

**Schools Service**  
**Safeguarding & Child Protection Policy**  
**May 2018**

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## **Contact Information**

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### **Powys People Direct**

Tel: 01597 827666

People.direct@powys.gov.uk

### **Additional Learning Needs Manager: Vulnerable Learners and Safeguarding – Michael Gedrim**

Tel: 01597 826431

Mob: 07990 793 843

Michael.gedrim@powys.people.gov.uk

### **Safeguarding Lead – Children’s Services – Sharon Powell**

Tel: 01874 612302

### **Interim Head of Children’s Services – David Johnston**

Tel: 01597 826084

### **Senior Manager – North Powys – Kellie Wood**

### **Senior Manager – South Powys – Barbara Evans**

### **Senior Manager – Placements and Resources – Steve Howells**

### **Welshpool Locality Team Manager – Laura Ridgway**

### **Newtown Locality Team Manager – Tonia Couzens**

### **Radnor Locality Team Manager – Cerian Paton**

### **Brecon and Ystradgynlais Locality Team Manager – Carol Buck**

### **Children with Disabilities Team Manager – Jenny Metcalfe**

### **Powys People Direct Team Manager – Lesley Hill**

With regard to Safeguarding across the Council as a whole The Local Authority Designated Officer (LADO) is Sharon Powell who is the Safeguarding Lead for Children in Social Services. Michael Gedrim is the Designated Lead Officer for Safeguarding in Education and covers the responsibilities relating to the LADO laid out in WG circular no 009/2014, “Safeguarding children in Education:- Handling allegations of abuse against teachers and other staff”. Michael Gedrim is the in-service point of contact with schools and education directorate staff in relation to advice regarding safeguarding and child protection issues arising in schools and pre-school settings.”

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## **Powys County Council Schools Service Safeguarding Policy**

### **1. Introduction**

This policy sets out Powys County Council Schools Service's responsibilities under the Education Act 2002 and the Children Act 2004 to ensure children and young people are kept safe from harm. This policy must be read in conjunction with relevant supplementary guidance (in particular, Keeping Learners Safe 158/2015) and documents on the CYSUR (Mid and West Wales Safeguarding Children Board) and other relevant Powys policies.

Powys is committed to devising and implementing policies that allow all employees and volunteers to embrace their responsibilities to safeguard children and young people from harm and abuse. This means all employees within education settings and the Schools Service:

- promote the welfare of children in the work they do;
- follow procedures to protect children and young people at risk of serious harm and report any concerns about in that regard to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection and to allow staff and volunteers to make informed and confident responses to specific safeguarding issues.

### **2. Purpose**

The purpose of this policy is to promote and protect the welfare of the children and young people using or receiving services provided or commissioned by Powys Schools Service and to support the Council, its staff and volunteers in fulfilling their statutory responsibilities. All employees, volunteers, contracted services, providers and adults who have contact with children and young people have a clear responsibility to promote the welfare of children and young people and to take action when they suspect or recognise that a child or young person may be a victim of significant harm or abuse.

"The welfare of the child is paramount"

This policy demonstrates how Powys Schools Service will meet its legal obligations and reassures members of the public, service users, employees, volunteers and those working on behalf of the Council within Education.

### **3. Legislative Framework**

The Welsh Government has adopted the UN Convention on the Rights of the Child as the basis of all work for children and young people in Wales. Seven core aims have been identified, which should inform all activities for children and young people. These stipulate that all children and young people should:

- have a positive 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.

Powys can make a significant contribution to the achievement of these outcomes for children in their care. Organisations that provide services for children (defined in the Children Act 1989 as anyone under the age of 18 years) have a duty to safeguard and promote their welfare. For clarity, all children and young people in maintained educational provision in Powys are treated as children for the purposes of policy and Schools Service procedures up to the end of the academic year in which they turn 18. Other partners such as Social Services and the Police will deal with sixth-formers aged 18 and over as adults. The concept of safeguarding and promoting the welfare of children is defined within Safeguarding Children: Working Together under the Children Act 2004, (Welsh Assembly Government, 2006) as:

- protecting children from abuse and neglect;
- preventing impairment of their health or development; and
- ensuring that they receive safe and effective care so as to enable them to have optimum life.

Working Together under the Children Act 2004 sets out how all agencies and professionals should work in partnership to safeguard and promote children's welfare and protect them from harm. The guidance acknowledges that although providers of school and leisure services designed for children have varying degrees of contact with children and young people, they should all have in place procedures which are linked with Regional Safeguarding Children Board procedures.

The following are the key pieces of legislation and government guidance that are most relevant to this policy and procedures contained therein:

- Children Act 1989
- Human Rights Act 1998
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Children: Working Together under the Children Act 2004
- All Wales Child Protection Procedures 2008
- Social Services and Well-being (Wales) Act 2014
- Safeguarding in Education: handling allegations of abuse against teachers and other staff 2014.

(Circular 009/2014)

- Keeping Learners Safe: The Role of Local Authorities, Governing Bodies and proprietors of

Independent schools under the Education Act 2002. (Circular 158/2015)

#### Scope

This policy covers all employees and volunteers in Powys's Schools Service and educational settings, including volunteers and contracted service providers. All those who work with, or have contact with

children or young people are likely to have varied levels of contact as part of their duties and responsibilities. Everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns.

#### **4. Powys Child Protection Policy for Education**

Schools, pre-school settings and centrally managed support services must have child protection policies and procedures, which are in keeping with local and national procedures and guidance, and refer to that practice which Powys County Council (PCCC) considers to be safe and professional within the child protection domain

##### **Role of the Local Authority (Education)**

Sections 27 and 47 of the Children Act 1989 places duties on Local Education Authorities (LEAs) to assist local Social Services acting on behalf of children and young people in need or who are suffering or likely to suffer significant harm.

Section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools and further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

In addition to this statutory duty, there exists a corporate and pastoral responsibility, which recognises that all children and young people who need to or use the services provided by Powys County Council have a fundamental right to be protected from harm.

This policy is designed to

- reaffirm those responsibilities
- ensure that all staff when working with or on behalf of children and young people in Powys are aware of the need to act in a consistent manner to enhance the welfare and safety of children.

In meeting this, the Local Authority (LA) will ensure that the Designated Safeguarding Lead for Education reports to the Corporate Safeguarding Board and the Powys Local Operating Group of the Mid and West Wales Safeguarding Board on behalf of the Schools Service on a regular basis on matters relating to child protection within Powys. The LA also takes seriously its responsibilities to address practice, policy and training issues as they occur and relate to all educational establishments and services provided by Powys. The Corporate Safeguarding Board will actively support and promote the work of the Mid and West Wales Safeguarding Board.

##### **5. Policy in action**

Powys employees will protect and safeguard children and young people. This framework for policies and practices within Powys County Council requires consistency within stated values for all work with children and young people. As such, this document provides a context for establishing good practice in all matters relating to the protection and care of children.

This document also endeavours to make clear to all Powys County Council staff their professional responsibilities to ensure that statutory and other duties are met in accordance with all local and national requirements and procedures.

