



**Llantilio Pertholey**  
**Church in Wales Primary School**

**Safeguarding and Child Protection Policy**

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## **Introduction**

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

- prevention through the teaching and pastoral support offered to pupils;
- creating and maintaining a safe, learning and supportive environment for all of our children and young people, and in particular those children who may have been abused;
- identifying where there are child welfare concerns and taking action to address them, where appropriate, in partnership with other agencies; and
- the development of children's understanding, awareness and resilience through the curriculum.

This policy applies to all staff and volunteers working in the school and its governors. It is recognized 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 staffs are aware of and implements the schools procedures as noted in this policy.

## **Prevention**

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

The school will therefore:-

- establish and maintain an ethos where children feel secure and 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 that they can turn to staff 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.

## **Procedures**

At this school we will follow the All Wales Child Protection Procedures and other guidance and protocols that have been endorsed and agreed by the Safeguarding Children Board.

The school will ensure that all protocols are in place.

- Ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements. This school will also nominate a named deputy who will be the central contact in times when the designated person is absent. There is also a designated governor for safeguarding. This information is displayed around the school and on the school website.
- Recognize the role of designated person and arrange support and training. The school will look to the SCB and in particular the local authority's Designated Officer for Safeguarding in Education for guidance and support in all child protection matters in assisting the school's designated person.
- Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:-
  - the name and contact details of both the designated and deputy person responsible for child protection;
  - that it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within timescales, by completing the agreed multi-agency referral form (MARF). That the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty and Assessment Team if necessary when a referral is being considered; if in doubt a referral must be sent;
  - If the designated person or deputy is not available staff will seek advice from Children's Services Duty and Assessment Team.
- 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. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school.

- 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 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.
- Provide training for all staff so that they know:-
  - their personal responsibility
  - to be cognizant of agreed local procedures
  - the need to be vigilant in identifying suspected cases of abuse
  - how to support a child who discloses abuse, particularly the do’s and don’ts
- Notify the Social 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**)
- 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.
- 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 responsible for formal investigation.
- Ensure that all records and files are kept secure and in locked locations. The designated 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 person to ensure that any transfer of records is conducted sensitively and securely.
- Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the local authority’s Human Resources Department on recruitment and selection.
- Seek to designate a governor for child protection who will champion and 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 but will be required to write an annual report to the governing body on the school’s child protection activities.

### **Supporting the pupil at Risk**

At this school we recognize that children who are at risk, suffer abuse or witness violence are often affected by these in adverse ways, some may be deeply troubled by these events.

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

The school will endeavor to support the pupil through:-

- The content of the curriculum to develop pupil’s health and wellbeing as well as social and emotional skills to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment; and gives pupils a sense of being valued.
- The school’s Relationship Policy focuses on celebrating positive behavior and supporting vulnerable pupils in the school. All staff will follow a consistent approach which focuses on the behaviour on the school’s expectations of behavior and an agreed set of praise/consequences. A restorative approach is used when discussing negative behavior. Staff should read the school’s Relationship Policy in conjunction with this and other named policies noted in this policy.
- Ensuring that a child has access to a trusted adult and provide ELSA and wellbeing support where appropriate.
- Liaison with other agencies who support the student such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others; and
- Keeping records and notifying Social 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 agreed policy and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process) and if not already done, to inform Social Services of the move.

### **Behaviour**

This school has a Relationship 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 via the school office.

### **Bullying**

The school's policy on Bullying has been set out in a separate document. This is available from the school office.

### **Physical Intervention**

The school's policy on physical intervention has been set out in a separate document. The staff in school receive TEAM TEACH training and use de-escalation techniques where possible. It would be useful to note any guidance, support and training provided by the Authority within any documentation. This is available via the school office.

### **E Safety**

The school's policy on E-Safety has been set out in a separate document. It would be useful to note any guidance, support and training provided by the Authority within any documentation. This is available via the school office.

### **Children with Statements of Additional Learning Needs (ALN)**

This school recognizes that statistically with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children 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 is available via the school office.

### **Children who enter the Looked after System**

This school recognizes that children who enter the Looked after System are often the most vulnerable and needy. The school has a responsibility to support the council in its role as corporate parent. The school's policy on Looked after Children (LAC) has been set out in a separate document & is available via the school office.

### **Information for all staff**

What to do if a child tells you they have been abused by someone other than a member of staff – see flow charts.

