governing Body and school Senior Management Team are responsible for ensuring that the school follows safe recruitment processes.

- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy and to support the school in this aspect.
- The Designated Child Protection Teacher/Headteacher and Governing Body should review and update the policy and procedures annually.
- The Designated Child Protection Teacher/Headteacher should ensure that Basic Child Protection training is undertaken by all staff and governors annually.
- Ensure parents are aware of the Child Protection Policy which alerts them to the fact that referrals may be made and the role of the establishment.
- Where children leave the school ensure their child protection file is copied and securely transferred to the new establishment as soon as possible but transferred separately from main file.

Support is available through Ms Sian Pineau, the LA's Safeguarding Co-ordinator for Education (Tel: 01492 575013).

### **Training for all staff**

All staff, including teachers, teaching assistants, midday supervisors, caretakers, volunteers, administrative staff, kitchen staff and Governors in the school have completed Basic Safeguarding and Child Protection Awareness Training on an annual basis. In addition, training in matters that are specific to the school's community is arranged as appropriate and when necessary e.g. forced marriage, female circumcision, challenging extremism. The Designated and Deputy Child Protection Teacher/Headteacher should in addition also attend an enhanced training course on a three yearly basis.

### **Recognising Child Abuse**

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and the Education Service, and between schools and other agencies such as Children's Services and the Police.

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- **Neglect**
- **Physical Injury**
- **Sexual Abuse**
- **Emotional Abuse**

### **Definitions of Child Abuse and Neglect**

The Children Act 1989 and 2004 and All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4 definition of abuse as follows:

*'A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan'*

#### • **Physical Abuse**

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

#### • **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are away of what is happening, may involve, physical contact, including penetrative or non-penetrative acts; 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.

(Note: **The Child Sex Offenders Disclosure Scheme- 'Sarah's Law'**.

On April 1<sup>st</sup> 2011, the child sex offenders disclosure scheme or otherwise known as Sarah's Law; was brought into force throughout Wales. Any behaviour regarded as suspicious around the school premises may be forwarded to the North Wales Police Investigation Support Team who are obligated to respond within 45 days.)

#### • **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 carer, 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 care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### • **Emotional Abuse**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the 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 and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example 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.

### **Taking action**

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Another pupil/parent may give you information

- You may observe changes in behavior that worry you
- You may instinctively feel something is wrong
- There are neglect issues

Where a member of staff has concerns about the welfare of a child they should immediately report their concerns to the Designated Child Protection Teacher/Headteacher, who will appropriately consider the concern and what actions, if any, should be taken.

### **Making a referral**

- If the Designated Child Protection Teacher/Headteacher decides a referral is necessary they should immediately telephone the Social Services Duty Officer in Colwyn Bay. Telephone referrals should be followed up with completion and return of forms within 48 hours from the initial telephone call. A copy should be kept for your records and one sent to Sian Pineau in the LA. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral.
- When making a child protection referral parental consent is not required however, after consultation with Children's Services when the verbal referral is made staff may be advised to seek parental consent.
- Social Services will assess whether the concern is Child in Need of Support or Child in Need of Protection.
- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the teacher's concerns but must **IMMEDIATELY** refer the matter to the Designated Child Protection Teacher/Headteacher or in their absence, the Child and Family Services Officer.
- The Designated Child Protection Teacher/Headteacher should be immediately notified of all referrals made to the Child and Family Services Team.
- If there are concerns of a Child Protection nature and the child is about to leave the school premises the Designated Child Protection Teacher/Headteacher should be informed. They, in consultation with Social Services, will decide on the next step to be taken.
- Referrers should receive a response, in writing, from Child and Family Services within 10 working days. If this does not happen referrers should follow up to establish what decisions have been taken regarding the referral and any actions.
- Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.
- If the individual reporting the concern disagrees with the Designated Child Protection Teacher/Headteacher's decision that a referral is not necessary, they must make the referral and inform the Designated Child Protection Teacher/Headteacher of this.