Essential features in support of this are:

- being able to safely voice any concerns through an established procedure;

- all services having a Child Protection Policy and procedures that meet all guidance and legislation to protect users and support employees;
- all reports of harm/abuse or potential harm/abuse being dealt with in a serious and effective manner;
- all services ensuring an efficient recording and monitoring system in place;
- employees, volunteers and contractors receiving appropriate induction/training, including basic Child Protection training, which is updated as required;
- that robust safer recruitment procedures are in place that reflect the Local Authority and Mid and West Wales Safeguarding Board guidance.

Values in action:

- Children have a right to be treated with respect and dignity, as do the adults who work with them.
- It is the responsibility of all adults to protect children.
- All adults working on a paid or voluntary basis within Education and link organisations have a responsibility to protect children from harm.
- All children should have the opportunity to raise concerns, express their views and contribute and comment on decisions taken about their lives, when and where possible and appropriate.
- All work with children and young people will be informed by equal opportunities and antidiscriminatory practice, and will reflect the diversity of needs of the communities that we serve.
- All those working with or on behalf of children and young people must reflect and promote the value of 'Working Together' with parents, colleagues and other agencies in order to create safe environments and protect children from harm.

## **6. Policies, Procedures and Practice**

Each establishment, organisation or service falling within the Schools Service's responsibilities in contact with children and young people, will ensure that there are designated staff who are competent to respond to child protection situations and concerns. It is a recommendation of the Council that a named deputy Designated Senior Person (DSP) for child protection is nominated within all establishments to be able to provide cover in times of absence of the Designated Senior Person (DSP) for child protection.

Within these establishments, organisations and services, there will be a written Child Protection Procedure which will specify procedures, specific codes of conduct and practice, and any other information which relates to the protection of children. This document will reflect the guidance and advice received from National and Local sources, in particular, the All Wales Child Protection Procedures (April 2008), Keeping Learners Safe (January 2015), Care Inspectorate Wales (for pre-school settings) and associated policy and procedures that have been agreed by the Mid and West Wales Safeguarding Board. (See summary of safeguarding procedures, page 13, and example Child Protection & Safeguarding Policy, page ??).

Within this policy should be procedures for handling allegations against any adult working in any capacity within that establishment, organisation or service which reflects Safeguarding in Education:



handling allegations of abuse against teachers and other staff (May 2014). Pre-school settings must have a policy that outlines the duty to report concerns to the Care Inspectorate Wales.

There is a 'Whistle Blowing' procedure in place in Powys that staff can utilise when raising concerns regarding practice and other work related matters. The specific guidance for schools and this can be found in circular 36/2007 contained under Appendix B.

Pre-school settings (with the exception of Local Authority specialist centres) must report any safeguarding issues within the setting to the Care Inspectorate Wales. This is the responsibility of the Responsible Individual for the setting, and not for any other professional

### **Records and Record Keeping**

Well-kept records are essential in situations where it is suspected or believed that a child may be at the risk of harm or likely to be at the risk of harm.

All establishments, organisations and services will be required to maintain accurate and relevant child protection records. These records will be kept in a secure place, separate from all other records pertaining to the child. These 'Child Protection Records' will be accessed and maintained by the DSP.

The establishment, organisation or service should have a named deputy DSP for child protection who will have access to records in times of need.

In addition to the records kept by individual educational establishments, the Schools Service will maintain records of child protection allegations which are brought to their attention. This will include all allegations made against teachers and other staff. These records will comprise emails, handwritten notes, documents and any other documents or correspondence. These will be maintained as an electronic record, password protected, and secured on a Powys County Council server.

### **Recording Concerns**

If an employee, volunteer, contracted service provider, or any other person has concerns about the welfare or safety of a child or young person, or has concerns about the behaviour of an employee, volunteer, contracted service providers, or any other person, it is vitally important to record all relevant details regardless of whether or not the concerns are shared with other agencies. A monitoring record must be kept (even if no referral is subsequently made) of:

- Date and time of incident or disclosure;
- Parties involved, including any witnesses to an event;
- What was said and done, and by whom;
- Any action taken by adults to look into the matter;
- Where relevant, the reasons why a decision was taken not to refer those concerns to social services;
- Name of person reporting the concern, name and designation of the person to whom the concern was reported, date, time and their contact details.

Any interpretation or inference drawn from what was observed, said, or alleged should be clearly recorded as such

The record should be signed

Child Protection Records are subject to the arrangements for maintaining confidentiality and storage within that establishment. The records will be kept for a period of not less than 7 years after the 18<sup>th</sup>

birthday of the child. More details on records can be found in circular 18/2006 which can be found under Appendix B.

Each establishment, organisation or service in Powys will need to include in their Child Protection Policy specific procedures for the information sharing and the transfer of sensitive records as and when required. (See appendix E).

Each establishment, organisation or service will keep and maintain records which detail allegations of abuse against any member of staff working for them, whether in a paid or voluntary capacity, whatever the outcome. There are clear requirements of when this information is to be shared with legal or statutory organisations such as DBS, the Education Workforce Council (EWC), and Care Inspectorate Wales. Advice and guidance for the sharing of this specific information must be sought from Human Resources.

### **Supervision**

Safeguarding supervision for staff who have a specific safeguarding role is recommended best practice, and, furthermore, was a recommended action from the 2017 Extended Child Practice Review in Powys. Each educational setting is responsible for ensuring that the Designated Senior Person for Safeguarding in the school is able to provide supervision to the other staff in the school. The Designated Lead Officer for Safeguarding in Education can provide supervision to Designated Senior Persons and to Schools Service staff as required, in response to specific incidents. In addition, the Designated Officer will organise and coordinate group supervision for Designated Senior Persons twice each academic year.

### **7. Code of Conduct**

All adults working in Powys in either a paid or voluntary capacity will adhere to specific codes of conduct that are clearly stated within each establishment's policy. This expectation in regard to the code of conduct will be emphasised at the beginning of employment or period of voluntary support to each individual.

Such codes of behaviour are intended to safeguard the well-being of children and offer protection to adults whose vulnerability in some situations is recognised.

### **8. Recruitment, Selection and Management of Staff**

Those responsible for employing and selecting staff must take every precaution to ensure thorough vetting procedures are conducted. Care must be taken to ensure that all details are checked and that references are taken up, obtained and checked. Further guidance and support can be obtained by contact the Powys Employment Services.

Powys County Council Schools Service and all educational settings will implement safe recruitment procedures in accordance with Safeguarding Children Board regional guidance and as set out in the *Powys County Council Safer Recruitment Guidance (June 2017)*.

Managers are required to ensure that staff and volunteers working with children and young people hold up-to-date DBS checks which are updated every three years and maintain a record of DBS checks.

All establishments, organisations or services must also ensure that all staff that work with children have access to appropriate induction, training, supervision and support.

### **9. Training**

Head Teachers/Teachers in Charge, Managers and Responsible Individuals (in pre-school settings) will need to ensure that all staff have access to training that is relevant and appropriate to their role. All staff must receive basic child protection training on induction to an educational setting. The Designated Senior Person for Safeguarding in the educational setting must also provide a basic safeguarding refresher each year to all staff within that institution. All staff working in schools must also receive mandatory comprehensive safeguarding training, at a period deemed necessary by Head Teachers and Managers, but within a maximum period of three years of receiving the last such training.

