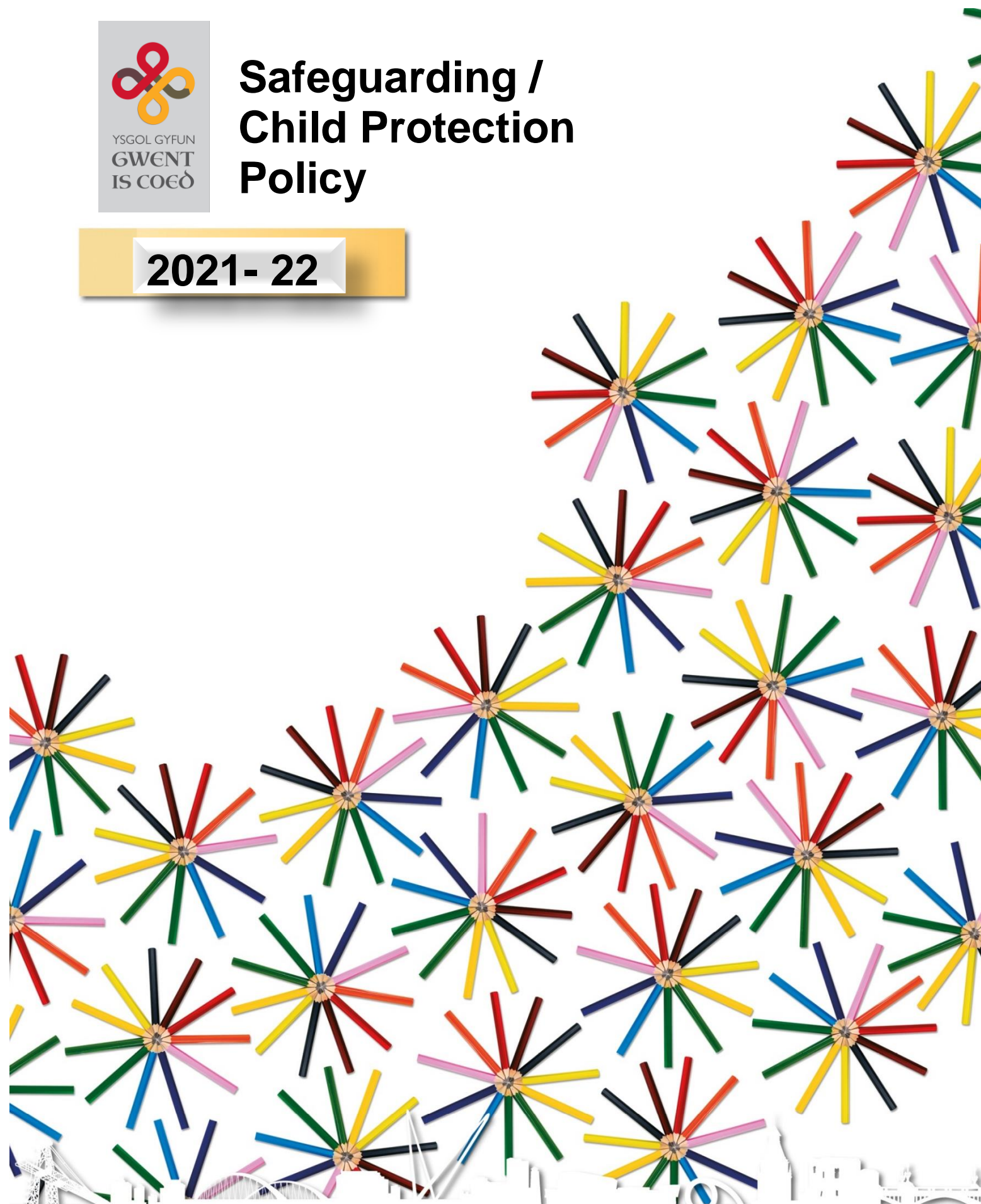




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# Safeguarding / Child Protection Policy

2021- 22



**Newport City Council - Education Service**

**Safeguarding / Child Protection Policy**

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## Newport Education Safeguarding Policy

### 1. Introduction

**Safeguarding children is the responsibility of all staff working with children and young people.** Newport City Council is committed to ensuring that everyone accepts their responsibilities to safeguard children and young people from harm and abuse. This means following procedures to protect children and young people and reporting any concerns about their welfare to the appropriate authorities straight away.

