

Child Protection Policy

Ysgol Llanbedrog



Approval Date: 19/10/21

Review Date: Autumn Term 2022 (annually)

Signed on behalf of the Chair of Governors: Alaw Ceris

School Council Chair on behalf of the pupils: _____

Protection Designated Person: MHOwen

Protection Designated Governor: Alaw Ceris

Head Teacher: MHOwen

Date: 20/9/22

Level 1 Training

Staff	2/9/22
Governors	14/12/22

Level 2 Training

Designated person/Head Teacher (MHO)	10/5/21
Designated person/Deputy (GLJ)	10/3/22
Designated Governor/Chair (AC)	13/5/21
Deputy Chair (MG)	to be arranged

Purpose of the Policy

'Do the fundamentally good things that keep children safe.' Lord Lamming 2008

The following individuals are the Child Protection Designated Persons in the school: **Mrs Manon Haf Owen**

Deputy Child Protection Designated Person: **Gwyneth Lloyd Jones**

Child Protection Designated Governor: **Ms Alaw Ceris**

1. Introduction

1.1 Ysgol Llanbedrog fully recognizes its contribution to child protection.

There are four main elements to our policy:-

- a) prevention of harm through teaching and pastoral support provided for pupils;
- b) procedures for identifying cases or suspicions of abuse and report on them;
- c) Due to our daily contact with children, school staff are in a situation to identify any signs of abuse and offer;
- d) support for pupils who have possibly been victims of abuse.

1.2 Our policy applies to the entire staff and volunteers who work at the school including our Governors. Perhaps a learning support assistant, break and lunch time supervisor, carer, secretary, a technical or administrative staff member will be the first person whom a child informs that they are being abused.

2. Prevention

2.1 We recognize that high self-esteem, confidence, supportive friends and good lines of communication between pupils and an adult in which they can confide, assists to protect pupils.

By understanding this, the school will:

- a) establish and maintain an ethos where the pupils feel safe and are encouraged to speak openly and be listened to by any School staff member;
- b) ensure that pupils know that there are adults at the school whom they can turn to if they are concerned or are in difficulties, and feel confident that they will be given a fair and unprejudiced hearing;
- c) include, in the curriculum, Personal and Social Education activities and opportunities to empower children to possess the required skills to protect themselves from abuse and know who to turn to for support; and
- d) include, in the curriculum, material to assist pupils to develop realistic attitudes towards responsibilities in adult life, especially child care, bringing up children and being good parents.

3. Procedures

3.1 We will adhere to All Wales Child Protection Procedures that have been confirmed by the Local Safeguarding Children Board and in accordance with 2008 All Wales Child Protection Guidelines.

3.2 The school will:

- a) ensure that it has a member of the Senior Management Team deputised by the Head Teacher, with the main responsibility for Child Protection and who has received appropriate training;
- b) recognize the role of the Designated Co-ordinator for Child Protection, arrange training and provide support. Ensure that all staff members involved with Child Protection have received the appropriate Level 2 training which has been approved by the Local Safeguarding Board.
- c) ensure that all staff members and every governor is aware of:-

- The name of the designated person and their role;

- The right procedure to follow if they suspect that a child is suffering or at risk of suffering substantial harm
 - That they have a responsibility as individuals for referring child protection concerns through using the correct channels and within the deadlines agreed with the Local Safeguarding Children Board; and
 - What action to take about those concerns if the designated person is unavailable and understand the referrals procedure.
 - The referrals procedure if there are concerns about the Head Teacher.
- d) ensure that staff members are aware of the need to be aware of signs of abuse and know how to respond to a child who may divulge that abuse has occurred;
- e) that there is a need to make a detailed and accurate record of any disclosure by a child who raises a concern
- f) ensure that parents understand the school and staff's responsibility for child protection through noting their responsibilities in the School prospectus, and raise awareness of the contact numbers on the school website.
- g) A pupil can be referred to Social Services either as a Child who requires early intervention, with parental consent or as a Child at risk of Substantial Harm (parental consent is not required to refer under these guidelines). It is important that staff, pupils and parents understand that there is NO need for parental consent to refer to Social Services if a child makes an allegation of abuse against a parent and is suffering or likely to suffer from substantial harm. Social Services will need to commence an initial assessment which will include speaking with the child as soon as possible.
- h) Provide child protection training to our entire staff through the Authority's level 1 training package which is updated annually. Level 2 training will be provided to the Head Teacher, Designated Person and designated Governor through the Education Department every three years. This training will ensure that everyone understands;
- Their own responsibility
 - The locally agreed procedure;
 - That there is a need to be vigilant to identify symptoms and signs of abuse; and
 - How to support a child who divulges that abuse has occurred.
- i) Notify the local social services team if:
- A pupil placed on the child protection register is excluded either for a fixed term or permanently; and
 - If a pupil who is on the child protection register is absent from school without an explanation for more than two days (or for a day following a weekend);
- j) Develop an effective link with relevant agencies and collaborate on enquiries into abuse including:
- In discussions about the case from the offset,
 - At child protection conferences,
 - At core groups and
 - Submit written reports to every Conference and Core Group.
- k) Keep written records of concerns about children (including dates, incidents and the measures taken), even if there is no need to refer the matter immediately to the authorities;
- l) Ensure that all records about cases are always safely kept under lock and key in the officer of the Designated Person with responsibility for child protection;

