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# Safeguarding Policy

Troed y Rhiw Road, Mountain Ash Rhondda Cynon Taf, CF45 4BH 01443 473730



@CaegarwPriSch

[www.caegarwprimary.co.uk](http://www.caegarwprimary.co.uk)

## Caegarw Primary School Safeguarding Policy

### Foreword: CHILD PROTECTION/SAFEGUARDING

Why do you need to know about child abuse and child protection?

**Because everyday children in Wales are harmed and sometimes killed**

Everyone who comes into contact with or works with children, young people and their families should understand their role and responsibility to safeguard and promote the welfare of children. All staff members need to be alert to the signs of child abuse and how to refer these concerns on.

Safeguarding currently has a high profile due to media reporting of cases such as Baby P who was abused and killed by his family and by the case of the nursery nurse in Plymouth who had abused children in her care.

At Caegarw school we have a great deal of contact with children and their families. You may come across something that causes you concern, such as seeing children who regularly look grubby or unkempt, or are often hungry, or appear frightened. You may notice bruises with no real explanation or may overhear a worrying comment for a child or their parents. You could see that a child appears to be home alone or that very young children are left out in the street. You may also have concerns about a colleague's treatment of or behaviour toward a child.

If you see or hear something that causes you concern and you may be anxious about reporting the matter in case you are wrong. Trust your instinct. It is not your responsibility to investigate the matter, but it is your responsibility to act on these concerns by passing them on to the **Designated Child Protection Person**:

**Mr H Griffiths**

**Head Teacher Child Protection Level 3 Training Autumn Term 2014**

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# INTRODUCTION

This policy is in line with the Rhondda Cynon Taff Safeguarding Children Board Child Protection Procedures, “Working Together to Safeguard Children” (1999 and 2006) and ‘What to do if you are worried a child is being abused’ (2006)

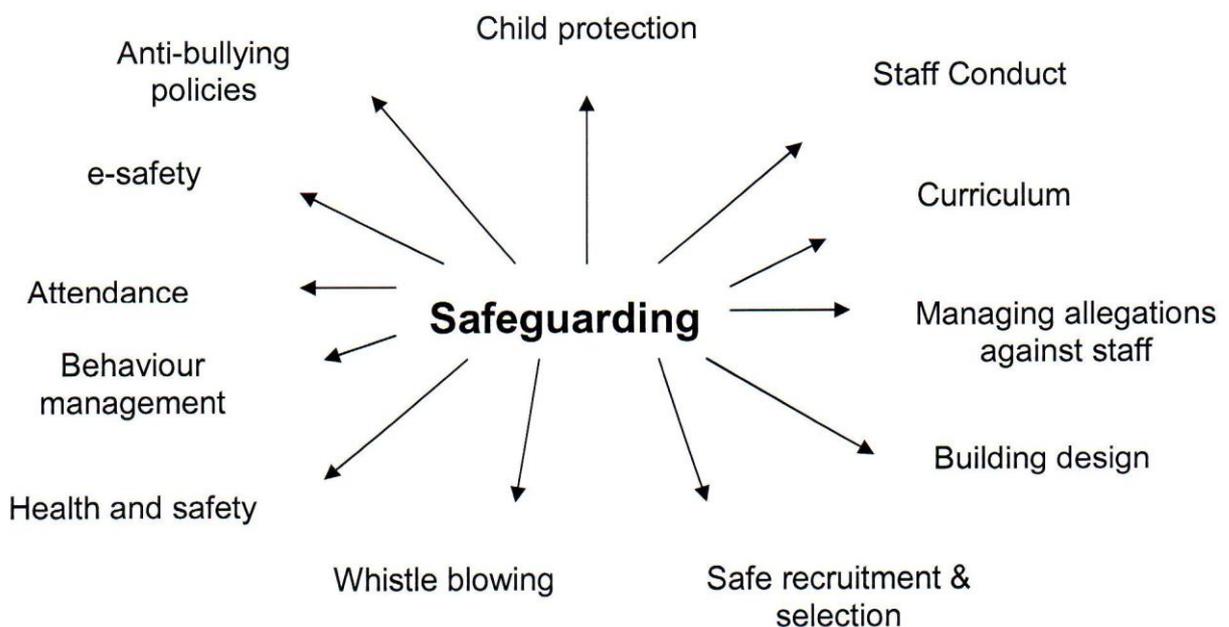
**This policy applies to all adults, including volunteers, working in or on behalf of Caegarw Primary School.**

Everyone working in or for our school shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting

# SCHOOL COMMITMENT

Caegarw Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.



# PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

## 1. Safer Recruitment and Selection

The school pays full regard to current guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB/DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll.
- this school is committed to keeping an up to date single central record detailing a range of checks carried out on our staff – a copy is also held by Rhondda Cynon Taff Human Resources section
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

The following colleagues:

H Griffiths (Headteacher)  
Pauline Jarman (Safeguarding School Governor)  
Pauline Jarman (Chair of Governors)

have attended the LA Governing Body recruitment and retention training. At least one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## 2. Safe Practice

Our school will comply with the current Safe Practice guidance to be found in the Rhondda Cynon Taff Safeguarding Procedures

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;

- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **3. Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.E. materials we use to help pupils learn how to keep safe are identified in Appendix 3 (see Appendix 3):

Our school will ensure that pupils are made aware that information can be found at the following: helplines, posters, NSPCC and Childline 'kidzone' website addresses, Miss dorothy.com, Crucial Crew, SAFE, Building Safe Relationships, Living Dangerously etc.)

School's arrangements for consulting with and listening to pupils are via the school council, playground buddies, class prefects, lunchtime supervisors, school bully box, We make pupils aware of these arrangements via school council notice board, displays, assemblies, circle time sessions,

### **4. Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. The school brochure includes information for parents on keeping children safe and how they can report concerns if they are worried a child is at risk of harm e.g. by alerting them to the information for parents at [www.nspcc.org.uk](http://www.nspcc.org.uk); [www.ceop.gov.uk](http://www.ceop.gov.uk) or Rhondda Cynon Taff Duty and Assessment Team on 01443 490400

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

At Caegarw Primary School we will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see 3 Action by Senior Designated Person)

We encourage parents to discuss any concerns they may have with the Head Teacher  
We make parents aware of our policy in our school brochure and parents are made aware that they can view this policy on our school website.

### **Sample for school brochure**

Caegarw Primary School is committed to ensuring the welfare and safety of all children in school. Our School, follow the Rhondda Cynon Taff Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Services and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available upon request.

## **5. Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Rhondda Cynon Taff Safeguarding Children Board e.g. Local Authority, Social Care, Barnardo's, Police, Health, , Childline in Partnership with schools, NSPCC, National Youth Advocacy Service, Sure start etc.. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **6. School Training and Staff Induction**

The school's senior member of staff with designated responsibility for child protection undertakes annual basic child protection training and training in inter-agency working and refresher training at 2 yearly intervals

The Head Teacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by annual refresher training

All staff (including temporary staff and volunteers) are provided with access to the school's child protection policy and informed of school's child protection arrangements on induction.

## **7. Support, Advice and Guidance for Staff**

All staff will be supported by the Governing Body, Senior Management Team, LEA and professional associations.

The designated senior person for Safeguarding/Child Protection will be supported by the nominated governor, chair of governors, LEA and RCT Safeguarding Officer

Advice is available from RCT Duty & Assessment Team CP Unit and the Police Child Abuse Investigation Team

## **8. Related School Policies**

'.....safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical

needs of children ....providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'

*Safeguarding Children and Safer Recruitment in Education DfES 2007*

### **Related school policies:**

- confidentiality
- admissions,
- exclusions,
- work experience,
- drugs and substance misuse

### **Children Missing from Education**

The school follows the RCT LEA procedures "Children Who May Be Missing/Lost From Education ". Contact Missing Education Team on: [01443 744000](tel:01443744000). Where children on roll at a school do not turn up, and this school has made the usual enquiries we will refer the case to the education Social Work Service in the usual way. If the allocated worker can not locate the child/family they will inform the Children Missing Education team and the school will be advised by them or the EW Service that they can take the child of roll (normally after 4 weeks).

