

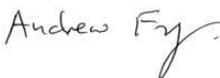


Ysgol Uwchradd Crughywel
Crickhowell High School

Child Protection Policy 2022-2023

Reviewed by LT (name and date):	Claire Jones & Hannah Sullivan
Date of Issue:	September 2022
Reviewed / adopted by Governor Committee:	September 2022
Ratified by the full Governing Body:	September 2022

Signed:

MISS C. JONES	ACTING HEADTEACHER		DATE:	Sept 22
MR A. FRYER	CHAIR OF GOVERNORS		DATE:	Sept 22

Child Protection Policy

DESIGNATED SAFEGUARDING LEADS:	MISS CLAIRE JONES & MRS HANNAH SULLIVAN (DSLs) MRS ALLYSON HAND & MRS HANNAH O'FARRELL (Deputy DSLs)
DESIGNATED GOVERNOR FOR CHILD PROTECTION:	MRS JACKIE CHARLTON

1.0 Introduction

Crickhowell High School fully recognises the contribution it makes to child protection. We believe that all children have a right to:-

- be as physically and mentally healthy as possible;
- gain the maximum benefit possible from good quality education opportunities;
- live in a safe environment and be protected from harm;
- experience emotional well-being;
- feel loved and valued, and supported by a network of reliable and affectionate relationships;
- become competent in looking after themselves and coping with everyday living;
- have a positive image of themselves and a secure sense of identity, including cultural and racial identity; and
- develop good interpersonal skills and confidence in social situations.

There are three main elements to our policy:-

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

Our policy applies to all staff and volunteers working in the school and Governors. HTLA's, Teaching Assistants, Mid-day Supervisors, Caretakers, Secretaries as well as Teachers can be the first point of disclosure for a child.

2.0 Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard students.

The school will therefore:-

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;

- Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse 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.

3.0 Procedures

We will follow the All Wales Child Protection Procedures as set out by Welsh Government, connecting to the Social Services and Wellbeing Act (Wales) 2014 that have been endorsed by the Local Safeguarding Children Board.

The school will:-

- Ensure we have designated senior member(s) of staff, who have undertaken appropriate training;
- Recognise the role of the designated staff and arrange support and training.
- The Ensure that the designated staff are able to attend all Child Protection/Safeguarding update training, organised centrally by the Authority.

The role of the designated safeguarding leads is:-

- to be fully conversant with the All Wales Child Protection Procedures and to ensure that all staff, both teaching and non-teaching, know about these procedures;
- the co-ordination of all Child Protection issues, acting as a source of advice and support for any staff who have concerns or information that a child may be suffering abuse or a child in need;
- to be responsible for taking a lead in making referrals to Children's Services;
- to ensure that the school is represented at Case Conferences and Core Group meetings and contribute fully by providing reports as required;
- to attend training on a regular basis and cascade training to staff;
- to ensure that all staff (including new staff/supply teachers) have access to all the relevant Child Protection documents and are clear about their own responsibilities;
- to report any allegation about a member of staff to the Schools Service's Lead Officer Child Protection / Safeguarding and, if this Officer is unavailable, to liaise with Children's Services regarding appropriate action.
- to ensure that a chronological record of concerns is maintained If there are concerns about a child even if there is no need to make an immediate referral;
- to ensure that all records including Case Conference minutes are kept confidentially and securely (separate from pupil records);
- to liaise with the Designated Safeguarding Leads for Child Protection in the new school when a child, who is on the Child Protection register or who has been on the Child Protection Register, transfers to another school and to seek the agreement of the Chair of the Case Conference to the transfer of Case Conference minutes and other Child Protection information;
- to keep the Headteacher informed both of the welfare of individual pupils on the Child Protection Register and of general Child Protection issues within the school;
- to be aware of other agencies involved with Child Protection in the Local Authority and, as a result, to liaise with them;
- to ensure, together with the Headteacher, that any decisions made by a Case Conference, which involve school staff, are carried out as agreed at the Conference;

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- to be a key professional support, together with the Headteacher, to members of staff to whom pupils have disclosed abuse;
 - to ensure that the school identifies which children are on the Child Protection Register when referring a child for full assessment;
 - to monitor and evaluate the effectiveness of Safeguarding work carried out within the school;
 - if unsure about whether a case should be formally referred or if there are genuine concerns regarding a child's health or development, to seek advice from other appropriate professionals.
 - Ensure we have a nominated Governor responsible for child protection.