This document should be read in conjunction with other school policies. Additionally, staff should be familiar with the council's key policies, in particular:

- Safeguarding People - Corporate Policy
- The Social Media Policy

The council hosts safeguarding information pages on the council website in order to provide information to the general public.

The Education Safeguarding Officer (ESO) is the first point of contact for schools and education directorate staff in relation to advice regarding safeguarding and child protection issues arising in schools.

In relation to allegations against staff/volunteers in education settings, contact either the Local Authority Designated Officer (LADO) or the Education Safeguarding Officer (ESO).

It is important for all staff, volunteers, contractors and governors/management committee members to remember:

**IT IS NOT the responsibility of any employee, volunteer, contractor or Governor to determine whether abuse or neglect is actually taking place.**

**However, IT IS the responsibility of any employee, volunteer, contractor or Governor to take the actions set out in this policy if they are concerned that abuse or neglect may be taking place.**

### 2. Purpose

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

### 3. Legislative Framework

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

- have a positive start in life;
- have a comprehensive range of education and learning opportunities;
- enjoy the best possible health and are free from abuse, victimisation and exploitation;
- have access to play, leisure, sporting and cultural activities;
- are listened to, treated with respect, and have their race and cultural identity recognised;
- have a safe home and a community which supports physical and emotional wellbeing; and
- are not disadvantaged by poverty.

Organisations that provide services for children (defined in the Children Act 1989 as anyone under the age of 18 years) have a duty to safeguard and promote their welfare. The concept of safeguarding and promoting the welfare of children is defined within Safeguarding Children: Working Together under the Children Act 2004, (Welsh Assembly Government, 2006) as:

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

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

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

- Children Act 1989
- Human Rights Act 1998
- Children Act 2004
- Safeguarding Children: Working Together under the Children Act 2004

- Safeguarding Procedures for Children and Adults at risk of abuse and neglect 2019
- Social Services and Well-being (Wales) Act 2014
- Safeguarding in Education: handling allegations of abuse against teachers and other staff 2014. (Circular 009/2014)
- Keeping Learners Safe 2020: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002

### **Scope**

This policy covers all employees and volunteers in Newport's Education Directorate and educational settings, including volunteers and contracted service providers. All those who work with, or have contact with children or young people are likely to have varied levels of contact as part of their duties and responsibilities. **Everyone who works with children and young people should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns.**

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

The Local Authority (LA) will ensure that the Education Safeguarding Officer (ESO) reports to the Senior Leadership Team for the Education Directorate on a regular basis on matters relating to safeguarding and child protection within Newport. The LA also takes seriously its responsibilities to address practice, policy and training issues as they occur and relate to all educational establishments and services provided by Newport. The Education Directorate will actively support and promote the work of the Gwent Safeguarding Board.

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

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

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

***Safeguarding Children in Education: handling allegations of abuse against teachers and other staff (May 2014)*** (Appendix A).

Also see regional guidance: **Safeguarding Allegations/Concerns About Practitioners and Those in a Position of Trust Protocol (March 2020)**.

<https://www.gwentsafeguarding.org.uk/Documents-en/Adults/Protocols-and-Procedures/Regional-Documents/Safeguarding-AllegationsConcerns-about-Practitioners-and-those-in-a-Position-of-Trust-Protocol.pdf>

There is a 'Whistle Blowing' procedure in place in Newport that staff can utilise when raising concerns regarding practice and other work related matters. The specific guidance for schools can be found on the NCC intranet.

## **Records and Record Keeping**

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

All establishments, organisations and services will be required to maintain accurate and relevant child protection records. These records will be kept in a secure place, separate from all other records pertaining to the child. These 'Child Protection records' will be accessed and maintained by the DSP. The establishment, organisation or service should have a named deputy DSP for child protection who will have access to records in times of need.

Child Protection records are subject to the arrangements for maintaining confidentiality and storage within that establishment. The records will be kept for a period of 35 years after the child has left school (see further guidance in NCC Education Document Retention Schedule).