### **Confidentiality**

Our school has regard to "Information Sharing: Practitioner's guide" HM Government, 2006 [www.ecm.gov.uk/deliveringservices/informationsharing](http://www.ecm.gov.uk/deliveringservices/informationsharing)

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

The School has a clear and explicit confidentiality policy which indicates:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm
- b) When the pupil's and/or parent's confidentiality must not be breached
- c) That information is shared on a need to know basis

## **9. Pupil Information**

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)

- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information .This information is stored in a secure locker in the Head Teacher's office

## **10. Roles and Responsibilities**

### **Our Governing Body will ensure that:**

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Head Teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

### **The Head Teacher will ensure that:**

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;

- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

## **Senior Member of Staff with Designated Responsibility for Child Protection will:**

### **Referrals**

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support , advice and expertise within the educational establishment;
- liaise with the Head Teacher to inform them of any issues and ongoing investigations and ensure there is always cover for this role.

### **Training**

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how RCT Safeguarding Children Board operates, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

### **Raising Awareness**

- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

- where the parents inform school that they wish to 'parentally educate' their child, the Education Welfare Service will be contacted to endeavor to undertake a home visit to discuss this with the parents and to monitor 'Parentally Educated Children' (PECS).

### **All staff and volunteers will:**

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

## **IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

### TYPES OF ABUSE

#### **Physical Abuse:**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation may be described as fabricated or induced illness by carer.

What to look out for:

- Unexplained or recurrent injuries.
- Improbable explanation of injuries.
- Refusal to discuss injuries.
- Untreated injuries.
- Excessive punishments.
- Fear of parents being contacted.
- Bald patches.
- Withdrawn from physical contact.
- Arms and legs kept covered in hot weather.
- Fear of returning home.
- Fear of medical help.
- Aggression to others.
- Chronic running away.

#### **Emotional Abuse:**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far

as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, 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.

What to look out for:

- Developmental lags.
- Becoming withdrawn or depressed.
- Attention seeking.
- Over-reaction to mistakes.
- Sudden speech disorders.
- Fear of new situations.
- Inappropriate emotional response to painful situations.
- Neurotic behaviour.
- Self-harming.
- Fear of parents being contacted.
- Extremes of passivity or aggression.
- Drug/solvent abuse.
- Running away.
- Compulsive stealing.

### **Sexual Abuse:**

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

What to look out for:

- Becoming insecure, clingy in a fearful way.
- Show fear of a particular person.
- Start wetting themselves.
- Regress to younger behaviour patterns.
- Have unexplained sources of money or gifts.
- Say a friend has a problem.
- Changes in behaviour, become withdrawn or aggressive.
- Show discomfort when walking.
- Draw sexually explicit pictures (age appropriate).
- Play out sexual acts with dolls or on other children.
- Repeat obscene words or phrases said by an abuser.
- Act in a way sexually inappropriate to their age.
- Have poor self-image, self mutilate.
- Continually run away.
- Say they are no good, bad, wicked or dirty.

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

What to look out;

- Constant hunger.
- Stealing food.
- Poor personal hygiene.
- Constant tiredness.
- Inappropriate clothing for weather.
- Abnormally thin.
- Frequent lateness or absence from school.
- Untreated medical problems.
- Low self-esteem.
- Destructive tendencies.
- Neurotic behaviour (hair twisting, rocking).
- Poor social skills.
- Compulsive stealing.
- Chronic running away.
- Family pets neglected

## **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME**

All staff follow the RCT Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

### **1. Staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment

- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## **2. Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. The School will ensure that appropriate arrangements are made so that pupils with communication difficulties are enabled to express themselves to a member of staff with appropriate skills.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

### **Principles**

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

### **3. Action by the Designated Senior Person (or other senior person in their absence)**

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- making an enquiry to find out if the child is subject to a Child Protection Plan by ringing **01443 490400**
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Safeguarding Officer, Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately **OR**
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social services will be accompanied by a standard referral form.