*This school recognises it has a responsibility to refer concerns and not to investigate.*

**If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken.**

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency the 999 service should be used.
- Child and Family Services must be informed of this course of action **IMMEDIATELY** as they may wish to make arrangements for the child to be examined by a paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Social Services or the Police who will make the decision as to when the parents/carers will be notified.

### **Subsequent Action**

- All referrals must be confirmed in writing to Child and Family Services within 48 hours from the initial telephone call.
- In a case of suspected child abuse, if it is in the best interest of the child, the Headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or Social Services. Any statement resulting from an interview in school must be read by the Headteacher and signed as an accurate record of what was said.

### **Dealing with Disclosures**

It is important that you:

- Do not interrogate the child
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help him/her.
- Act promptly
- Note your concerns
- Give as much information as you know about the child to the Designated Child Protection Teacher/Headteacher

**Do not** challenge someone you suspect may be involved in abusing children (even if this person is a colleague)

### **What to do if a child tells you that they are being harmed**

<u>DO</u>	<u>DO NOT</u>
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<p>Keep an open mind</p> <p>Reassure the child that they have a right to tell</p> <p>Listen carefully</p> <p>Work at the child's pace</p> <p>Ask only open questions – if you must ask them, clarify the facts, don't interrogate</p> <p>Explain what you need to do next</p> <p>Record accurately and quickly using the child's words</p> <p>Pass on to Designated Child Protection Teacher/Headteacher same day</p>	<p>Promise to keep secret what they are telling you</p> <p>Interrupt</p> <p><input type="checkbox"/> Interrogate/investigate</p> <p>Assume (eg; "This child tells lies")</p> <p>Make suggestions about what is being said</p> <p>Speculate or accuse anyone</p> <p>Show emotion; anger, shock etc</p> <p>Tell the child to go and speak to someone else</p> <p>Forget to record accurately and/or pass on to Designated Child Protection Teacher/Headteacher</p> <p>Confront alleged abuser</p>
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A summary of what to do if a child makes a disclosure is provided to all staff and is displayed in the Staff Room, Headteacher's Office.

### **Attendance at child protection conferences & core groups**

It is the responsibility of the Designated Child Protection Teacher/Headteacher to ensure that the school is represented at any child protection conference for children on their school roll or previously known to them.

The Designated Child Protection Teacher/Headteacher or nominated individual should be fully briefed on any issues or concerns the school has and must present their report during the meeting and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Designated Child Protection Teacher/Headteacher's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

If the school is part of the core group then the Designated Child Protection Teacher/Headteacher should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed.

All concerns about the child protection plan and/or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Child Protection Teacher/Headteacher must inform the child's social worker **immediately** and then record that they have done so and the actions agreed.

### **Record Keeping**

Any member of staff receiving a disclosure of abuse from a child/ young person, or noticing signs or symptoms of possible abuse in a child /young person or any concerns should make notes as soon as possible and log

issues in the school's Child Protection Concerns Log. *It is very important to keep this record safely and confidentially in the Child Protection Concerns Log File in the Office Filing Cabinet (locked).*

Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the Designated Child Protection Teacher/Headteacher for his or her attention to decision on further actions.

All documentation/records relating to child protection concerns are placed in the Confidential – Pupils File stored in the Office Filing Cabinet (locked).

Individual Child Protection Files exist for pupils referred to Social Services

Copies of referrals are kept in the Child Protection File in Headteacher's Office in the locked Filing Cabinet.

When a child who is on the child protection register leaves the school the Designated Child Protection Teacher/Headteacher will inform the child's new school immediately and discuss with the Chair of the Child Protection Conference the transfer of any confidential information the school may hold.

The Designated Child Protection Teacher/Headteacher will inform Children's Services/social worker of significant changes to the child protection plan or family circumstances.

If a child has a Child Protection file and changes school, the school will ensure

- the Child Protection file is copied and a copy retained at the school (retention period DOB + 25 years) and ;
- the original Child Protection file is transferred to the new school and ;
- Children's Services is advised of the change of school if the child is on the Child Protection Register.