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

## **5. Code of Conduct**

All adults working in Newport schools or education settings must abide by the EWC 'Code of Professional Conduct'; NCC 'Code of Conduct' and any specific codes of conduct that are clearly stated within each establishment's policy.

This expectation in regard to the code of conduct will be emphasised at the beginning of employment or period of voluntary support to each individual.

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

## 6. Recruitment, Selection and Management of Staff

Those responsible for employing and selecting staff must take every precaution to ensure thorough vetting procedures are conducted. Care must be taken to ensure that all details are checked and that references are taken up. Newport City Council will implement safe recruitment procedures in accordance with Gwent Safeguarding regional guidance and as set out in the Local Authority Safer Recruitment Guidance for Schools. Further guidance and support can be obtained from Newport's HR department.

Managers are required to ensure that staff and volunteers working with children and young people hold current DBS checks. A record of all DBS checks must be kept as part of a 'Single Central Register'.

All establishments, organisations or services must also ensure that all staff who work with children have access to appropriate induction, training, supervision and support. This also applies to any 'off-site' provision managed by the school/establishment.

## 7. Training

Head Teachers and Managers will need to ensure that all staff have access to training that is relevant and appropriate to their role. It is recommended that all staff receive updated child protection training at a period deemed necessary by Head Teachers and Managers, but within a maximum period of three years of receiving the last training. In addition, regular safeguarding updates should be part of the ongoing promotion of best safeguarding practice within the school or setting.

Those that have the role of Designated Safeguarding Person (DSP) and the deputy DSP are trained to recognise and respond to situations where children have been harmed or likely to be harmed and considered to be at risk. Training relevant to the role should be undertaken every two to three years.

The Local Authority provides training through the Safeguarding Board, and will ensure that any training offered by the ESO compliments and supports the work of the Board.

All educational settings must keep records of training to ensure that all staff & volunteer training for safeguarding is kept up to date. Educational establishments and partner agencies will be required to provide information on staff training to the Local Authority (annually) and the Regional Safeguarding Board upon request.

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

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

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

Report the matter immediately to the Head teacher, who should:

- keep a record of dates, times, location and names of potential witnesses
- **not investigate the allegation, or interview pupils, or discuss the allegation with the member of staff**
- contact the Education Safeguarding Officer (ESO) or the Local Authority Designated Officer (LADO) **without delay**. The LADO will give urgent consideration as to whether or not there is sufficient substance to the allegation to warrant investigation:
- inform the Chair of Governors

Any investigation will be informed by the guidance in the Wales Safeguarding Procedures for Children and Adults at risk of abuse and neglect (2019), which recommend that there should be a strategy meeting to plan the investigation and any subsequent action.

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

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

Interim safeguarding arrangements should be put in place pending the outcome of this process. This may require a risk assessment to be completed to ensure that there is no contact between the child or young person who is the subject of the allegation and the person who has been accused of the allegation. Interim safeguarding measures should also be put in place regarding the contact that takes place between any other child or young person and the person against whom the allegation has been made.

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

- Newport Children's Services: [Children.Duty@newport.gov.uk](mailto:Children.Duty@newport.gov.uk)
- Support and guidance regarding the above can be gained by contacting the Education Safeguarding Officer or the Local Authority Designated Officer.



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

### **9. Guidance on Safeguarding/Child Protection Policy for Schools and Education Settings.**

It is recommended that the policy format recorded in 'Keeping Learners Safe' is used as the basis for all establishments, organisations and services linked to Education. This format can be adapted to meet the needs and requirements of individual organisations.

The construction of any policy should include:

- Prevention
- Procedures
- Supporting the Learner/Young Person at risk

N.B: Reference to other related school or organisation policies can be added, as in the examples given in the exemplar policy.

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

The policy should be dated and also notification when the next formal review is intended. Where appropriate the date of approval by the Governing Body or Management should be recorded on the policy.

Basic items from the policy could be included in the school or organisation's publications for parents and children. A copy of the policy should be available on the school website, and must be made available to parents on request.

