



Child Protection Policy

1. Introduction

Ysgol Llanbedrog fully recognises its contribution to child protection.

Our policy contains three principal elements:

- Prevention, through the teaching and pastoral support provided for pupils.
- Procedures to identify cases or suspicions of abuse and report these. Because of our daily contact with children, the school's staff members are in a good position to notice any external signs of abuse.
- Support for pupils who may have been abused.

Our policy is relevant to all the staff and volunteers working at the school, and to governors. Teaching assistants, lunch-time supervisors, caretakers, secretaries, as well as teachers, may be the first people to whom the child discloses information.

The designated child protection person for this school is the Head Teacher.

The designated child protection governor for this school is: Mr Carwyn Evans.

Both have attended relevant training and are in contact when concern arises.

2. Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication between pupils and an adult they can trust, help to safeguard pupils. The school will therefore:

- establish and maintain an ethos whereby children feel safe and are encouraged to talk, and where we listen to them;
- ensure that the children know that there are adults at the school whom they can approach if they are worried or have a problem;
- include, in the curriculum, Personal and Social Education activities and opportunities to equip the children with the skills required to safeguard themselves from being abused and to know whom to turn to for help;
- include, in the curriculum, material to help children develop realistic attitudes towards the responsibilities of life as an adult, especially in terms of childcare and parenting skills.

3. Procedures

We will adhere to the All Wales Child Protection Procedures as confirmed by the Local Safeguarding Children Board. (The file is located in the staff room.)

The school will:

- ensure that it has a designated senior member of staff who has received appropriate training, i.e. Manon Haf Owen (Head Teacher);
- recognise the role of the designated person and organise support and training. *Schools may perhaps wish to refer to the additional training undertaken by their designated person.*
- ensure that every member of staff and every governor knows:
 - the name of the designated person and his/her role;
 - that they have a responsibility as individuals for referring concerns regarding child protection by using the correct channels and within the timescale agreed with the Local Safeguarding Children Board;
 - how to act on those concerns, if 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 pupil who may disclose abuse;
- ensure that parents understand the responsibility that the school and its staff have for child protection by noting its obligations in the school's prospectus;
- provide training for all members of staff so that they know:
 - their personal responsibilities;
 - the agreed local procedures;
 - the need to be alert to identify cases of abuse;
 - how to support a child who discloses abuse.

Teachers and assistants must complete EduCare training, and teachers, assistants and ancillary staff will receive child protection training at the school every year.

(Appendix 1 – Child Protection Guidelines – Note for Staff.)

- inform the local social services team if:
 - a pupil on the protection register is excluded either for a fixed period or permanently; and
 - a pupil who is on the child protection register is absent from school without an explanation for more than two days (or for one day, following a weekend);
- work to develop effective links with relevant agencies and co-operate, as necessary, with their enquiries into child protection matters, including attending the initial review and core groups and child protection conferences and submitting written reports to the conferences;
- keep written records of concerns about children (noting the date, incident and measures taken), even in cases where it is not necessary to immediately refer the matter to social services;
- ensure that all records are kept safely locked away, in the **Red Box**;
- adhere to the procedures noted in the Welsh Government's guidance circular and **Red Box guidelines**;
- ensure that recruitment and selection procedures are drawn up in accordance with the guidelines contained in Welsh Government circular 34/2002 "*Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service*";
- assign a child protection governor to oversee the school's child protection policy and practices.

4. Supporting the Pupil who is at Risk

We recognise that children who are at risk, who face abuse or who witness violence, could be severely affected by this.

The school may be the only stable, safe and secure element in the lives of children who are at risk. At school, however, their behaviour may be challenging and disruptive, or they could become withdrawn.

The school will endeavour to support the pupil:

- by including elements in the curriculum that promote self-esteem and self-motivation (see Section 2 on Prevention);
- through the school ethos which:

- promotes a positive, supportive and safe environment
 - instils a sense of worth in pupils.
- through the school's behaviour policy, one of the objectives being to support at the school pupils who are open to being harmed. Every member of staff will agree on a consistent implementation method which focuses on the behaviour of the child who has transgressed but without damaging the pupil's self-esteem. The school will endeavour to ensure that the pupil is aware that some types of behaviour are unacceptable, but that he or she is appreciated and is not to blame for any abuse that has occurred;
- by maintaining regular contact with other pupil support agencies, such as Social Services, Children and Young People's Mental Health Services, the Educational Psychology Service, the Behaviour Support Services and Education Welfare Service;
- by keeping records and informing Social Services as soon as any concern resurfaces.

When a pupil who is on the child protection register moves from the school, we will immediately pass on the information to the new school and inform Social Services.

Bullying

Our policy on bullying is noted in a separate document and is reviewed annually by the governing body.

Physical Intervention

Our policy on physical intervention is noted in a separate document and is reviewed annually by the governing body.

Children with Statements of Special Educational Needs

We recognise that statistically, children with disabilities and behavioural difficulties are the ones most open to being abused. School staff who deal with children who have multiple and profound disabilities, sensory impairment and/or behavioural and emotional problems, need to be particularly sensitive to signs of abuse.

Date of Adoption: Autumn Term 2013 Review Date: Autumn 2014, Autumn 2015,
Summer 2016, Autumn 2016

Chairperson: _____ Head Teacher: _____

Date: _____



Ysgol Llanbedrog Child Protection Guidelines Note for Staff

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 inform the head teacher immediately; where the allegation is against the head teacher you should inform the designated governor and/or a senior authority officer immediately.)

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 person for child protection (head teacher)** immediately;
- make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. 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. Remember, your note of the discussion may be used in any subsequent court proceedings;
- do not give undertakings of absolute confidentiality;
- 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.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the designated person and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

The designated child protection person for this school is: Mrs Manon Haf Owen (Head Teacher)

The designated child protection governor is: Mr Carwyn Evans 01758 740696

The local authority designated lead officer for child protection is: Mr Gwern ap Rhisiart 01286 679007



YSGOL LLANBEDROG ACTION PLAN
FOR CHILD PROTECTION
Guidelines for Teachers, Ancillary Staff and Supervisors

If a pupil notifies you that they or another pupil are being abused then:

- 1) Indicate that you have heard and understood what they have said, and that you take their allegation seriously.
- 2) Encourage the child to talk, but without prompting or asking leading questions
 - do not interrupt
 - do not make the child repeat what he/she has said.
- 3) Explain the steps you have to take in a way that is appropriate for the pupil's age and understanding, i.e. to pass this information on to the head teacher.
- 4) Don't pledge to keep what you were told confidential as you have a responsibility to divulge information to those who need to know.
- 5) Make a note of the date, time, place, and those who were present, and sign it.
- 6) Present the report and your concerns to the head teacher.*
- 7) Depending on the seriousness of the case, it is the head teacher's duty to decide whether the case needs to be referred to Social Services.
- 8) If further advice is required, contact the:
 - i. Area Education Officer
 - ii. Education Welfare Officer.

***Important:**

Where the allegation is against a member of staff you should inform the head teacher immediately.

Where the allegation is against the head teacher you should inform the education officer or designated governor (Carwyn Evans) immediately.