The role of the nominated Governor for child protection is as follows:

- to ensure that the school has a Safeguarding/Child Protection Policy in place which is reviewed annually to ensure its effectiveness;
 - to ensure that the Designated Safeguarding Lead and other staff attend appropriate and regular training;
 - to ensure that any allegation made against the Headteacher is immediately reported to them. The Chair of Governors will then contact the Schools Service Designated Lead for Child Protection / Safeguarding or Children's Services and attend any Professional Strategy meeting which is convened as a result;
 - to ensure that the 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;
 - to ensure that the school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all relevant staff in accordance with current regulations;
 - to ensure that there is an item on the agenda of the Governing Body meeting, at least once a year, where the Safeguarding/Child Protection Policy is reviewed and a report is provided on:
 - changes to Child Protection procedures;
 - training undertaken by all staff and governors in the preceding twelve months;
 - the number of incidents of a Child Protection nature which arose in the school within the preceding twelve months (without details or names);
 - where and how Child Protection appears in the curriculum;
 - provide a link between the Governing Body and the school in relation to Child Protection and Safeguarding;
 - act as a critical friend - support and challenge the school;
 - keep their own Child Protection/Safeguarding knowledge up to date through attending training events for Nominated Governors;
 - be familiar with current guidelines on Child Protection/Safeguarding and Safer Recruitment and be aware of changes to the regulations;
 - ensure that Child Protection Policies and Procedures are in place and readily accessible to all staff;
 - ensure that all staff and governors know what to do if they suspect a child is being abused;
 - ensure that accurate records are being kept by the school and that the Child Protection file is up to date.
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- Ensure every member of staff (including temporary and supply staff and volunteers) and every Governor knows:-
 - the name of the designated person and their role;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board (**see Appendix 2**); and
 - how to take forward those concerns where the designated person is unavailable.
 - Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a student who may disclose abuse (**see Appendix 1**);
 - Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations (**see Appendix 3**);
 - Provide training for all staff so that they know:-
 - their personal responsibility;
 - the agreed local procedures;
 - the need to be vigilant in identifying cases of abuse; and
 - how to support a child who discloses abuse.
 - Notify the local social services team if:
 - a student on the child protection register is excluded either for a fixed-term or permanently; and
 - if there is an unexplained absence of a student on the child protection register of more than two days duration from school (or one day following a weekend);
 - work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and submission of written reports to the conferences;
 - Keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately;
 - Ensure all records are kept securely, and in locked locations;
 - Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 *Staff Disciplinary Procedures in Schools*;
 - Ensure that recruitment and selection procedures are made in accordance with Welsh Assembly Government guidance circular 34/2002 *“Child Protection: Preventing Unsuitable People from working with Children in the Education Sector”*; and
 - Designate a Governor for child protection who will oversee the school’s child protection policy and practice.
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4.0 Supporting the Student at Risk

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. The school will endeavour to support the student through:

- The content of the curriculum to encourage self-esteem and self-motivation (see section 2 on Prevention);
- The school ethos which:-
 - promotes a positive, supportive and secure environment; and
 - gives students a sense of being valued (see section 2 on Prevention);
- The school's Behaviour for Learning Policy is aimed at supporting vulnerable students in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the student's sense of self-worth. The school will endeavour to ensure that the student knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Education Welfare Service, Behaviour Support Services and the Educational Psychology Service; and
- Keeping records and notifying Social Services as soon as there is a recurrence of a concern;

When a student on the child protection register leaves, the school will transfer information to the new school immediately and inform Social Services.

4.1 Bullying

Our policy on bullying is set out in the school's Anti-Bullying policy and is reviewed biannually by the governing body.

4.2 Physical Intervention

Our policy on physical intervention is set out in the school's physical restraint policy and is reviewed bi-annually by the governing body.

4.3 Children with Statements of Special Educational Needs

We recognise that statistically children 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.

5.0 Missing Children Procedure

If a member of staff or volunteer notes that a student is missing, he / she should contact the reception immediately.

Reception will then:

- Liaise with the Progress Leader, Pre-16 Director and Tutor
- check the Calendar to ensure the student is not legitimately absent
- check extra-curricular activities
- check in classrooms and common areas and ask other students for information
- if the student has a mobile telephone number, try to make contact, even if through parents or peers.

If the student cannot be found following the above investigation, the reception team must:

- Inform the Pre-16 Director/Post-16 Director and Leadership Team
- Instigate a search of the of school buildings.