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

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

Relevant NCC Education policies can be found at: <https://hwb.gov.wales/>

## **10. Example Safeguarding & Child Protection Policy for (Name of School)**

### **1. Introduction**

Our school fully recognises the contribution it makes to safeguarding and child protection.

There are three main elements to our policy:

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

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

### **2. Prevention**

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

The school will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk and share their concerns and will be listened to;
- Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;
- 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.
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate
- take a whole-school (setting) approach to well-being which will incorporate safeguarding and preventative measures to support children and families.

### **3. Procedures**

We will follow the Wales Safeguarding Procedures for Children and Adults at risk of abuse and neglect (2019). We are also compliant with the Local Authority's overarching corporate "Safeguarding People" suite of safeguarding documents and other guidance and protocols that have been endorsed and agreed by the Safeguarding Board.

### Our school will:

- Ensure it has a designated safeguarding person (DSP) and deputy for child protection, who have undertaken the appropriate training.
- Recognise the role of the designated senior person (DSP) and arrange support and training. The school will look to the Safeguarding Board and the council's Education Safeguarding Officer for guidance and support in assisting the school's designated safeguarding person.
- Ensure every member of staff and every governor knows:
  - the name of the DSP and their role, the local authority point of contact and the designated governor for safeguarding
  - that they have an individual responsibility for reporting children at risk and child protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board (by following the school's agreed procedures)
  - how to take forward those concerns when the DSP is unavailable
- Ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a learner who may disclose abuse or neglect
- Ensure that safer recruitment practices are in place, following NCC guidance
- Ensure that members of staff who are EWC registrants are aware of the *Code of Professional Conduct and Practice for registrants with the Education Workforce Council* (see [www.ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice-pdf.html](http://www.ewc.wales/site/index.php/en/fitness-to-practise/code-of-professional-conduct-and-practice-pdf.html)) and the expectation within the Code that the registrant has regard to the safety and well-being of learners in their care and related content
- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for safeguarding and child protection by setting out its obligations in the school brochure
- Provide training for all staff so that they:
  - understand their personal responsibility
  - know the agreed local procedures and their duty to respond
  - are aware of the need to be vigilant in identifying cases of abuse and neglect
  - know how to support a child who discloses abuse or neglect
  - understand the role online behaviours may have in each of the above
- Notify the local authority's social services team if:
  - a learner on the child protection register is excluded, either for a fixed term or permanently
  - there is an unexplained absence of a learner 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 cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences and core groups and the 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 the local authority immediately
- Ensure all records are kept secure and in locked locations

- Adhere to the procedures set out in the Welsh Government's *Disciplinary and dismissal procedures for school staff: Revised guidance for governing bodies* (see [Gov.wales/disciplinary-and-dismissal-procedures-school-staff](http://Gov.wales/disciplinary-and-dismissal-procedures-school-staff))
- Ensure that recruitment and selection procedures are made in accordance with Welsh Government's *Keeping learners safe* guidance
- Designate a governor for safeguarding who will oversee the school's child protection policy and practice.

This governor will feed back to the Governing Body on child protection matters as and when required, and will be required to write an annual report to the Governing Body on the school's child protection activities, based on the information in the annual safeguarding self-evaluation. The Safeguarding toolkit (Keeping Learners Safe) is the recommended format.

#### 4. Supporting those 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 or they may be withdrawn. At this school we will support the learner through:

- The content of the curriculum 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 (see section 2 on Prevention);
- The school's behaviour policy, which is aimed at supporting vulnerable pupils in the school.
- All staff will agree a consistent approach which focuses on the behavioural outcome of the child, but does not damage the pupil's sense of self-worth.
- The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable, (Shared with parents/carers via school brochures and other points of communication) but that each individual is valued and not to be blamed for any abuse which has occurred.
- 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 advocacy services; and
- Keeping records and notifying the local authority if there is a recurrence of a concern.
- When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately (Using the procedure outlined in appendix D, Safeguarding File – Transfer of Records). The DSP will be central to this process, and if not already done, will inform Children's Services of the move.

#### 5. Anti- Bullying

Our policy on Anti-Bullying has been set out in ([a separate document/ the school's behaviour policy etc.](#)). This policy/information is reviewed annually by Governors and can be located ([state where](#)).