Designated teachers and Senior Members of staff responsible for Child Protection should attend Designated Senior Persons' Child Protection Training and this should be updated on a regular basis. These persons should be updated within three years of their last training input. In addition, Powys County Council and Powys Teaching Health Board organise multi-agency Child Protection Fora on an annual basis, and it is recommended that Designated Senior Persons also attend these.

In addition to these requirements, an educational setting may, where a need is identified, also source advanced training or additional training on a specific issue, either for particular staff or for all staff.

Members of school governing bodies (or the equivalent bodies in pre-school settings and Pupil Referral Units) should receive safeguarding and child protection training. It is recommended that this is renewed every three years. Schools may decide to train governors and school staff together, but it is recommended that governors attend specific governor training, which follows the framework agreed through the Welsh Government's Safeguarding in Education Group.

For Schools Service staff, safeguarding and child protection training is a requirement of induction. Where Schools Service staff work directly with children in schools, they should receive appropriate safeguarding training at a level commensurate with the mandatory safeguarding training delivered in educational settings. This should be renewed at a period deemed necessary by managers, but within a maximum period of three years of receiving the last such training. Senior officers within the Schools Service should undertake safeguarding training appropriate to their role and duties, at a level to be determined on an individual basis. This training should be renewed within a maximum period of three years.

The Designated Lead Officer for Safeguarding in Education within the Schools Service must receive training to enable the officer to carry out the role effectively.

All educational settings and partners working with children in Powys should keep records of training and carry out regular audits to ensure that all staff training for safeguarding/child protection is kept up to date. Educational establishments and partner agencies will be required to provide information on staff training to the Local Authority and the Safeguarding Children Board upon request.

## **10. Education Otherwise Than At School**

The Schools Service has responsibility towards pupils who are Educated Otherwise Than At School (commonly referred to as EOTAS). Children who are Electively Home Educated are not part of the EOTAS cohort: EOTAS pupils are registered to attend mainstream provision and access EOTAS by dint of this registration in maintained provision.

Children and young people may be EOTAS because – as part of their school curriculum – they attend an off-site, approved educational provision. This will have been arranged by the school, with the permission of the parents or guardians of the child or young person. The school has a safeguarding responsibility towards the child or young person, and, in organising the provision, should ensure that

the off-site provision has appropriate child protection and safeguarding policies, procedures and practices. They should also ensure that those procedures include reporting any concerns back to the school. The school should also realise that they have an ongoing responsibility to monitor the child or young person while attending that off-site provision, including proactively checking for attendance on the days when the child attends the provision.

Other children or young people will attend EOTAS through the Pupil Referral Unit (PRU), whether by:

- Full-time attendance at the PRU;
- Part-time attendance at the PRU;
- Attendance at an off-site provision (as for maintained schools);
- Provision of Medical Home Tuition.

If attending the PRU, full- or part-time, this safeguarding policy applies as it would in a school, both at the school or the PRU.

Where an off-site provision is used as part of a PRU package, the safeguarding responsibilities as outlined above in this section apply.

Where a child is provided with Medical Home Tuition, this is commissioned/provided by the PRU. The PRU Leadership Team will undertake a risk assessment when planning any Medical Home Tuition to ensure that the child or young person, and the member of staff providing tuition (where online tuition is not the provision made) are appropriately safeguarded. All staff providing Medical Home Tuition will be recruited in line with safe recruitment practices.

## **11. Co-located Community Facilities**

A number of schools are co-located with community facilities, such as:

- Sport and leisure facilities;
- Libraries;
- Community halls.

Where there is co-location, the school should ensure that its safeguarding policy, procedures and practices have satisfactorily taken account of this situation and the additional safeguarding issues that the situation may present.

## **12. Allegations against adults who work with children and young people**

It is essential that allegations of abuse are dealt with fairly, quickly and consistently, providing effective protection for the child while supporting the person who is the subject of the allegation. Welsh Government guidance circular 009/2014, 'Safeguarding in Education: handling allegations of abuse against teachers and other staff' sets out specific advice to be followed where a child protection allegation is made against a member of staff in a school. Child Protection enquiries will take priority over disciplinary investigations.

When a member of staff witnesses or receives an allegation of professional abuse against another adult who is working with children/young people, this could include staff, volunteers, governors, occasional workers or contractors, and those staff that are not on school site but come into contact with children/young people i.e. those who transport children/young person to and from school, school crossing patrol etc, s/he must:

Report the matter immediately to the Head teacher (unless the allegation is against the Head teacher, in which case the Chair of Governors must be informed), who must:

- obtain details of the allegation in writing, signed and dated;
- keep a record of dates, times, location and names of potential witnesses;
- not investigate the allegation, or interview pupils, or discuss the allegation with the member of staff, but should consider whether the allegation requires further investigation;
- inform the Chair of Governors;
- Contact the Designated Lead Officer for Safeguarding in Education who, will give urgent consideration as to whether or not there is sufficient substance to the allegation to warrant an investigation. The outcome at this stage will either be:
  - i. that the allegation is without foundation
  - ii. internal disciplinary procedures
  - iii. a referral under the Child Protection procedures

Should the case be referred under the Child Protection Procedures the investigation will be informed by the guidance in “Working Together” and the All Wales Child Protection Procedures, which recommend that there should be a strategy meeting to plan the investigation and any subsequent action.

Advice should also be taken from the Designated Lead Officer for Safeguarding in Education and – for schools – the Human Resources Business Partner in regard to next steps, including consideration around work restrictions. The decision to impose work restrictions, up to and including suspension, is the sole responsibility of the Head teacher (or the Chair of Governors in respect of allegations against the Head teacher). They should consider any advice given in this regard, but must make their own decision independently. A decision to impose restrictions, up to and including suspension, must not be a ‘knee-jerk reaction’ to an allegation, and any restrictions imposed must be at the minimum level necessary to safeguard children and respect the employment and other rights of the individual against whom the allegation has been made. In cases where suspension is being considered it is recommended that the Suspension Checklist provided by the Local Authority is used.

The sharing of information about an allegation must be handled sensitively and must be restricted to those who have a need to know in order to safeguard children.

*Information about the child or family must not be shared with the individual against whom the allegation was made or anyone representing them.*

Governing Bodies are responsible for staff disciplinary matters in all maintained schools. Welsh Government guidance circular 002/2013 ‘Disciplinary and Dismissal Procedures for School Staff’ sets out specific advice to be followed where a child protection allegation is made against a member of staff.

In respect of pre-school settings, Powys County Council currently funds, and therefore has responsibilities towards, four types of pre-school settings:

- A. Pre-school settings on primary school sites which are linked to the school;
- B. Pre-school settings on primary school sites which are separate to the school;

- C. Pre-school settings situated away from and not linked to a primary school;
- D. Local Authority pre-school specialist centres on primary school sites.

In respect of A, B and C, these settings must report any safeguarding concerns about a member of staff to the Care Inspectorate Wales.

It is recommended that the procedures outlined above are followed by all pre-school settings, in addition to the requirement to report to Care Inspectorate Wales.