If the student is found on site or in the vicinity, the School staff will make a concerted effort to persuade the student to return to the School. If the student refuses to do so, staff members at the scene will attempt to continue to monitor the student's whereabouts. The Headteacher will consider contacting the parents in such circumstances to inform them of the situation.

If the student is not found after an initial search, the Headteacher will telephone the student's parent or guardian and report the situation and to ask the parents' or guardian's advice on possible places the student may have gone.

The Headteacher will also contact the police in such circumstances and take advice from them in accordance with the procedure set out in section 5 of this policy.

A decision will be taken in accordance with the School's Safeguarding Policy as to whether the School should also contact children's social care in line with local procedures.

6.0 Procedure for Students Missing During a School Trip or During a Journey

If a student is missing from a School trip or has not arrived following a School journey, the member of staff in charge will:

- attempt to contact the student
- check whether there were any delays or changes to the journey
- check with other students and ask them if they have any knowledge of the missing student's whereabouts
- contact the venue or the people that the student had visited, if applicable.

If the student is not found, the member of staff must contact the Headteacher. The Headteacher will advise as to the appropriate course of action, including contacting the student's parents, hospitals and the Police.

7.0 Information to be Provided to the Police

When a student is missing and the police have to be informed, this can be done either by using the non-emergency number (101) or if the circumstances warrant, using 999. The following information is required by the police when reporting a missing student:

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- Full name and any nickname
 - Date of Birth
 - Description – including any distinguishing features
 - What they were wearing and carrying with them when last seen
 - Student's mobile phone number
 - Time when last seen
 - Photograph (which can be scanned and emailed as appropriate)
 - Home address, parents' names and telephone numbers

It is also useful to have considered the following questions when phoning the police:

- Has anything gone missing from their personal belongings?
- Any suspicions or indications as to where they might have gone?
- Any relevant information which might point to why and/or where they have gone?

School activities will continue as normal.

The Designated Safeguarding Lead will take into account any incidents that indicate that there may be a problem with supervision, student support or security at the School and any issues raised by individual members of staff, parents and students.

The School must keep a full written record of any incident of a missing student including:

- the student's name
- relevant dates and times (e.g. when it was first noticed that the student was missing)
- the action taken to find the student
- whether the Police or children's social care were involved
- outcome or resolution of the incident
- any reasons given by the student for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved

A full written record of the incident will be kept on the student's file.

Appendix 1

Child Protection / Safeguarding Procedures for Staff

(Refer to your "Dealing with Disclosure" card)

What to do if a child tells you they have been abused by someone other than a member of staff. Where the allegation is against a member of staff, you should refer to Welsh Assembly Government Guidance *Circular 45/2004*. (see below)

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 if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child;
- you must report orally to the school's Designated Safeguarding Leads immediately;
- make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to record on Safeguard My School : the electronic school tracking system used for child protection concerns. The notes should be clear in their use of terminology and should record the time, date, place and people who were present. They should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings;
- do not give undertakings of absolute confidentiality; **(see below)**
- that a child may be waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings;

and

- 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.

Confidentiality

Confidentiality issues need to be understood if a child divulges information they are being 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 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 that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

The designated Child Protection Officers for Crickhowell High School are:

Miss Claire Jones	Tel: 01873 813516
Mrs Hannah Sullivan	Tel: 01873 813500
Mrs Allyson Hand Mrs Hannah O'Farrell	Tel: 01873 813500 Tel: 01873 813500
The Local Authority designated Lead Officer for Child Protection is:	
Mr Michael Gedrim	Tel: 01597 826431
	Mobile: 07990 793843

N.B. Only those staff with a professional involvement, e.g. the Designated Safeguarding Leads and the Headteacher, have access to the Child Protection records. At all times they will be kept securely locked up and separate from the child's main file.

What to Do if a Child Tells You They Have Been Abused By a Member of Staff

Such allegations should be brought immediately to the attention of the Headteacher, or the Chair of Governors if the allegation is against the Headteacher. The Headteacher or Chair of Governors should make an initial assessment of, but not investigate, the nature and circumstances of the allegation. This should establish:

- that an allegation has been made
- the general nature of the allegation
- when and where the episode(s) is alleged to have occurred
- who was involved
- any other persons present.