## **6. Physical Intervention**

Our policy on physical intervention has been set out in (a separate document/ the school's behaviour policy etc). It is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and Effective intervention – use of reasonable force and searching for weapons 097/2013. This policy/information can be located (state where).

## **7. On-line Safety**

The school's policy on On-line Safety has been set out in (a separate document/ the schools IT policy). This policy/information can be located (state where).

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

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

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

This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's policy for Looked After Children can be located (state where). Advice and guidance can be sought from the Local Authority's Looked After Children's Education Coordinators.

## **10. Operation Encompass**

Operation Encompass is a police and education early information sharing partnership, enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with the school's safeguarding lead prior to the start of the next school day after officers have attended a domestic abuse incident. This enables appropriate support to be put in place, dependent upon the needs and wishes of the child.

Children experiencing domestic abuse are negatively impacted by this exposure; domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm. Operation Encompass aims to mitigate this harm by enabling immediate support for the child.

## **11. Transfer of records**

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

## **12. Training**

The school will ensure that the designated senior person and deputy will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DSP's development.

All staff will receive regular safeguarding updates during the year as appropriate from the DSP, but will receive specific awareness raising training within a 2-3 year period.

It is recommended that the governing body will also receive awareness raising training and the nominated governor will be offered opportunities for more targeted training.

## **13. Community Cohesion – Preventing Extremism**

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the *Prevent* Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas, as well as an understanding of local risks and vulnerabilities.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.
- Following the school's safeguarding procedures when any concerns about a child or young person who is at risk of radicalisation are reported.

## **14. Children Missing from Education**

The school will follow the local authority guidance where there are concerns that a child is missing from education and cannot be located. The school's EWO will be contacted when there are concerns that a child is missing from education.

## **15. Mandatory reporting of FGM**

The school is aware of its duty to report known cases of FGM to the police (section 74 of the Serious Crime Act 2015) and Children's Services. Where staff suspect FGM may have been carried out, or think a girl may be at risk, then the school will follow existing safeguarding procedures in these cases.

## Key Guidance for Staff

### A) What to do if a child tells you they have been abused by a member of staff or any adult working with children.

**If an allegation of abuse is made against a member of staff or any adult working with children this must be reported to the Head Teacher without delay.** If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Council's Education Safeguarding Officer for guidance and advice or the Children's Services Duty and Assessment Team (see contact details below).

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

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

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- **You have a duty to report safeguarding concerns to the school's Designated Safeguarding Person (DSP) straight away (or in their absence, their Deputy), to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the school;**
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's DSP. 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 is the initial contact, an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;
- Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the DSP. Often what is initially shared is the tip of an iceberg;
- That a child may be waiting for a case to go to criminal court, may have to give evidence or may be awaiting care proceedings.
- The decision as to whether to report the concern to Children's Services rests with the DSP. However, any practitioner can make a report to Children's Services if they feel this is necessary. You may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing a care and support plan. You can ask the DSP for an update on any referrals, 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 sharing with others.

### C) What to do if you have safeguarding concerns about a child but there is no direct disclosure of abuse.

All safeguarding concerns must be passed on to the DSP who can advise on any action/support needed. Actions may include:

- talking to the child about your concerns (all questions should be open questions) and offering support
- talking to parents/carers about your concerns
- offering school-based support/independent counselling
- seeking consent for a referral to early intervention services (Families First)
- making a report to Children’s Services.

**Confidentiality**

Our school and staff are fully aware of confidentiality issues if a child divulges that they are being 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, all education staff have a professional duty to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

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

Remember the pastoral responsibility of the Education Service. Ensure that only those with a professional involvement, i.e. the DSP and Headteacher, have access to child protection records. At all other times, they should be kept securely locked and separate from the child’s main file.

**The Designated Safeguarding Person** at this school is:

.....

**The Deputy Designated Safeguarding Person** at this school is:

.....

**The Designated Governor** for safeguarding at this school is:

.....