(Refer to Educational Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information. Circular 18/2006 page 36) Seek permission if transferring CP mins

### **Attendance of Children on the Child Protection (CP) Register**

The school will notify Children's Services if:

- a pupil on the CP register is excluded for a fixed term or permanently excluded;
- there is an unexplained absence of a pupil on the CP register of more than two days duration from school (or one day following a weekend)

*(Appendix C Safeguarding Children in Education para 3.1g)*

- **End of the School Day**
  - Any pupils who need to be picked up at the end of the day by a specific person, should ensure that a "Special Arrangements for the Collection of Children" form has been filled in and handed to the school office.
  - This form also outlines who is not allowed to pick up a pupil – legal documentation must be shown to the office to prove this
  - Pupils will not be allowed to be picked up by anyone under the age of 14

## **Support to Pupils**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. 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.

We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment, and gives pupils a sense of being valued
- The school's Behaviour Policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which does not attribute blame for any abuse which has occurred
- Liaison with other agencies within a multi-agency framework which support the pupil such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and The Pupil Support Services
- A commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so

## **Additional Vulnerability for Children and Young People**

The school recognises that the following groups of Children and Young People are additionally vulnerable to abuse.

- Children with a disability
- Looked After Children
- Asylum Seekers
- Children who live in a household where there is Domestic Abuse
- Children who live in a household where parenting is compromised by Substance Misuse.



## **Keeping Learners Safe from Radicalisation and extremism**

The school is committed to safeguarding pupils from radicalisation and extremist views. We note that whilst it remains rare for children and young people to become involved in terrorist activity we are aware that young people from an early age can be exposed to terrorist and extremist influences or prejudiced views. At Ysgol Cynfran we aim at all times to safeguard children from such views by:

- Making staff aware of possible radicalisation of young learners.
- Making staff aware of the following key documents:
  - I. <http://gov.wales/docs/dcells/publications/150113-keeping-learners-safe-easy-read.pdf> (keeping Learners Safe (Easy Read))
  - II. <http://learning.gov.wales/docs/learningwales/publications/121113respecten.pdf> (Respect and resilience no 045/2011)
- Ensuring that staff refer concerns to the designated person treating any such concern as a safeguarding matter.
- Ensuring early intervention
- Working with other local partners to ensure young people and their families are safe from the threat of terrorism.
- Developing one of the deputy Designated Safeguarding People as a single point of contact for staff concerned with radicalisation and extremist influences on children and ensuring this person attends any relevant training for this issue: This year this person will be Owen Rogers.

## **Preventing Unsuitable People from Working with Children**

Ysgol Cynfran operates recruitment and management procedures that take account of the need to safeguard children and young people including arrangements for appropriate checks on staff and volunteers that comply with locally agreed inter-agency procedures in conjunction with Personnel. Ysgol Cynfran will follow the Council's procedures for advertising, interviewing and recruiting staff, including the requirement for DBS checks.