### **4. Action following a child protection referral**

The designated senior person or other appropriate member of staff will:

- make regular contact with the Social worker involved to stay informed
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings

- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Officer for Learning or the Manager of the Child Protection and Review Unit
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care

## **5. Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Head Teacher and senior designated person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Welfare Service. Original copies will be retained until the child's 25<sup>th</sup> birthday.

## **6. Supporting the Child and Partnership with Parents**

- The school recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

## **Allegations regarding person(s) working in or on behalf of school (including volunteers)**

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the Rhondda Cynon Taff procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

### **Initial Action**

- The person who has received an allegation or witnessed an event will immediately inform the Head Teacher/CP Coordinator and make a record
- In the event that an allegation is made against the Head Teacher the matter will be reported to the Chair of Governors who will proceed as the 'Head Teacher'
- The Head Teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The Head Teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The Head Teacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Head Teacher will inform the Chair of Governors of any allegation.

## Appendix 1 - CONTACTS

<b>Local Authority Safeguarding Co-ordinator - Susan Owen</b>	01443 490400
<b>Local Authority Safeguarding Office</b>	01443 490400
Level 9, Unit 3, Ty Pennant, Catherine Street, Pontypridd CF37 2TB	
<b>CME Coordinator</b> (Children Missing Education) Ty Trefithick, Abercynon, Mountain Ash.	01443 744000
<b>Education Social Work:</b> Team Managers Senior EWOs: 744000	01443 495193 01443
<b>PLACE Team:</b> Senior Manager – Gill Morris	01443 744099
<b>YMBAREL</b> PLACE PEP Administrator Adele.m.Phillips@rhondda-cynon-taff.gov.uk	01443 495113
<b>SOCIAL CARE</b>	
Duty and Assessment Team (Duty Social Workers): Taff Ely Initial Assessment Team, Courthouse Street, Pontypridd. CF37 1LJ	01443486731
Emergency Duty Team <b>(Out of Hours)</b>	01443 849944
Check children subject of Child Protection Plan	01443 486731
<b>POLICE</b>	
Child Protection Unit	01443 485351
<b>NSPCC</b>	0800800500
<b>RCT HUMAN RESOURCES</b> Richard Evans	01443 444556

Appendix 2

**Referral Form to Social Services - Personal Details (Page 1)**

Surname:		First Name:	Title:
Preferred Name/Mode of Address:			
D.O.B.:		M/F/Unborn	
<u>Permanent Address</u>		<u>Temporary Address</u>	
Tel:		Tel:	
School attended:		Name of School Contact:	
First Language:		Interpreter Required?	
Ethnic Origin:		Religion:	
If Refugee/Asylum Seeker:			
Nationality:		Status:	
Any Risk to Professionals?			
Does the Child have any Special Needs?			
<u>G.P. (Inc. Telephone Number)</u>			

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

**OTHER PROFESSIONALS INVOLVED**

Name	Address & Telephone Number	Role

**Referral Form to Social Services - Personal Details (Page 2)**

<b>Surname:</b>	<b>First Name(s):</b>
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Subject aware of Referral	Responsible Adult aware
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Referred By:
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Designation:	Date & Time:
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Address:
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Telephone Number:
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<u>Reason for Referral:</u>
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<u>Current Issues:</u>
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(Continue on separate sheet if necessary)

## Appendix 3

### References

#### Websites

RCT Safeguarding Children Board

(Safeguarding Procedures and Training) [www.rctlscb.org](http://www.rctlscb.org)

Keeping Children Safe

KS2/3

Bullying & child abuse

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.missdorothy.com](http://www.missdorothy.com)

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.thehideout.co.uk](http://www.thehideout.co.uk)

Domestic Violence

Internet Safety

[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

[www.childnet-int.org](http://www.childnet-int.org)

KS2/3

Jenny's story

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

Safe Practice in Physical Education in Schools - Chapter 9 – ISBN 978-1-905540-54-9