**The Council's Education Safeguarding Officer is:**

and can be contacted by:

e-mail:

phone:

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

Safeguarding Hub 01633 656656

Out of Hours Duty Team 0800 3284432

**The Council's Prevent Lead is:**

and can be contacted by:

e-mail:

phone:

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

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

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

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

## Associated Policies, Guidance and Advice

- [Wales Safeguarding Procedures for Children and Adults at risk of abuse and harm \(2019\)](#)
- Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002
- <https://gov.wales/sites/default/files/publications/2021-03/kls-the-role-of-local-authorities-governing-bodies-and-proprietors-of-independent-schools-under-the-education-act.pdf>

All relevant safeguarding information can be found at [gov.wales/pupil-inclusion-wellbeing-behaviour-and-attendance/safeguarding](https://gov.wales/pupil-inclusion-wellbeing-behaviour-and-attendance/safeguarding)

The screenshot shows the Welsh Government website interface. At the top left is the Welsh Government logo and name. A search bar with the word 'Cymraeg' is visible. A yellow banner contains the text: '» Coronavirus (COVID-19) guidance' and 'All of Wales is at alert level 2. [Read the current guidance.](#)'. Below this is a breadcrumb trail: 'Home > Education and skills > Pupil inclusion, wellbeing, behaviour and attendance'. The main heading is 'SUB-TOPIC' followed by 'Pupil inclusion, wellbeing, behaviour and attendance'.

### This includes:

- Safeguarding in Education: handling allegations of abuse against teachers and other staff
- Disciplinary and dismissal procedures for school staff
- Peer sexual abuse, exploitation and harmful sexual behaviour: how to prevent and respond to peer sexual abuse, exploitation and harmful sexual behaviour, including digital abuse and exploitation.
- Responding to issues of self-harm and thoughts of suicide in young people.
- Female genital mutilation: Letter to schools about helping to stop female genital mutilation and how to help girls at risk.
- Safe and effective intervention: Use of reasonable force and searching for weapons
- Good Practice Guide: A Whole Education Approach to Violence against Women, Domestic Abuse and Sexual Violence in Wales

- Children Missing from Education WG circular 002/2017 (replaces circular 006/2010)
- **The latest on-line safety/digital resilience guidance can be found at:**  
<https://hwb.gov.wales/zones/keeping-safe-online/>
- Guidance for schools on the causes of violent extremism and preventative measures  
Channel Guidance: <https://www.gov.uk/government/publications/channel-guidance>  
Prevent Duty Guidance: <https://www.gov.uk/government/publications/prevent-duty-guidance>

**Other relevant legislation:**

- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989
- Social Services and Well-being (Wales) Act 2014

## Types of harm

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect included in Vol 5 Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk (Social Services & Wellbeing Act 2014)

- **physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- **emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways;
- **financial abuse** - this category will be less prevalent for a child but indicators could be:
  - not meeting their needs for care and support which are provided through direct payments; or complaints that personal property is missing.
- **neglect** - failure to meet basic physical, emotional or psychological needs, which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
- Child sexual exploitation
- Radicalisation
- Female genital mutilation
- Modern slavery

## Transfer of pupil safeguarding records

### **PART 1: To be completed by sending school**

- When you know that a child on the CP register (or where there are safeguarding concerns) is moving schools contact the DSP at the receiving school within 2 days of the child leaving your school to share information.
- Please ensure that the safeguarding file is passed to the Designated Senior Person at the receiving school **using a secure method of delivery** with Part 1 of this form completed. It should be marked as 'confidential for the attention of the DSP only'.
- The file should be transferred within 10 working days
- You are advised to keep a copy of this form for your own records.

NAME OF CHILD	
DOB:	
NAME OF SCHOOL SENDING SAFEGUARDING FILE:	
ADDRESS OF SENDING SCHOOL:	
DATE FILE SENT:	
NAME OF DESIGNATED SENIOR PERSON (DSP)FOR SAFEGUARDING:	
METHOD OF DELIVERY:	
SIGNATURE:	