Where the allegation is against a member of staff you should refer to authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004.

All staff should be aware that they can raise concerns through the MCC's Whistle Blowing Policy.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher/Designated Person for Safeguarding/Child Protection.

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 Officer for Safeguarding in Education for guidance and advice.

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 **Helen King** the school's Designated Person for Child Protection or **Nicola Balkwill** their Deputy in their absence **immediately** to inform them of what has been disclosed. In the unlikely event of both being absent and none of the above are contactable, contact MCC Duty Desk on 01291 635669.

- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's designated person for child protection on the 'Reporting a Safeguarding Concern' form which are available in the staffroom or via the office. The note which should be clear in its use of terminology should 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 being 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. This should be stored in the HTs Safeguarding File;
- 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 person. Often what is initially shared is the tip of an iceberg;
- 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 designated person 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 (i.e. not discussed with other staff.) Staff need to 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.

### **Training**

The Designated Person for Child Protection (DSP) 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 DSP's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.

The DSP will ensure that all staff will have the relevant safeguarding training. This will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training within a 2-3 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.

### **Radicalisation and PREVENT Duty**

The process of raising safeguarding and Child Protection concerns in relation to Prevent is the same as for all safeguarding concerns. The school will contact Children's Services and will discuss the concerns with the Duty Officer, and a multi-agency referral form (MARF) is completed and submitted to Children's Services via the following email address [childduty@monmouthshire.gov.uk](mailto:childduty@monmouthshire.gov.uk). Once assessed by the FST (duty team) manager and Prevent SPOC (Single point of contact) in the local authority, a decision will be made as to whether a Channel Referral is required. If a Channel referral is required, the Prevent SPOC will assist the school in completing the referral form and the school will participate on the Channel Panel.

There are four prevent duties for schools:

- identify local risks
- identify at risk pupils
- work in partnership with other agencies

There are four elements in implementing Prevent Duties:

- to provide staff training
- to ensure effective links to our safeguarding policy and procedures
- to develop critical thinking in pupils, so they are aware of bias and propaganda, especially online
- to combat extremist materials

### **Operation Encompass Safeguarding Statement**

Our school is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse.

Operation Encompass means that the police will share information about Domestic Abuse incidents with our school PRIOR to the start of the next school day when they have been called to a domestic incident.

Once a Key Adult (DSL) has attended at an Operation Encompass briefing they will cascade the principles of Operation Encompass to all DSL's. Our parents are aware that we are an Operation Encompass school. The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information.

The Key Adult has also led training for all school staff and Governors about Operation Encompass, the prevalence of Domestic Abuse and the impact of this abuse on children. We have also discussed how we can support our children following the Operation Encompass notification.

We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk.

The Safeguarding Governor will report on Operation Encompass in the termly report to Governors. All information is anonymised for these reports. The Key Adult has used the Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the school.

**The Designated Person** for child protection at this school is: **Helen King**

**The Deputy Designated Person** for child protection at this school is: **Nicola Balkwill**

**The Nominated Governor** for child protection at this school is: **Sarah Lewis**

**The Monmouthshire Education Safeguarding Officer** is: **Heather Heaney** who can be contacted by:-

Phone- 01633 644392

Mobile- 07917707343

Email- HeatherHeaney@monmouthshire.gov.uk

**Monmouthshire Children's Services** can be contacted as follows:-

Phone: 01291 635669

Out of hours telephone number: 0800 328 4432

# Appendices



# Child Protection

All concerns should be passed **immediately**  
to the Child Protection Officers



**Mrs Helen King**  
Head Teacher



**Mrs Nicola Balkwill**  
Deputy Headteacher



**Ms Sarah Lewis**  
Safeguarding Governor

## Social Services

Duty Referral Team Telephone: 01291 635669

Office Hours: 9.00am to 5.00pm Monday to Thursday  
9.00am to 4.30pm Friday

Out of Hours Telephone: 0800 3284432

MCC Safeguarding Officer: Heather Heaney  
01633 644392

**CHILD PROTECTION IS THE RESPONSIBILITY OF ALL STAFF**

*If you have a safeguarding concern about the Headteacher  
you must contact the Chair of Governors: Kirsty Flynn 07950 585203*

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## Expectations of Behaviour



## Rewards and Sanctions



# School Safeguarding Processes

I have been made aware of or identified for myself a potential safeguarding issue relating to someone within the school.