#### Documents

##### **DCSF Documents**

[www.teachernet.gov.uk/childprotection](http://www.teachernet.gov.uk/childprotection)

Safeguarding Children and Safer Recruitment in Education (DfES 2006)

Working Together to Safeguard Children (DfES 2006)

What to do if you're worried a child is

Being Abused

[www.everychildmatters.gov.uk/safeguarding](http://www.everychildmatters.gov.uk/safeguarding)

##### **School Documents**

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Setting

Guidance for Staff facing an Allegation of Abuse

Definitions and Thresholds for Managing Allegations against School Staff

Managing the Aftermath of Unfounded and Unsubstantiated Allegations

**NEOST Guidance**

[www.lg-employers.gov.uk](http://www.lg-employers.gov.uk)

**Training Materials**

Online Basic Awareness Training

Whole School Safeguarding Training  
portalbot.gov.uk

J.bowditch@neath-

Safe Recruitment Training

[www.ncsl.org.uk](http://www.ncsl.org.uk)

Appendix4 - Safeguarding Induction Booklet

# Caegarw Primary School Safeguarding/Child Protection Induction Booklet



## Designated Child Protection Persons:-

- Mr Huw Griffiths (Headteacher)
- Nicola Richards (Deputy Headteacher)
- Mrs Lynda Griffiths (Foundation Phase Leader)
- P Jarman (Governing Body)

## **INTRODUCTION TO CHILD PROTECTION/SAFEGUARDING**

Why do you need to know about child abuse and child protection?

**Because everyday children in Wales are harmed and sometimes killed**

Everyone who comes into contact with or works with children, young people and their families should understand their role and responsibility to safeguard and promote the welfare of children. All staff members need to be alert to the signs of child abuse and how to refer these concerns on.

Safeguarding currently has a high profile due to media reporting of cases such as Baby P who was abused and killed by his family and by the case of the nursery nurse in Plymouth who had abused children in her care.

As Caegarw Staff we have a great deal of contact with children and their families. You may come across something that causes you concern, such as seeing children who regularly look grubby or unkempt, or are often hungry, or appear frightened. You may notice bruises with no real explanation or may overhear a worrying comment for a child or their parents. You could see that a child appears to be home alone or that very young children are left out in the street. You may also have concerns about a colleague's treatment of or behaviour toward a child.

If you see or hear something that causes you concern and you may be anxious about reporting the matter in case you are wrong. Trust your instinct. It is not your responsibility to investigate the matter, but it is your responsibility to act on these concerns by passing them on to the **Designated Child Protection Person** – David Davies

### **Child Abuse**

What is child abuse and how does it affect children? Children can be harmed by a parent or carer within the family, in an institutional setting such as a school or community facility or more rarely by a stranger.

When a child has been identified as being abused their names are placed on the Child Protection register and care plans are put into place to help protect them. A child is registered under the following 4 categories.

### **Neglect**

Neglect occurs when adults fail to provide a child with adequate, food, shelter or clothing. When they do not receive medical care or are left alone, unsupervised or live in unsafe home conditions and when adults fail to protect them from harm. It can also mean a child does not have their basic emotional needs met, when they are not shown, love, warmth and affection.

### **Physical Abuse**

This is when someone harms a child and can include hitting, shaking, throwing, scalding, drowning, suffocation or poisoning. It can also occur if an adult pretends a child has or induces an illness in children they are caring for; it is known as fabricated illness.

### **Sexual Abuse**

This is when a child is forced to take part in sexual activities and can include encouraging children to look at pornographic material.

### **Emotional Abuse**

Some level of emotional abuse will occur in all types of ill treatment of a child, although it may occur in isolation. This is when children are made to feel, unloved, worthless or insecure, or when they live with domestic violence and feel frightened or in danger. It can also occur when children have expectations placed on them that is inappropriate to their age or development, such as, in being forced to take on a caring role that is more than should be expected of them.