In respect of A, the procedures as applied to schools must be followed, as the staff come under the remit of the school. Pre-school setting staff in this context are likely to have additional roles within the school.

In respect of B, the procedures as applied to schools must be followed, as the co-location of the pre-school setting and the school is likely to mean that the adult in question poses at least a theoretical risk to the children in the school.

In respect of C, the procedures as applied to schools are recommended to be followed as an example of best practice.

In respect of D, the procedures as applied to schools must be followed. The staff are directly employed by the Local Authority, but come under the operational management of the Head teacher of the school on a day-to-day basis. Decisions about the allegations must therefore be taken, in conjunction, by the Head teacher and the Additional Learning Needs Manager: Statutory Processes (or another Schools Service officer who line manages the Additional Learning Needs Manager: Statutory processes).

In respect of A, B and D, advice will be sought from the Human Resources Business Partner linked to the school, assuming the school has a Service Level Agreement. If the member of staff is only linked to the pre-school setting and does not appear within the workforce of the school, then the Human Resources Business Partner will not be able to offer advice. Where no Service Level Agreement is in place, or in respect of C, appropriate advice will be sought by the Designated Safeguarding Lead for Education. In respect of all pre-school settings, advice will also be needed from the human resources provider for the pre-school setting.

### **Links with other Policies, Legislation and Guidance**

This policy must be read and considered within the context of other policies that pertain to work with children and young people. Staff will need to be aware of and consider how other issues such as drug and alcohol misuse, bullying, domestic abuse and mental health issues can and do have a bearing on child protection situations

### **13. Procedures Related to Unexpected Deaths in Childhood (PRUDiC)**

There is a nationally agreed protocol for PRUDiC cases, which should be read in conjunction with this policy.

The PRUDiC framework outlines a multi-agency response to incidents of unexpected childhood death. This includes an initial multi-agency meeting within 48 hours of notification of the event, at which education must be represented. In order to respond appropriately and effectively whilst also being sensitive to the situation, only the Designated Lead Officer for Safeguarding in Education (or, in case of absence, a direct line manager) will attend all such meetings and staff from school settings will not be required to attend. The Designated Lead Officer for Safeguarding in Education will liaise with

colleagues from the educational setting and from within the Schools Service to gather the necessary background information prior to the meeting.

The educational setting should then participate directly in all subsequent stages of the PRUDiC process.

#### **14. Summary of Safeguarding Procedures for all staff**

##### **Summary of Safeguarding Requirements**

###### ***Everybody who works with, or has contact with children should:***

- be mindful always of the welfare and safety of children and young people;
- be able to recognise, and know how to act upon, concerns that a child or young person's health or development is or maybe being impaired and especially when they are suffering or at risk of suffering significant harm;
- be alert to the signs of abuse and neglect, and know the agreed procedure for reporting concerns or suspicions;
- when aware of, or having, concerns about the welfare or safety of a child or young person, know who to share those concerns with so they can be referred as necessary;
- share identified concern with the Designated Senior Person/Deputy Designated Senior Person for Child Protection without delay. If the key person is not available do not wait until you next see them, contact Powys People Direct within Social Services and share your concerns.

###### ***All education services should:***

- have a Designated Senior Person for child protection, with appropriate training, who is appointed as the person with responsibility for co-ordinating action where safeguarding/child protection concerns arise and providing advice; (It is also recommended that a deputy Designated Senior Person is named to act in the absence of the lead);
- have in place Child Protection policies and procedures in accordance with this guidance and in liaison with the Mid and West Wales Safeguarding Board; and
- operate safe recruitment procedures and management, induction and training for staff and volunteers to ensure that the welfare of children and young people is always of paramount concern.

All employees, volunteers, contracted service providers, or any other person should be vigilant where there are signs of physical, sexual and emotional abuse or neglect. They should be similarly aware of their statutory requirements in respect of reporting the disclosure or discovery of abuse or neglect and the procedure for doing so (see Appendix C for definitions of child abuse and neglect). Any relevant information should be passed on to the Designated Senior Person. The Designated Senior Person will assist in providing advice and in coordinating the referral of cases of suspected abuse or allegations without delay. The Designated Senior Person will coordinate the response. The referrer will remain involved in the processes that will follow, and any employee, volunteer, contracted service provider, or any other person can make a referral to Powys People Direct if they believe a child or young person is 'at risk'.

IT IS NOT THE RESPONSIBILITY OF ANY POWYS COUNTY COUNCIL SCHOOLS SERVICE EMPLOYEE, VOLUNTEER, CONTRACTED SERVICE PROVIDER OR OTHER ADULT TO DETERMINE WHETHER ABUSE

HAS OR IS ACTUALLY TAKING PLACE. (The only services that can investigate are Police and Social Services)

HOWEVER:

IT IS THE RESPONSIBILITY OF THE EMPLOYEE, VOLUNTEER, CONTRACTED SERVICE PROVIDER OR OTHER ADULT TO TAKE THE ACTIONS SET OUT IN THE CHILD PROTECTION POLICY AND PROCEDURES OF THEIR ORGANISATION/SCHOOL IF THEY ARE CONCERNED ABUSE IS TAKING PLACE OR LIKELY TO TAKE PLACE.

Referral of cases of suspected abuse or allegations should be made to:

Powys People Direct

Tel: 01597 827666

Referrals can be made over the telephone. Where a referrer wishes to send an e-mail referral, telephone contact must be made to notify Powys People Direct to expect the email.

E-mail referrals can be made via [people.direct@powys.gov.uk](mailto:people.direct@powys.gov.uk)

Support and Guidance regarding the above can be gained by contacting the Designated Lead Officer for Safeguarding in Education: Michael Gedrim Tel: 01597 827666 07990 793843

If an adult sees signs that give cause for concern, but initial interaction does not supply sufficient or clear information then the adult may sensitively obtain explanatory information from the child or young person using tact, sympathy and understanding. Be careful not to ask leading questions and keep these open by using words like, 'Tell me, explain to me, describe to me' etc. Detailed investigations of suspicions must not be undertaken by any member of staff/volunteer. A detailed investigation will be carried out by other agencies (normally, the social services department or the police).

No promise of confidentiality to the Child or Young Person will be given. The child might tell you that they have a secret to tell you but after you explain the issue around confidentiality might 'clam up' and not continue. In this situation it is important to share this matter with the Designated Senior Person.

If the opportunity to obtain information does not arise, or if the information given does not allay concern, the Designated Senior Person must be informed immediately. If relevant information is volunteered by a child, young person, parent, guardian or some other person, it should be recorded using the person's words as accurately as possible.

It is good practice to share information with families. An understanding of what information is shared with the family should be reached in consultation with the social services department via Powys People Direct, which will depend on the individual circumstances of the case. Where there are allegations involving the family, the suspicions should not be discussed with any family member and information known to professionals that might compromise a criminal investigation may have to be treated confidentially.