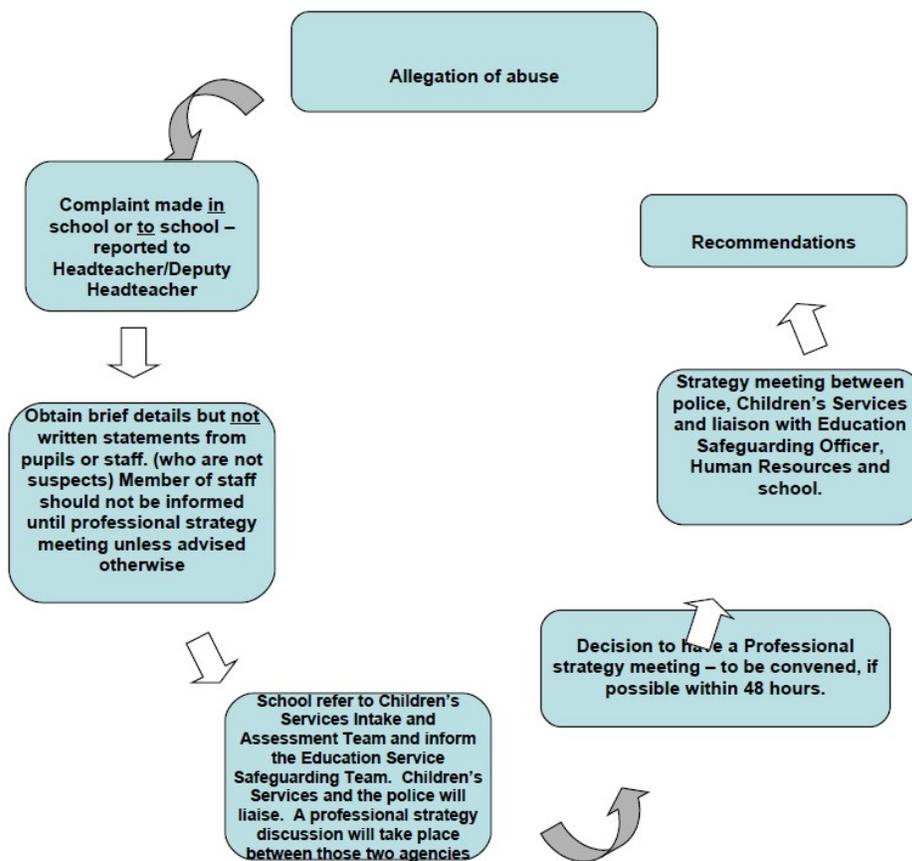
Ysgol Cynfran operates safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS reference checks undertaken according to Welsh

Government Circular No: 34/02 Preventing Unsuitable people from working with children and young persons in the education service 2002.

### **Allegations against staff in school setting**

When it is alleged or suspected that a pupil has been abused by a member of staff the following procedures must be undertaken.

- The Headteacher or Deputy Headteacher (in Headteacher's absence) of the school should be informed immediately
- All suspected or alleged abuse must be reported to Children's Services or the police without delay. The Education Service Safeguarding Team should also be informed.
- In the event of the allegation being made directly or indirectly about the Head teacher the staff member should promptly report the allegation to the Chair of Governors.
- The questioning or interviewing of Pupils/staff of the alleged incident must not take place unless Children's Services or the Police give instructions to do so.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Headteacher.
- The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the Local Authority's Code of Conduct and GTCW.



## **CURRICULUM**

Ysgol Cynfran acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. It is expected that all staff will consider the opportunities that exist in their classes for promoting the welfare and safety of pupils. As appropriate, the curriculum will be used to build resilience, help pupils to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils will be taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;

- to use assertiveness techniques to resist unhelpful pressure;
- emotional literacy.

All computer equipment and internet access within the School will be subject to appropriate “parental controls” and Internet safety rules in line with our Online Safety Policy.

## **HEALTHY SCHOOLS**

Ysgol Cynfran will work with partners to promote a whole healthy school approach and achieving the “Healthy Schools” status – including a focus on the curriculum with the aim of:

- Developing a school ethos, culture, spiritual, moral, social and cultural (SMSC) development provision and environment which encourages a healthy lifestyle for all pupils, including the vulnerable;
- Using the full capacity and flexibility of the curriculum to help pupils to be safe and healthy;
- Ensuring that food and drink available across the school day reinforce the healthy lifestyle message;
- Providing high quality PSHE including sex and relationship education (SRE) as part of Personal Development
- Providing high quality Physical Education (PE) and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health and wellbeing, including emotional wellbeing and mental health;
- Working in partnerships with parents/carers, local communities, external agencies and volunteers to support health and wellbeing of all pupils including the vulnerable.

## **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should refer to the Local Authority’s Whistle-blowing Policy (and school Whistle-blowing Policy).

## **Other Related Policies**

### **Physical Intervention / Restraint Policy**

The school refers to ***Guidance on the Use of Physical Intervention and Seclusion in Schools (December 2011)*** for its policy on physical intervention and restraint.