- m) Adhere to the procedures mentioned in the Welsh Assembly Government guidelines in the circular 45/2004 Disciplinary Procedures.

4. The Recruitment and Staff Appointment Procedure in Schools

- 4.1. Ensure that the recruitment and staff appointment procedure complies with the Council Policy relating to DBS Procedures and the Disclosure Policy.
- 4.2. Appoint a designated Governor with responsibility for Child Protection who will supervise the school's child protection policy and its administration.

5. Support for the At Risk Pupil

- 5.1 We recognize that children who may be at risk of substantial harm, or who face abuse or who have witnessed violence, may be hugely impacted by this.
- 5.2 Perhaps the school is the only element and a stable, safe and secure haven in the lives of at risk children. However, a child who suffers at home can behave in a way that attracts attention, whether it be though challenging behaviour or in a behaviour that is different to the child's normal behaviour.
- 5.3 The school will try and support the pupil through:
- a) the school ethos which:
 - promotes a positive, supportive and safe environment; and
 - promotes every pupil as an individual who is a valuable member of the school's society.
 - b) adheres to the school's Behaviour and Disciplinary Policy which specifically refers to vulnerable pupils. Every staff member has a positive attitude that focuses on the child's behaviour but without harming the young person's self-respect.
 - c) ensure that the pupil realises that some types of behaviour are unacceptable, that every individual is important by the school and that they realise that the child is not to blame for any abuse that has occurred.
 - d) contact other pupil support agencies, such as Social Services, Children and Young People Mental Health Services, the Education Psychology Service, Behaviour Support Services and the Inclusion in Education Service;
 - e) keep clear and concise records and inform Social Services if there is a regular concern about a child;
 - f) ensure that information about a young person on the child protection register who is leaving the school is immediately transferred to the new school and notify Social Services.

Refer a Child in need of Protection to the Social Services Department

6. Consent

- 6.1 If allegations of a serious nature are made or if the allegation is against a parent or anyone who shares a home with the child, then IT IS NOT appropriate to discuss the matter, or obtain parental consent before transferring the matter to Social Services and it should be referred under the appropriate child protection procedure.

7. Anti-bullying

- 7.1 Our policy on anti-bullying is noted in a separate document and this is annually reviewed by the Governing Body.

8. Reasonable Force

- 8.1 Our policy on safe intervention is noted in a separate document and this is annually reviewed by the governing body.

9. Children with a Special Educational Needs Statement

- 9.1 Statistically, children who have disabilities and behavioural problems are the most vulnerable. There is a need for staff who deal with children who have serious and multiple disabilities or sensory impairments to be especially sensitive to signs of abuse.

10. Dealing with an allegation that a Staff member is responsible for abuse.

- 10.1 If an allegation of abuse is made, the Head Teacher should refer the matter to the Referrals Team in the Social Services and immediately inform the Designated Officer in the Local Education Authority (Delyth Lloyd Griffiths). However, it must be accepted sometimes that the situation must be dealt with at once and the school should follow the steps below at that time:

Step 1 EVERY staff member who witnessed the incident must provide a verbal and written record to the attention of the Head Teacher regarding the allegation(s). (*unless the allegations are against the Head Teacher - see below)

Step 2 The Head Teacher/Manager must assess the risk to the child immediately and determine what would be better for the child. (Medical advice will possibly be required).