When informed of a possible concern for a child or young person, the Designated Senior Person will consider the full circumstances of the case and decide what action should be taken. They must do this with reference to the Mid and West Wales Safeguarding Board document '*The Right Help at the Right Time (2017)*' (also referred to as *the threshold document*). The Designated Senior Person may not be able to reach a determination by themselves: advice and guidance can be sought from Powys People



Direct to assist in deciding on the appropriate course of action. Depending on the individual circumstances, the decision might be:

- 1) that no further action appears to be justified, except that the report should be logged;
- 2) that the child or young person should be discreetly monitored and further information about the issues sought from other appropriate sources. Where a child or young person is being monitored for possible child protection concerns, care should be taken to ensure that the monitoring is carried out in a natural, unobtrusive manner;
- 3) that the child or young person and/or their family is in need of additional support where the safeguarding issues are not at the level of child protection. In such cases the concerns should be discussed with the family and permission sought for a referral on to other services at the appropriate level (see the threshold document for detail), which may be:

- i. Enhanced Support (e.g. a single-agency referral);
- ii. Targeted Support (e.g. a referral to Team Around the Family to coordinate support);
- iii. Assessment for Care and Support (a referral to Powys People Direct with parental permission).

4) that the case is a child protection case at the level of Protective Support and must be referred immediately to Powys People Direct in Childrens Services. If concerns arise and it is known that the name of the child or young person has already been entered on the Child Protection Register, the Childrens Services department should be immediately informed. This is particularly important if a child on the Child Protection Register and is absent from school. In all cases of monitoring, information should be kept about the child or young person's welfare.

WHERE THE CONCERN IS THAT A FAMILY MEMBER MAY BE CAUSING HARM TO A CHILD OR YOUNG PERSON, THOSE CONCERNS SHOULD NEVER BE DISCUSSED WITH THE FAMILY AND NO PERMISSION FOR REFERRALS SHOULD BE SOUGHT. SUCH CASES MUST BE REPORTED DIRECTLY TO POWYS PEOPLE DIRECT IN LINE WITH SCENARIO 4, ABOVE.

All adults who have contact with children and young people have a role in assisting social services and/or the police by providing information for safeguarding/child protection enquiries.

Sharing information for the purposes of safeguarding is essential. In some cases it is only when information from a range of sources is put together that a vulnerable child or young person can be seen to be in need or at risk of harm. In terms of the legal and ethical restrictions on sharing information, safeguarding the individual overrides the need to keep information confidential.

When cases are referred to Powys People Direct, this should be done without delay. This can be done by telephone, with the referral confirmed as soon as practically possible in writing (using the Mid and West Wales Safeguarding Board Multi-Agency Referral Form), but within 24 hours. Powys People Direct will inform the referrer of the course of action to be taken or if no further action is warranted and why.

When a referral is made to Powys People Direct, the person taking the referral will record details of the concern. This will be discussed and various actions in line with the All Wales Child Protection Procedures 2008 will ensue.

Parent/Carer Involvement

All parents and carers need to understand that schools and service providers have a duty to safeguard and promote the welfare of children and young people, that this responsibility necessitates a safeguarding policy and procedure, and that all staff and volunteers may need to share information and work in partnership with other agencies when there are concerns about a child or young person's welfare. It may be helpful to include a reference to this in the service prospectus or other information provided to parents/carers and children/young people. When concerns are referred, these can be shared with the family but preferably after guidance has been sought from the relevant agency, usually Children's Services or Police. However, concerns should not be shared or discussed with the family if this is likely to compromise the safety of the child or young person.

Action to be taken where there are allegations of abuse against employees, volunteers or contracted service providers, or any other person:

If an allegation of abuse is made against an employee, volunteer or contracted service provider, or any other person by either a child or an adult, it should be treated as a serious matter. The Designated Lead Officer for Safeguarding in Education is the first point of contact with schools and Schools Service staff in relation to advice regarding these safeguarding and child protection issues.

In the absence of the Designated Lead Officer for Safeguarding in Education, contact Powys People Direct. Interim safeguarding arrangements should be put in place pending the outcome of this process. This may require a risk assessment to be completed and or discussions with appropriate senior person/s. This should ensure that there is no contact between the child or young person who is the subject of the allegation and the person who has been accused of the allegation. Interim safeguarding measures should also be put in place regarding the contact that takes place between any other child or young person and the person against whom the allegation has been made.

When a child or young person makes an allegation, you should:

- Stay calm and reassure the child or young person.
- If you believe the child or young person is 'at risk' of immediate significant harm, which includes situations which require the emergency services, then you must contact the relevant emergency service and notify Children's Services.
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence.
- Find an appropriate opportunity to explain it is likely that information will need to be shared with other responsible people and do not promise to keep information confidential
- Only ask questions for clarification and do not ask leading questions (that suggest certain answers as this could compromise evidence).
- Reassure the child or young person that they have done the right thing in telling you.
- Tell them what you will do next and who you will inform.
- Immediately report to and inform Designated Senior Person for Safeguarding who will make the referral to Social Services and inform the Designated Lead Officer for Safeguarding in Education as appropriate.
- Record all details as soon as possible using any school or organisation format.

Remember: You may be the first person that a child or young person has trusted and it has probably taken a great deal of courage to tell you that something is wrong.

## **15. Guidance on Child Protection Policy for Schools and Education Settings.**

It is recommended that the policy format recorded in Keeping Learners Safe (Welsh Government circular 158/2015) is used as the basis for all establishments, organisations and services linked to Education. This format can be adapted to meet the needs and requirements of those linked to Education and can be used as the starting point for specifically constructed policies to suit their roles and responsibilities in working with and supporting children.

The construction of any policy should follow the four main areas:-

- Introduction
- Prevention
- Procedures
- Supporting the Pupil/Young Person at risk

These four areas can be adapted by changing some of the wording to suit the requirements of individual schools and organisations.

Added to the above, reference to other related school or organisation policies can be added, as in the examples given for 'Bullying' and 'Physical Intervention'. Other associated additions could include:-

- E Safety and the use of the Internet
- Dealing with Allegations against Staff
- Children with Special Needs and or Disabilities.
- Child Protection Procedures Process: From Referral to Action and Support
- Abuse of Trust as noted in the Sexual Offences (Amendment) Act 2000
- PREVENT duty as noted in the Counter-Terrorism and Security Act 2015

Other information for children, parents, staff and governors could be added as appendices to the main policy. This could include methods of internal recording of concerns and guidance and advice to children, staff and parents in raising concerns.

The policy should be dated and also notification when the next formal review is intended. Child Protection policies must be reviewed annually. The date of approval by the Governing Body or Management Committee must be recorded on the policy.

Basic items from the policy could be included in school and or organisation's publications for parents and children. A full copy of the policy must be made available to parents on request, but a nominal cost may be incurred.

## Model Child Protection & Safeguarding Policy for Education Settings

*This model policy is written in language applicable to schools, but is easily adaptable for pre-school settings and Pupil Referral Units, by amending relevant terms and, for pre-schools, including information in square brackets.*

### 1. Introduction

The school fully recognizes the contribution it makes to child protection.

There are three main elements to our policy:-

- Prevention through the teaching and pastoral support offered to pupils;
- Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse; and
- Support to those pupils who may have been abused.

This policy applies to all staff and volunteers working in the school and its governors. It is recognised by this school that all staff that come in to contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the school's procedures as noted in this policy.