Is it in relation to a pupil or their family?

NO

YES

Is it the Headteacher?

Is it in relation to a member of staff other than the Headteacher?

Share/discuss concerns with the Designated Safeguarding Person

Continuing concerns about child welfare

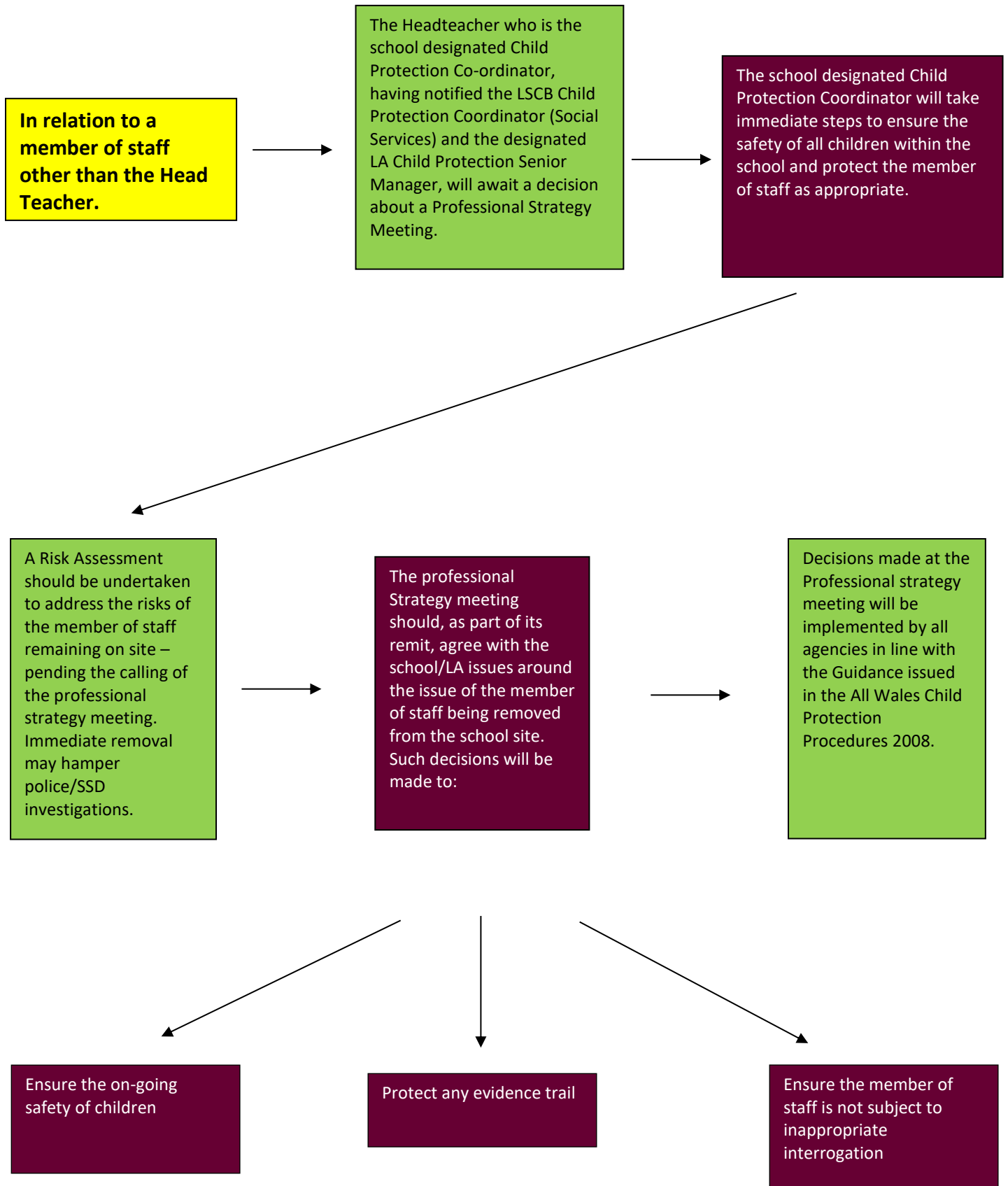
Contact Monmouthshire's Children's Services duty team to make a verbal referral.

Follow up with a written referral

The school Designated Child Protection Governor **Sarah Lewis** should be advised. They will notify the designated LA Child Protection Senior Manager and the local Children's Social Services team.