Step 3 If a staff member does not know about the accusations, it would be wise to obtain advice from Social Services and the staff member should be informed that an allegation has been made against them. The staff member should not be informed of who made the allegation.

Step 4 Depending on the seriousness of the accusation, perhaps the Head Teacher will need to keep the staff member and pupil separate and decide whether or not the staff member should be suspended from work. Action will need to be taken in accordance with clauses 5.2 (Allegations that include child protection matters - receiving an allegation) and 6 (Suspension) from the School's Disciplinary Policy. If a decision is not made to suspend a staff member, it should be ensured that a risk assessment is undertaken on a joint basis by the Head Teacher and the Chair of the Governing Body. Suspension should be considered as a neutral and impartial course of action.

Unless the staff member already knows, the Head Teacher has no right to state who is making the accusation, or any details about it.

In order for the investigation to be undertaken thoroughly, perhaps an immediate suspension will be required. The Staff member will have the right to contact their Union for advice and this is a neutral course of action. The staff member must be given a contact name within the school who they can contact. The Staff member must receive the phone number for the county's Counselling Service.

Step 5 Social Services must be informed as soon as possible once an accusation has been made against a staff member, and on the same day the matter is brought before the Protection Designated Person. The staff member with responsibility should telephone 01758704455 to speak to the Referrals Team from Social Services in order to receive advice and guidance. Having received verbal information, the appropriate Senior Manager with responsibility in the Local Authority's Social Services must co-ordinate the response.

Step 6 It is essential that the LEA's Designated Officer for Child Protection is informed of the allegations as soon as possible and on the same day the matter is brought to the attention of the Child Protection Designated Person, as they can also offer advice - Delyth Lloyd Griffiths should be telephoned on 01286 679007 and the call should be confirmed by e-mail.

Step 7 The Gwynedd Child Protection Referral Form should be completed as soon as possible with details of the child making the accusation and all known details about the incident.
The form should be e-mailed to the Gwynedd Social Services Referrals Team: cyfeiriadauplant@gwynedd.gov.uk
At the same time, a copy should be e-mailed to the Designated Officer in Gwynedd's LEA.
delythgriffiths@gwynedd.llyw.cymru

Step 8 Within 48 hours or sooner if possible, the Senior Manager of Gwynedd's Social Services Department will call a strategy meeting where the Head Teacher is invited to provide all available information at the meeting regarding : a) the child and b) the staff member
*The Head Teacher/Manager must inform the Chair of Governors about the accusation, and invite him/her to be present at the strategy meeting.

IT IS NOT THE HEAD TEACHER'S ROLE TO INVESTIGATE THE ALLEGATION - THAT DECISION IS MADE AT THE STRATEGY MEETING.

However, the Head Teacher will need to receive as much information as possible in order to obtain facts about the allegation. The information will be of use at the strategy meeting as they decide on the next appropriate steps.

11. Dealing with an Accusation against the Head Teacher

11.1 If the accusation is against the Head Teacher, the Chair of the Governing Body should be informed and it is the responsibility of the Body to inform the LA's Child Protection Designated Officer.

The Child Protection Designated Officer for Gwynedd Council is Delyth Griffiths. Her contact number is 01286679007 delythgriffiths@gwynedd.llyw.cymru

If Mrs Griffiths is not available, then the Chair of Governors must contact the Head of Education Department or their deputy by telephoning 01286 679467.

If the LA Officer is not available, or if it is decided that further advice is needed, this should come from the child protection designated manager in the Authority's Social Services. This is not the same as referring a case to the authority but it could help the authority and the school when assessing the situation and deciding on the most appropriate steps.

If the allegation is involved with an offence or it appears that a child has been harmed or is likely to be harmed, the LA and the school must immediately refer the case in accordance with child protection procedures as established by the Local Safeguarding Children Board. The case will be referred to Gwynedd Social Services. The Police will intervene if the accusation involves an offence.