### 2. Prevention

This school recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children at our school.

The school will therefore:-

- Establish and maintain an ethos where children feel secure, are encouraged to talk and share their concerns and will be listened to;
- Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help; and
- Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

### 3. Procedures

At this school we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Mid and West Wales Safeguarding Board. [We will also follow guidance and protocols laid down by the Care Inspectorate Wales.]

The school will:-

- A. Ensure it has a designated senior person (DSP) and deputy for child protection, who have undertaken the appropriate training.
- B. Recognise the role of the designated senior person and arrange support and training.

The school will look to the Mid and West Wales Safeguarding Board and the Council's Designated Lead Officer for Safeguarding in Education for guidance and support in assisting the school's designated senior person.

C. Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor know:-

- the name, contact details and role of the designated senior person (DSP), the deputy DSP and designated governor responsible for child protection;
- that it is the lead person and/or their deputy who have the responsibility for making child protection referrals within Mid and West Wales Safeguarding Board timescales, by completing the agreed multi-agency referral form.
- that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Safeguarding Board.

[• that the Responsible Individual must ensure that safeguarding incidents are reported to the Care Inspectorate Wales]

- how to take forward those concerns where the DSP is unavailable
- that the DSP and deputy will seek advice from the Powys People Direct and/or the Designated Lead Officer for Safeguarding in Education if necessary when a referral is being considered; if in doubt a referral must be sent.

D. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse.

E. Ensure that all members of staff will attend appropriate training and updates as arranged by the school.

F. Ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in the school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.

G. Provide training for all staff so that they know:-

- their personal responsibility;
- the agreed local procedures (Mid and West Wales Safeguarding Board and Powys local procedures) [and the agreed Care Inspectorate Wales procedures];
- the need to be vigilant in identifying suspected cases of abuse; and
- how to support a child who discloses abuse, particularly the do's and don'ts

H. Notify Children's Services if:-

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

I. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups; and support these with the submission of written reports.

J. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies immediately.

K. Ensure that all records and files are kept secure and in locked locations. The Designated Senior Person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the Designated Senior Person to ensure that any transfer of records is conducted via the Authority's agreed protocol and procedures for the transfer of sensitive information.

L. Adhere to the procedures set out in the Welsh Government guidance circular 002/2013 'Disciplinary and Dismissal Procedures for School Staff'. **[Adhere to procedures outlined by Care Inspectorate Wales in regards to disciplinary and dismissal].**

M. Ensure that all recruitment and selection procedures are made in accordance with Welsh Government Guidance, 'Keeping Learners Safe' and local guidance. The school will seek advice and guidance from the Authority's Employment Services Department on recruitment and selection.

N. Designate a governor for child protection who will oversee the school's child protection policy and practice. This governor will feed back to the Governing Body on child protection matters as and when required, and will be required to write an annual report to the Governing Body on the school's child protection activities.

O. Ensure that the Designated Senior Person and nominated governor complete an annual safeguarding audit which will be reported back to the Local Authority via the Designated Lead Officer for Safeguarding in Education.

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

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

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless when at school, their behaviour may be challenging and defiant or they may be withdrawn. At this school we will endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the pupil through:-

- The content of the curriculum to encourage self esteem and self motivation (see section 2 of this policy on Prevention);
- The school ethos which:-
  - o promotes a positive, supportive and secure environment; and
  - o gives pupils a sense of being valued (see section 2 on Prevention);
- The school's behaviour policy which is aimed at supporting vulnerable pupils in the school. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable (shared with parents/carers via school

brochures and other points of communication), but that each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the school's behaviour policy in conjunction with this and other named policies noted in this policy.

- Liaison with other agencies who support the student such as Children's Services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and advocacy services; and
- Keeping records and notifying Children's Services if there is a recurrence of a concern with the individual.

When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately (Using the procedure outlined in appendix E, Safeguarding File – Transfer of Records). The DSP will be central to this process, and if not already done, will inform Children's Services of the move.

### **5. Behaviour**

This school has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body and can be located [State where].

### **6. Bullying**

The school's policy on Bullying has been set out in [a separate document/ the school's behaviour policy etc] [It would be useful to note any guidance from the Authority within any documentation]. This policy/information is reviewed annually by Governors and can be located [State where].

### **7. Physical Intervention**

The school's policy on physical intervention has been set out in [a separate document/ the school's behaviour policy etc] [It would be useful to note any guidance from the Authority within any documentation]. It is reviewed annually by the governing body and is consistent with the Welsh Government guidance on *Safe and Effective Intervention – use of reasonable force and searching for weapons 097/2013*. This policy/information can be located [State where].

### **8. E Safety**

The school's policy on E Safety has been set out in [a separate document/ the school's IT policy etc] [It would be useful to note any guidance from the Authority within any documentation]. This policy/information can be located [State where].

### **9. Children with Additional Learning Needs (ALN)**

This school recognises that statistically children and young people with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on ALN has been set out in [A separate document] and this policy/information can be located [State where].

### **10. Children who enter the care system**

This school recognises that children who enter the care system (commonly referred to as Looked After Children) are often the most vulnerable and needy. Advice and guidance can be sought from the Local Authority's Looked After Children's Education Manager.

## 11. Community Cohesion – Preventing Extremism

This school is committed to providing a safe environment for all of our students, staff and any visitors. There is no place for extremist views of any kind in our school. Our policy for community cohesion is attached as appendix F: Community Cohesion – Preventing Extremism.

## 12. Transfer of records

Where children are transferred to or from this school, we will ensure appropriate record keeping of the transfer of child protection records through the use of the Safeguarding File – Transfer of records proforma. (See appendix E).

## 13. Training

The school will be cognisant of national and local training requirements and guidance, which will include Mid and West Wales Safeguarding Board guidance, advice and training opportunities.

The school will ensure that the designated senior person and deputy will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the Designated Senior Person's development. The deputy will be initially supported by the Designated Senior Person and consideration for joint opportunities for training with the Designated Senior Person will be considered.

All staff will be regularly updated during the year as appropriate from the Designated Senior Person, but will receive specific awareness raising training within a 3 year period.

It will be a recommendation that the governing body will also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

## 14. Guidance for Staff

### **What to do if a child tells you they have been abused by a member of staff (including volunteers):**

Where the allegation is against a member of staff you should refer to authority's guidance which takes into account the Welsh Government's guidance circular *002/2013 Disciplinary and Dismissal Procedures for School Staff* and Welsh Government guidance circular *009/2014 Safeguarding Children in Education: Handling allegations of abuse against teachers and other staff*. (A summary of procedures is included in the appendix D: Professional Allegations/Concerns).

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Designated Lead Officer for Safeguarding in Education and Powys People Direct for guidance and advice.

If there is an allegation against a Local Authority Officer then this must be communicated to the Director for Education, Ian Budd Tel: 01597 826192 or Interim Head of Learning, Joanna Cassey Tel: 01597 826472, or Safeguarding Lead for Children, Sharon Powell Tel: 01874 612302 who is the Lead Officer for the Authority.

If the concern is about the lead officer then the Director for Education is to be contacted. If there is a concern about the Director for Education, then this should be referred to the Chief Executive.