### **Impact of Abuse and Neglect**

It can lead to serious injuries, physical disability and even death. It can also lead to long term mental health problems which can lead to self harm or suicide attempts, it can prevent them forming successful relationships and to be unable to parent their own children. It can also lead to loss of self esteem and confidence, affecting their ability to achieve academically or to gain and retain employment; it can also lead children into criminal activities

### **Your responsibilities as an employee of Caegarw PS.**

You will need to be aware of Caegarw school's Child **Protection/Safeguarding Policy** and the name of the designated Child Protection Person for our school. All staff have a duty to assist Children's Services by sharing information and referring concerns about possible child abuse. You may have the one key piece of information that will help Children's Services make the best decision about a child. If you do nothing a child may continue to be harmed.

Any concerns you have whether it is about a family a colleague or another professional you must share them with the designated child protection person

Headteacher. It may be difficult or upsetting for you to report a concern and it is sometimes hard to accept that a child is being harmed, particularly if you know the family or the professional concerned. However the needs of the child must **always** come first. Remember it is the role of the designated child protection person to support and listen to you, don't be afraid to approach them and share any concerns with them.

### **If a child tells you something that causes you concern**

- Listen to the child
- Encourage the child to talk but don't prompt or put words into their mouths and ask do not ask leading questions.
- Explain what action you must take
- As soon as you are able write down what the child has told you **use the child's exact words if possible**. Record the date, time and place and any other people present at the time.
- Report you concerns without delay to the designated child protection person.
- Do not worry you may be mistaken, it is better to discuss your concerns with someone who has the experience and the responsibility to make an assessment.
- Do not confront an alleged abuser.

**Never promise a child you will keep a secret, explain that if they tell you something you think may put them at risk of harm you will have to tell someone who can help keep them safe.**

If a child discloses a matter of concern to you it can be very upsetting, try not to take these feelings home with you to your own family. Talk to the designated child protection person; it is important not to ignore these feelings.

If you have concerns about the behaviour of another colleague, do not dismiss your concerns, you must act in accordance with school's professional abuse whistle blowing policies, It is very important that you do not ignore or dismiss suspicions about another professional or colleague.

You can also report any concerns directly to Children's Services Duty Teams during office hours the contact details are:-

**Rhondda: - 01443 431513**

**Cynon: - 01685 888800**

**Taf: - 01443 486731**

**Out of Hours Emergency Duty Team:- 01443 849944.**

**NSPCC 0808 8005000**

**For an immediate risk of harm contact the Police 999**

### Self Evaluation Checklist for School Governors

No.	Standard	Evidence	Action
1	Our school has an effective child protection policy and procedures in place that are in accordance with the local authority's guidance and locally agreed inter-agency procedures		
2	Our policy is reviewed at least annually and is made available to parents or carers on request		
3	Where services or activities are provided by another body, we have confirmed that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate		
4	Our school has an up to date and agreed staff disciplinary procedure for dealing with allegations of misconduct against members of staff, including child protection allegations, that complies with the relevant legislation including the appointments of an independent investigator and has regard to Welsh Assembly Government guidance circular 45/2004 and locally agreed inter-agency procedures		
5	We operate safe recruitment procedures and ensure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Criminal Records Bureau and list 99 check in line with current guidance		
6	A senior member of the school's leadership team is designated to take lead responsibility for dealing with child protection issues,		

	providing advice and support to other staff, liaising with the local authority and working with other agencies		
7	In addition to basic child protection training, the designated person undertakes training in inter-agency working that is provided by the Local Safeguarding Children Board including refresher training to keep his/her knowledge and skills up to date		
8	The Headteacher and all other permanent staff and volunteers who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date with refresher training.		
9	Temporary staff and volunteers providing cover during short-term absences and who will be working with children are given clear guidance of the school's arrangements for child protection and their responsibilities		
10	The governing body remedies without delay and deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention		
11	We review our safeguarding policies and procedures annually and, when requested, we provide information to the local authority about how we have discharged our safeguarding duties		
12	We have nominated a link governor for Child Protection who champions child protection and safeguarding issues within our school		
13	We consider our own training needs and at least one governor has undertaken the Child Protection training offered by the local authority.		