12. Dealing with an allegation against a member of the Governing Body

12.1 If an allegation is made against a member of the Governing Body, then as in Part 4.3.6 of Wales Child Protection Guidelines - Allegations of abuse regarding, or against a qualified staff member or volunteer who is involved with children or vulnerable adults (or who manage/supervise/influence them), then the case should be referred to the LEA's Child Protection Designated Officer.

TIME-SCALE FOR DEALING WITH AN ALLEGATION AGAINST A STAFF MEMBER, THE HEAD TEACHER OR A MEMBER OF THE GOVERNING BODY

Step 1 The LEA's Social Services must be informed as soon as possible about an allegation of abuse / offence against a child by a member of Staff or the Head Teacher, and on the same day the incident is brought to the attention of the Child Protection Designated Person, or any other member of the Governing Body.

01758704455 should be telephoned to speak to the Duty Social Worker for advice.

*Having received details verbally, the response is coordinated by the appropriate Senior Manager in the Social Services Department.

Step 2 It is essential that the LEA's Designated Officer for Child Protection is informed of the allegation on the same day the allegation is brought to the attention of the School's Child Protection Designated Person or any other member of Staff or Governing Body so that further advice can be provided-

01286679007 should be telephoned

Step 3 Within 48 hours or sooner if possible, the Senior Manager of Gwynedd's Social Services will call a strategy meeting where the Senior Staff Member is invited to attend and submit all known information regarding:

a) the child and b) the staff member or Head Teacher

(if the allegation is made against a staff member or the Head Teacher, the Chair of the Governing Body will be invited to the strategy meeting)

If the allegation is made against the Chair of the Governing Body, the Head Teacher will attend the strategy meeting as well as the Governor with responsibility for Child Protection.

The LA's Designated Person for Child Protection or a representative of the Education Director will be present at every strategy meeting relating to a member of Staff or the Governing Body. Also, a member from the Human Resources Department will be invited to attend.

13. Referral

Every case involved with children must be referred by completing the North Wales Referral Form and including as much information as possible.

If there is an urgent concern about a child's safety, the situation should be referred immediately by telephoning the Gwynedd Children Services' referral team. In such cases, the Referral Form will be completed and sent to the Referrals/Assessment Team on the same working day in accordance with 2008 ALL WALES CHILD PROTECTION GUIDELINES.

EDUCATION DEPARTMENT'S DESIGNATED OFFICER FOR PROTECTION OF CHILDREN

(Bethan Helen Jones)

bethanhelenjones@gwynedd.llyw.cymru

01286 679007

Responsibilities

1. Strategic

- Plan and coordinate the safeguarding children in education provision.
- Work in partnership with other local agencies.

2. Support

- Ensure that maintained schools are aware of their child protection responsibilities and monitor their performance.
- Provide and plan appropriate training and policies and model procedures.
- Provide advice and support.
- Provide advice and links and collaboration with all other agencies.

3. Implementation

- Be involved in handling abuse complaints against staff and volunteers.

4. Provide advice, guidance and support for education and school staff

The Child Protection Designated Officer will;

- analyse and introduce guidance on any new legislation;
- provide advice and co-ordinate work in response to allegations against staff/Governors.
- lead on broader Child Protection matters which include specific circumstances of abuse, e.g. female genital mutilation, self-harming, forced marriage, feigned illness or made up illness, domestic violence, child abuse by another child, sexual abuse and young migrants.

5. Develop good working contacts and good partnerships

The Child Protection Designated Officer will;

- take part in joint decision making via representatives as a member of the Gwynedd and Anglesey Safeguarding Children Board or sub-groups;
- nurture supportive and effective working links with the local authority and between partner agencies;
- interact with designated individuals and designated governors at schools responsible for child protection;

6. Training

The Child Protection Designated Officer will;

- prepare training packages to raise awareness of child protection related matters (e.g. level 1 training and level 2 training, cyber-bullying, radicalization, sexual abuse);
- prepare a calendar of events to raise awareness of child protection, the referral process and the importance of collaboration to safeguard children;
- create a departmental training updated database;
- advise on confidentiality, record keeping and transferring records;
- advise residential local schools as relevant.