The Headteacher should consult the LEA officer designated to lead on child protection as a matter of urgency. In the case of allegations against the Headteacher, the Chair of Governors should consult the designated LEA officer. Consultation must always take place. If the LEA officer is not available; or the LEA Officer and Headteacher decide they need advice, they should approach the designated manager for Child Protection in the authority's social services department. Seeking such advice does not in itself constitute a referral but may assist the LEA and the school in assessing the situation and deciding what action should be taken.

If the allegation relates to a potential criminal act or indicates that a child has suffered or is likely to suffer significant harm there needs to be an immediate referral by the LEA and the school in accordance with the All Wales Child Protection Procedures 2008. The referral will generally be to the local social services authority. They will involve the police where there is an allegation of criminal behaviour.

If following initial consultation it is clear to the LEA lead officer and Headteacher (or Chair of Governors) that the allegation is demonstrably false because the circumstances of the allegation show that it is not possible for it to be true, eg the member of staff about whom the allegation is made was not in school at the time in question, the matter can be dealt with by the school.

If following initial consideration and consultation, which should include consultation with the designated social service manager for child protection, the situation is not clear cut, and the LEA lead officer and Headteacher (or Chair of Governors) conclude that:

- the allegation relates to inappropriate behaviour or poor practice on the part of the member of staff
- the student has not suffered or is not likely to suffer significant harm, **and**
- no criminal offence appears to have been committed the matter should be considered under the school's disciplinary procedures.

Allegations Against The Headteacher

These should be handled in the same way as allegations against any other member of staff except that:

- the Chair of Governors will need to initiate consideration of the allegations
 - investigation of the allegations should be carried out externally, by the LEA or an independent person
 - presentation of the case against the Headteacher at the disciplinary hearing will need to be done by the investigator.
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Appendix 2



ICS – Children’s Services Multi-Agency Referral Form

Details of Person Making Referral

Name of Referrer:		Referral Date:	
Designation & Agency:		Tel No.:	
Email address:			
Postal address:			
Has Consent been given to make this referral?	Child Yes " No " N/A "	Parent(s) Yes " No "	
If consent has not been obtained, please state why:			
Views of Child/Young Person about making this Referral:	Views of Parent(s) about making this Referral:		

Child / Young Person’s Details

Family Surname(s) (including Aliases):						
Child’s Name	M/F	DoB/EDD	Ethnicity	Religion	Agency ID	DRAIG ID
Postal Address:						
Tel No:		Child(ren)’s Preferred Language:				

Does any child have communication difficulties?	Yes " No "	Child's Name:	
Details:			
Is Interpreter/Signer Required?	Yes " No "	Child's Name:	
Details:			

Family Details (Members of Household)

Name	Relationship to Child	M/F	DoB	Ethnicity	PR?
Family's Previous Address:					

Other Significant Adults (Outside Household)

Name	Relationship to Child	M/F	DoB	Address	PR?
Do any family members / significant adults have communication difficulties?	Yes " No "	Name:			

Please detail any special needs or circumstances of any child and family member which may affect this referral, or communication and understanding between the family and professional agencies.

KEY AGENCIES INVOLVED	NAME	ADDRESS	TEL. NO.	EMAIL
GP				
Heath Visitor				
Midwifery Service				
Cmmty Paediatrician				
Dentist				
Police				
School				
School Nurse				
Educ Welfare Officer				
Nursery				
Youth Offend Service				
Youth Service				
Mental Health Team				
PDAC				
Adult Services				
Housing				
Homeless Unit				
Other (specify)				

Statutory Status Information

Child(ren) or other children in family on Disability Register?	Yes " No "	Details:	
Child(ren) has a Statement of Educational Need?	Yes " No "	Details:	
Child(ren) or other children in family is/has been on Child Protection Register?	Yes " No "	Details:	
Child(ren) or other children in family is/has been looked after by a local authority?	Yes " No "	Details:	