### **What to do if a child tells you they have been abused by someone other than a member of staff:**



A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- You must report orally to the school's Designated Senior Person for child protection immediately (or in their absence, their Deputy), to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the school;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's Designated Senior Person. The note, which should be clear in its use of terminology, must record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed, and as it is the initial contact, an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;
- Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the Designated Senior Person. Often what is initially shared is the tip of an iceberg;
- That a child may be waiting for a case to go to criminal court, may have to give evidence or may be awaiting care proceedings;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the DSP for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know, but whatever is shared is strictly confidential and not for general consumption with others.

### **Confidentiality**

The school and staff are fully aware of confidentiality issues if a child divulges that they are or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However education staff (that is all staff at this school) have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. Be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Remember the pastoral responsibility of Education. Ensure that only those with a professional involvement, i.e. the DSP and Headteacher, have access to child protection records. At all other times,

they should be kept securely locked and separate from the child’s main file or Additional Learning Needs file.

**Key contacts**

The Designated Senior Person for child protection at this school is:-

.....

The Deputy Designated Senior Person for child protection at this school is:-

.....

The designated governor for child protection at this school is:-

.....

The Council’s Designated Lead Officer for Safeguarding in Education is:-

Michael Gedrim

and can be contacted by:-

Telephone – 01597 826431; 07990 793 843

Email – michael.gedrim@powys.gov.uk

Children’s Services can be contacted via Powys People Direct:-

Telephone – 01597 826431

Out of hours – 0845 054 4847

This policy was updated on \_\_\_\_\_ by \_\_\_\_\_

This policy was presented and accepted by the Governing Body on \_\_\_\_\_

This staff were made aware of this policy and or updates on \_\_\_\_\_

This policy will be reviewed on \_\_\_\_\_

## Associated Policies, Guidance and Advice

[www.wales.gov.uk/educationandskills](http://www.wales.gov.uk/educationandskills)

- All Wales Child Protection Procedures- April 2008
- Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002. (January 2015)
- Education Records, School Reports and the Common Transfer System-circular 18/2006
- Safeguarding Children: Working Together Under the Children Act 2004-circular 12/2007
- Teaching Drama: guidance on Safeguarding Children and Child protection for managers and drama teachers- circular 23/2006
- Procedures for Whistle blowing in Schools and Model policy- circular 36/2007
- Reporting Cases of Misconduct or Professional Incompetence in the Education Service- circular 018/2009
- Disciplinary and dismissal procedures for school staff- circular 002/2013
- Safeguarding in Education: handling allegations of abuse against teachers and other staff – circular 009/2014 (April 2014)
- Information and Guidance on Domestic Abuse: Safeguarding Children and Young People 2010
- Children Missing from Education 2010
- Safe and effective intervention-use of reasonable force and searching for weapons, October 2010

[Insert Care Inspectorate Wales guidance links](#)

Other documents from other sources

- Sexual Offences (Amendment) Act 2000: Chapter 44- Sections 1-7, Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament.
- Safeguarding Children and Safer Recruitment in Education (Came in to force 1st January 2007 in England) Every Child Matters: Change for Children.
- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989
- Social Services and Well-being (Wales) Act 2014

Hyperlinks to websites that have important links to Safeguarding, and in particular Child Protection

(This is not an exhaustive list)

- [www.wales.gov.uk](http://www.wales.gov.uk)
- [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) (Use this for Disclosure and Baring Service)
- [www.ewc.wales](http://www.ewc.wales)
- [www.ico.gov.uk](http://www.ico.gov.uk)
- [www.governorswales.org.uk](http://www.governorswales.org.uk)
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.everychildmatters.co.uk](http://www.everychildmatters.co.uk)
- [www.wales.gov.uk/domesticabuse](http://www.wales.gov.uk/domesticabuse)
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

Mid and West Wales Safeguarding Board documents can be found on their website: [www.cysur.wales](http://www.cysur.wales)

Powys County Council have a policies and procedures related to Whistleblowing and Disciplinary Procedures. These are available on page 7602 of the Powys County Council intranet.

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## Definitions of Child Abuse and Neglect

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

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

### Emotional abuse

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

### Sexual abuse

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

### Neglect

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

### Identifying significant harm

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in order to protect children. Significant harm is defined in the legislation as ill treatment or the impairment of health and development. It describes the effects of sexual, physical, emotional abuse or neglect, or a combination of different types. Local authorities have a statutory duty under the Children Act 1989 section 47 (1) (b) to make enquiries, or cause enquiries to be made, where they have reasonable cause to suspect that a child who lives, or is found in their area is suffering, or likely to suffer, significant harm.

There are no absolute criteria on which to rely when judging what constitutes significant harm. A single, serious event of abuse, such as an incident of sexual abuse or violent assault, might be the

cause of significant harm to a child. However, more frequently significant harm occurs as a result of a longstanding compilation of events, which interrupt, change or damage a child's physical and psychological development. The significant harm resulting from the corrosive effect of long-term abuse is likely to have a profound impact on the future outcomes for the child.

Follow advice of Children's Services in consultation with the Designated Lead Officer for Safeguarding in Education during and following the investigative process.

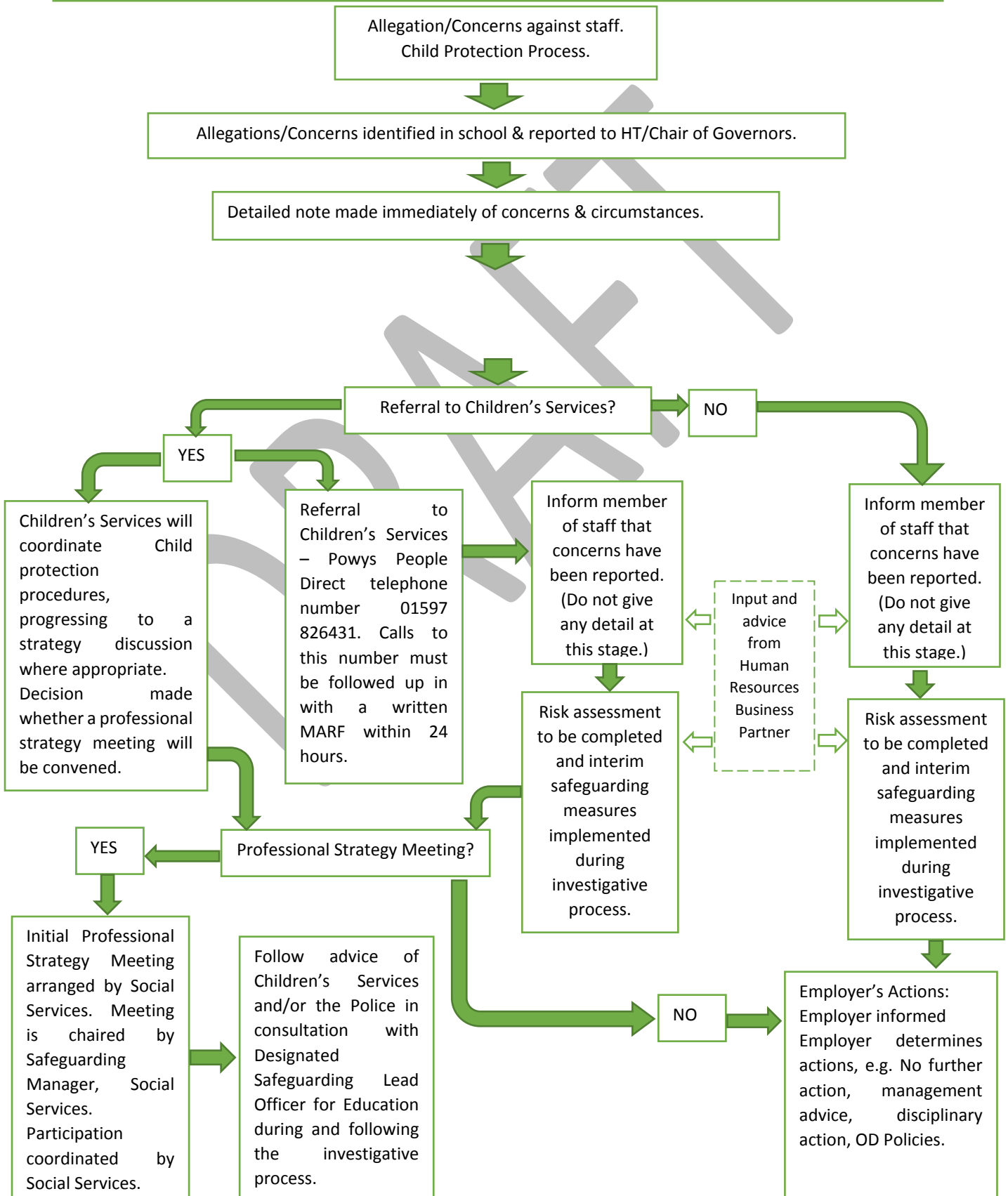
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PROFESSIONAL ALLEGATIONS/CONCERNS