8. Monitoring

The Child Protection Designated Officer will monitor;

- levels of compliance and procedures and policies at every school
- designated individuals in schools, as well as their training record;
- a designated governor at schools as well as their training record;
- contribute towards the work of the local Safeguarding Children Board and quality assurance groups; refer children to the Social Services Department (numbers, quality and response);
- level of child protection activities in the schools and links to training received;
- attend case conferences;
- children on the child protection register; children in need and other vulnerable groups.
- comply with Welsh Government guidelines, Local Safeguarding Children Board procedures or standards;
- implement Serious Cases Review recommendations, or similar; and
- use of reasonable force.

YSGOL LLANBEDROG'S DESIGNATED OFFICER FOR PROTECTION OF CHILDREN (Manon Haf Owen)

Manon.Owen@llanbedrog.ysgoliongwynedd.cymru

01758 740631

1. Role of the Designated Person at a school

- 1.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented for pupils well-being.
- 1.2. The Designated Person should;
- lead and take responsibility for managing matters and cases relating to child safeguarding and child protection,
 - promote the well-being and interests of Looked after Children and vulnerable groups,
 - be a member of the school management team,
 - take responsibility for practices, policies, procedures and professional development in the Child Protection field.

2. Referral

The Designated Person should;

- refer cases where there are suspicions of abuse or abuse allegations to Social Services. Where they are relevant to cases where there are suspicions of abuse or abuse allegations against staff, staff should follow Welsh Assembly Government guidelines Working Together Children Act 2004;
- act as a source of support, advice and specialization within the educational establishment when deciding whether or not to refer an individual, through being in contact with the relevant agencies;
- be in contact with the head teacher or head (where the head teacher does not fulfil that role) to notify them of any matter and ensure that there is somebody always available to fulfil that role;
- keep detailed, correct and secure written records on case referrals or concerns; and
- have contact with the lead child protection designated officer in the local authority.

3. Training

The Designated Person should;

- receive level 2 training every three years,
- know how to recognize signs of abuse and, where appropriate, refer the case;
- possess practical information on the workings of Local Safeguarding Children Boards, know how strategy meetings are held, child protection case conference and core groups and that they can attend and make an effective contribution to these when required, and ensure that a school report is submitted to every case conference;
- ensure that every staff member and any volunteer can get hold of the school's child protection policy, and that they understand it, particularly new or part-time staff who perhaps work for different educational establishments;
- ensure that all staff members receive refresher training including child protection and that they can identify and notify immediately of any concerns; and
- have access to resources and attend any relevant training or refresher courses at appropriate times.

4. Raising Awareness

The Designated Person should;

- ensure that the establishment's child protection policy is updated and annually reviewed and work on that with the governing body or owner;
- ensure that parents/carers see copies of the child protection policy so that they are aware that cases may be referred and the establishment's role in that process, so as to avoid conflict later on;
- in collaboration with the head teacher and designated Protection governor, present a Protection Annual Report for the Governors' attention and the education department in the summer term; and
- where children leave the establishment, ensure that a copy of their child protection file is transferred to the new establishment as soon as possible, but is transferred separately to the pupil's main file.

ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

(See separate attachment for report)

1. **Guidance for professionals who attend child protection case conferences in Gwynedd**

If you will be invited to attend a Child Protection Conference, perhaps you will have questions regarding what will happen and what is expected of you. The aim of this guide is to answer some of your questions

2. **What is a child protection conference?**

The Child Protection Conference is an integral part of arrangements formulated for inter-agency collaboration in order to protect children. An initial child protection conference is held after enquiries regarding child protection come to an end. The meeting brings together family members, including the child when appropriate, and those professionals who have been mostly involved with the child.

3. **Purpose of the child protection conference.**

The purpose of the conference is: -

- Share and evaluate information about the child's health, development and activity, as well as the parents or carers' ability to ensure the safety of the child and promote his/her health and development.
- Decide whether or not the child or any other children in the family has suffered significant harm and if there is a risk that they could be harmed in future.
- Decide what actions are required in future in order to safeguard the child and promote his/her well-being, how this can be moved forward and what are the desired outcomes.

4. **Who should attend?**

Professionals and practitioners with a **substantial contribution** to make are invited, and this due to their information about the child or family, or deriving from their professional expertise.

Family members are invited.

5. **Initial and review child protection conferences.**

There are two types of Child Protection Conferences: -

5.1. Initial Child Protection Conference:

It is usually arranged after the Social Worker and Police Officer makes child protection enquiries. This meeting should take place within 15 working days from holding the strategy meeting between the police and social services. This means that you will not be notified of this meeting until very late, but you should do everything within your ability to be present.