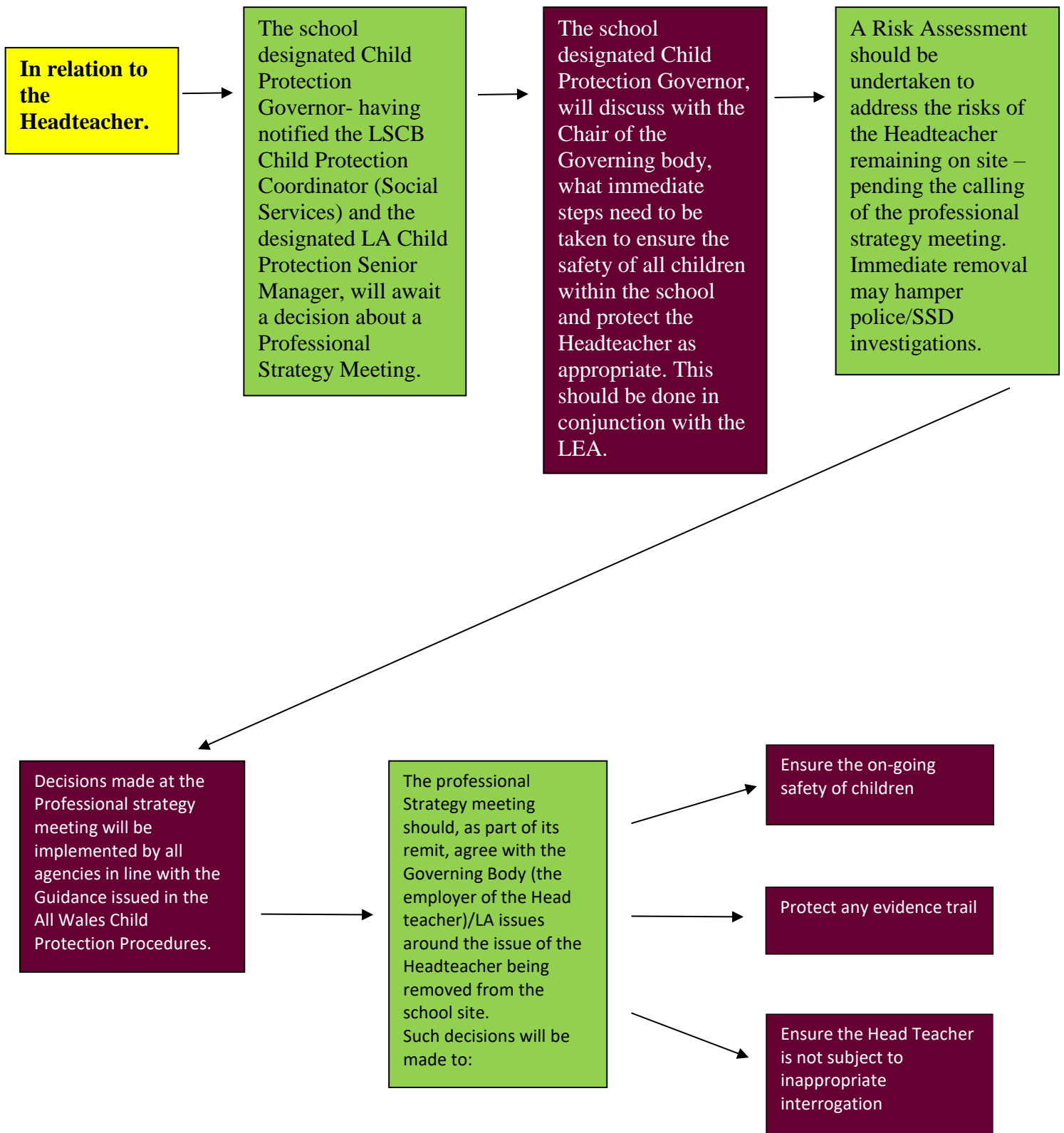
The Headteacher, who is the school Designated Child Protection Co-ordinator, should be advised. He will notify the Local Children's Social Services team.

# Safeguarding processes within Llantilio Pertholey Church in Wales Primary School.



**It is worth noting that a criminal conviction does not necessarily mean that the incident did not happen and should be looked at as the end of the Child Protection processes under the normal disciplinary processes.**

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