### **Behaviour Policy and Anti Bullying Policy**

Our policy on bullying is set out in a separate document and is reviewed annually by the Governing Body under the guidance set within ‘Respecting Others’ – WG. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

### **Racist Incidents**

Our policy on racist incidents is set out in the school’s **Equality Policy** and is reviewed annually by the governing body. We acknowledge that repeated racist incidents or a serious single incident may lead to consideration under child protection procedures

### **Health and Safety**

Our health and safety policy is set out in a separate document and is reviewed annually by the governing body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits

### **Children with Statements of Special Needs/ Code of Practice**

Our policy recognises that children with behavioural difficulties and disabilities are most vulnerable to abuse.

### **The Use of the Internet**

Our **E-Safety and Internet Access Policy** is reviewed every three years by the Governing Body. The guidance focuses on the personal safety and well being of pupils in the school and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks associated with internet usage.

### **Allegations of Professional Abuse Procedures**

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children compliments the national guidance in *Safeguarding Children: Working Together under the Children Act 2004* and the All Wales Child Protection Procedures 2008.

### **Extended Schools and Out of School Hours**

If the governing body/school provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.

Where services or activities are provided separately by another organisation, the Governing Body will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection and that there are arrangements to liaise with the school on these matters where appropriate.

## **YSGOL CYNFRAN Child Protection Procedure**

**Designated Child Protection Officer:** Owen Rogers (Headteacher)

**Deputy Designated Child Protection Officer:** Bethan Hughes (Deputy Headteacher)

**Nominated Governor for Child Protection:** Natalie Hall

**Local Authority Designated Child Protection Officer:** Sian Pineau 01492 575014

**REFERRALS TO CHILDREN'S SERVICES:** where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone **01492 575111**, out of hours telephone **01492 515777**

### **What do you do if a child tells you they are being harmed (makes a disclosure)?**

- Do not interrogate the child
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help him/her.
- Act promptly
- Note your concerns – use Child Protection Concerns Log
- Give as much information as you know about the child to the DCPT using the Child Protection Concerns Log
- **Do not** challenge someone you suspect may be involved in abusing children (even if this person is a colleague)

<u>DO</u>	<u>DO NOT</u>
Keep an open mind	Promise to keep secret what they are telling you
Reassure the child that they have a right to tell	Interrupt
Listen carefully	Interrogate/investigate
Work at the child's pace	Assume (eg; "This child tells lies")
Ask only open questions – if you must ask them, clarify the facts, don't interrogate	Make suggestions about what is being said
Explain what you need to do next	Speculate or accuse anyone
Record accurately and quickly using the child's words	Show emotion; anger, shock etc
Pass on to Designated Child Protection Teacher/Headteacher same day	Tell the child to go and speak to someone else
	Forget to record accurately and/or pass on to Designated Child Protection Teacher/Headteacher
	Confront alleged abuser

**What do I do if I think a child or family member is at risk of abuse?**

1. Record your concerns including accurate details e.g. child's comments, appearance, presentation, behaviour etc. (include child's full name, date and your full name).
2. Inform the DCPO immediately.

**DO NOT HESITATE TO SPEAK TO THE DESIGNATED CHILD PROTECTION OFFICER/HEADTEACHER IF YOU HAVE ANY CONCERNS OR QUESTIONS RELATING TO CHILD PROTECTION AND SAFEGUARDING**

*\* Full details of the school's Child Protection procedures and guidance are included in the Child Protection Policy.*

## **YSGOL CYNFRAN Child Protection Procedure**

**Designated Child Protection Officer:** Owen Rogers (Headteacher)  
**Deputy Designated Child Protection Officer:** Bethan Hughes (Deputy Headteacher)

**Nominated Governor for Child Protection:** Natalie Hall

**Local Authority Designated Child Protection Officer:** Sian Pinaeu 01492 575014

**REFERRALS TO CHILDREN'S SERVICES:** where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone **01492 575111**, out of hours telephone **01492 515777**

### **What do you do if a child tells you they are being harmed (makes a disclosure)?**

- Do not interrogate the child
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help him/her.
- Act promptly
- Note your concerns – use Child Protection Concerns Log
- Give as much information as you know about the child to the DCPT using the Child Protection Concerns Log
- **Do not** challenge someone you suspect may be involved in abusing children (even if this person is a colleague)