You will receive a written invitation providing details about the family, reasons for the meeting and a list of people who will be present.

The Initial Child Protection Conference will determine whether or not the child's name should be placed on Gwynedd's Child Protection Register. If this is necessary, a Child Protection Plan must be agreed upon.

5.2. Child Protection Review Conference:

The name of every child on Gwynedd's Child Protection Register is reviewed. The first review will take place within 3 months and subsequent reviews within 6 months.

The purpose of this meeting is to review the Child Protection Plan in order to ensure that the child continues to receive sufficient care; to decide whether the child's name should remain on Gwynedd's Child Protection Register and whether or not the risk of significant harm has reduced, and if it has, to decide whether the plan should be changed.

6. Preparing for a child protection conference.

If you represent the school at the meeting, allow enough time to prepare for the meeting and consider the information you have regarding the following matters: -

- Anything important that has happened to the family or the child.
- The child's health, development and needs.
- The parents/carers' ability to safeguard the child and to promote his/her health and ensure his/her development.
- Any additional support by the family or community that is important to the family.

Every representing agency that attends the meeting should **provide a written report in advance and they should be willing to read their report at the meeting.** Where possible, the report should be shown to the family prior to holding the meeting.

It is important that the meeting can share all relevant information in order to understand the family's circumstances and to assess to what extent the child is at risk.

If you cannot be present, you should inform the Chair of the meeting and ask a senior worker to deputise on your behalf, (if appropriate), **and send your written report to the Chair in advance. Your apologies and the viewpoints expressed by you will be recorded.**

7. Confidential information

The essence of success of any inter-agency collaboration is the exchanging and sharing of relevant information. In every case where there are allegations, or suspicions, of child abuse, it is a duty to share relevant information.

Every piece of information shared at the meeting is completely confidential and nothing is disclosed outside the meeting for any purposes, unless the Chair of the Meeting gives his/her consent.

8. Do you make a decision regarding placing a child's name on the child protection register?

When you attend a Child Protection Conference, you will be asked whether or not the child's name should be placed on the Child Protection Register, and you will be asked to voice your opinion on the matter. You should bear the following question in mind when coming to a decision regarding registering a child:

Is there a continuous risk that the child will be subject to serious/significant harm?

When you will consider the information and come to a decision, the crucial point is whether...

- The child appears to have suffered from abuse, disease or difficulties when developing as a result of physical, sexual, emotional abuse or negligence, and the professional opinion is that the abuse or weaknesses would be likely to continue; or
- There is professional opinion, supported by the findings of enquiries in this individual case or evidence of the investigation, noting that it is likely that the child will suffer abuse, disease or difficulties when developing as a result of physical or emotional abuse, sexual abuse or negligence.

When a child's name is placed on the Child Protection Register, placing the name on the register in itself does not mean that the child is protected unless there is a corresponding Child Protection Plan. The Child Protection Plan recommends methods that agencies, professionals and the family can work in partnership with in order to ensure that the child is protected from harm in future.

9. Chair of the child protection conference

The role of the Chair is to ensure that the meeting focuses on the child's needs; that everyone can fully contribute towards the discussion and decisions; that everybody is treated fairly and with respect; and that decisions and plans from the meeting safeguard the child.

10. The Core Group

Members of the Core Group are selected at the conference, and it includes professionals and practitioners who work directly with the family.

The Core Group is responsible for developing and implementing the Child Protection Plan as a detailed method of collaborating within the plan outlined and agreed upon at the meeting in order to protect the child/children and reduce the risk of them suffering significant harm.

The Key Worker has the most important role, and every member of the Core Group has a joint responsibility for creating and implementing the plan. **If you are a member of the Core Group, it is essential that you attend.** (see also the Core Group's protocol, the local Safeguarding Board's website).

11. Guidance and further information

Guidance on safeguarding and Protecting Children is included in:

- "Safeguarding Children: Working Together under the Children Act 2004" (Welsh Assembly Government, 12/2007);
- "All Wales Child Protection Guidelines" (2008),
- "Safeguarding Children: Working Together towards Positive Outcomes".
- Procedures for Whistle-blowing in schools and model policy - circular 36/2007