**This Flowchart should be used as a brief checklist of procedure for allegations/concerns against a professional in school.**

Detailed procedures are outlined in All Wales Child Protection Procedures 2008, Section 4.

Also refer to Safeguarding Children In Education: Handling Allegations of abuse against teachers and other staff 009/2014



### Safeguarding File - Transfer of Records

A receiving school must be made aware of the existence of a Child's Safeguarding file prior to the child transferring from their original school.

The confidential Safeguarding File must be securely transferred to the new school either in Person, or via secure mail that requires a signature of receipt. This Transfer of Records form should be completed and forwarded with the file to the new school. Either the Head teacher or the Designated Senior Person for Safeguarding should sign receipt for the file.

Sending Schools should retain a copy of the signed Transfer of Records forms as evidence of the transfer, and ensure appropriate signatures are obtained.

<b>Child Name:</b>	
<b>DOB:</b>	

<b>Name of school moving from:</b>		
<b>Date record ended at this school (pupil end date):</b>		
<b>School moving to:</b>		
<b>Date of contact with new school:</b>		
<b>Has sensitive and urgent information been shared with new school?:</b>	<b>Yes / No</b>	<b>If No, why not?:</b>

<b>Name of school and DSP sending records:</b>	
<b>Date file sent:</b>	



This section to be completed by the receiving school if file delivered by hand.

<b>Receiving School:</b>	
<b>Signed:</b>	
<b>Print name and position:</b>	
<b>Date:</b>	

This section to be completed by the sending school with the postage receipt reference if file sent via secure post as proof of sending.

<b>Reference number of postage receipt:</b>	
<b>Name and address of recipient:</b>	
<b>Date of postage:</b>	

**Community Cohesion – Preventing Extremism**

Our school is committed to providing a safe environment for all of our students, staff and any visitors.

There is no place for extremist views of any kind in our school.

Community cohesion is the term used to describe how everyone in a geographical area lives alongside each other with mutual understanding and respect. A cohesive community is where a person has a strong sense of belonging. It is safe, vibrant and able to be resilient and strong when tensions occur. Those involved in supporting terrorism look to exploit and radicalise vulnerable people, including children and young people. Since July 2015, the Counter Terrorism and Security Act 2015 introduced a statutory duty on school staffs 'to have due regard to the need to prevent people from being drawn into terrorism'

We are aware that young people can be exposed to extremist influences or prejudiced views from a nearly age which spring from a variety of sources including the internet. At times students, visitors or parents may themselves reflect or display views that may be considered as discriminatory, prejudiced or extremist, including using derogatory language; this will always be challenged and where appropriate dealt with.

Education is a powerful deterrent against this and we will strive to equip young people with the knowledge, skills and resilience to challenge and discuss such issues in a facilitated and informed way.

This way our students are enriched, understand and become tolerant of difference and diversity where they can thrive, feel valued and not marginalised.

We have a clear safeguarding framework on how to manage and respond to issues where a pupil develops or expresses extreme views and ideologies, which are considered inflammatory and against the community cohesion ethos of our school.

Where such cases are identified a Multi-Agency Referral Form is to be completed and submitted to Children's Services. The Local Authority Lead Officer for PREVENT should also be contacted.

**Safeguarding Channel Panel**

Safeguarding and promoting the welfare of children, young people and adults is everyone's responsibility. We are committed to working with our partners to protect and support our students, and where a Multi-Agency Referral Form leads to one of our Students needing safeguarding, we will support the Channel programme.

Channel is a multi-agency approach to protect vulnerable people by identifying individuals at risk; assessing the nature and extent of that risk; and developing the most appropriate support plan for the individuals concerned.

Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity.

**Training**

We are committed to ensuring that all staff in our school will receive the Workshop to Raise Awareness of Prevent (WRAP) and are encouraged to make use of other counter-terrorism related training modules and the reference material below.

### Key Points of Contact

..... School's Safeguarding Lead:

#### Michael Gedrim

Prevent Lead for the Schools Service, Powys County Council

Email: michael.gedrim@powys.gov.uk Tel: 01597 826431

### Reference Material

Respect and resilience - Developing Community Cohesion - A Common Understanding for Schools and their Communities

<http://gov.wales/docs/dcells/publications/110209respecten.pdf>

Respect and Resilience – Developing Community Cohesion (updated January 2016, 196/2016)

<http://gov.wales/docs/dcells/publications/160111-respect-and-resilience-update-en.pdf>

Respect and Resilience – Developing Community Cohesion: Assessment tool:

<http://gov.wales/docs/dcells/publications/160112-respect-and-resilience-self-assessment-tool-en.pdf>

E-learning training on PREVENT: <https://elearning.prevent.homeoffice.gov.uk/>

Free online resource: [http://course.ncalt.com/Channel\\_General\\_Awareness](http://course.ncalt.com/Channel_General_Awareness)

Channel Guidance: <https://www.gov.uk/government/publications/channel-guidance>

Prevent Duty Guidance: <https://www.gov.uk/government/publications/prevent-duty-guidance>

Website: <http://educateagainsthate.com> Resources for parents and teachers

Tackling Hate Crimes and Incidents: A Framework for Action

<http://gov.wales/docs/dsjlg/publications/equality/140512-hate-crime-framework-en.pdf>