Reason for Referral

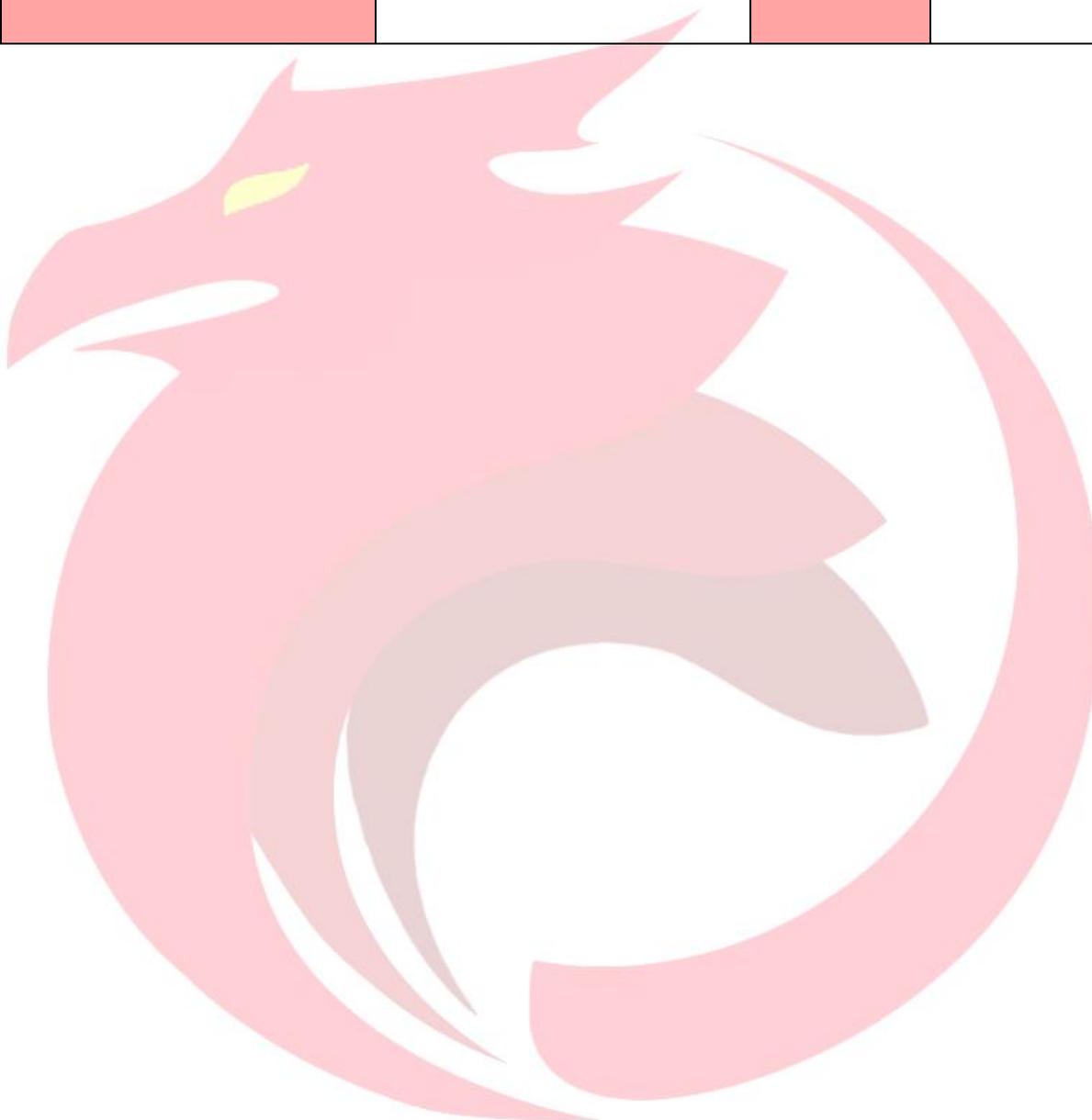
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Summary of Main Areas of Concern

Child's Health and Development
Parenting Skills
Family & Environmental Factors
Please Outline Work Undertaken by your Agency with this Child(ren)/Family
What Services do you feel this child(ren)/family need?

Is there any information to suggest that there may be a potential risk to a worker visiting this family?	Yes " No "	Details:	
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Name/Signature of Referrer:		Date:	
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Appendix 3

Child Protection/Safeguarding note for Parents or Carers

Crickhowell High School has a responsibility to ensure the well-being of all students. This responsibility means that the school:-

- will have a child protection policy and procedures;
- will make parents or carers aware of its child protection policy;
- will be required to refer a child to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;
- should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred;
- should help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress and
- keep the parents or carers informed of the welfare and educational progress of the child.

On 1 September 2006, *section 175 of the Education Act 2002* came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services. However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local social services department in consultation, where appropriate, with the police. The designated child protection person at the school should clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process.

As a parent or carer you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.

You may find the following helpful:-

- make time to talk and listen to your child;
- familiarise yourself with your child's friends and routine;
- be sensitive to changes in behaviour;
- teach your child to feel confident to refuse to do anything they feel is wrong;
- be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.