**PART 2: To be completed by receiving school**

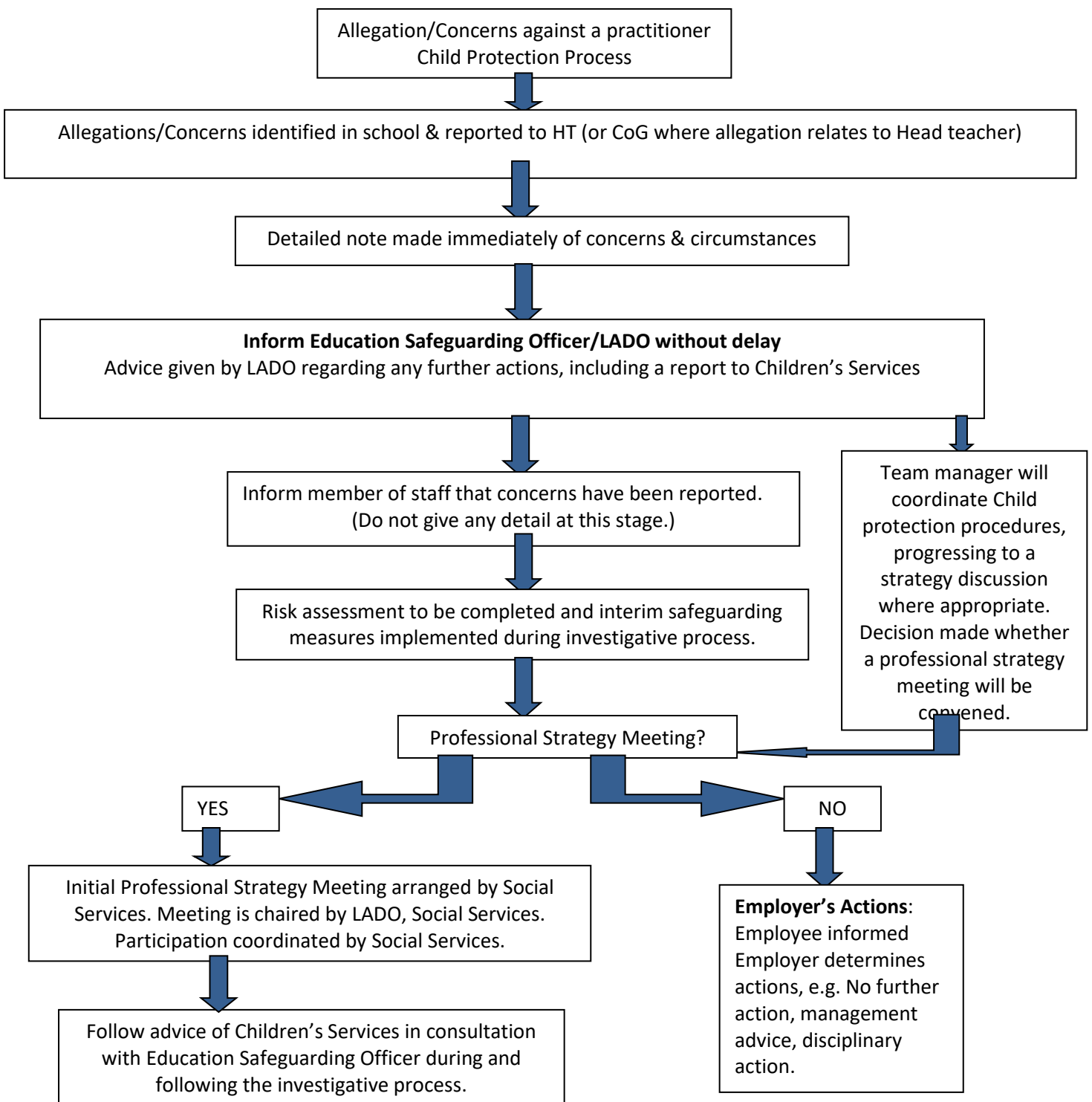
- Please complete and return this form to the DSP listed in Part 1 above.
- If you choose to return this form electronically, please ensure this is completed securely.
- You are advised to keep a copy of this form for your own reference.
- The safeguarding file should be stored securely, and away from the main pupil file.

NAME OF SCHOOL RECEIVING FILE:	
ADDRESS:	
DATE RECEIVED:	
NAME OF DESIGNATED SENIOR PERSON (DSP) RECEIVING FILE:	
IS THE FILE INTACT ON RECEIPT?	
SIGNATURE	

**PROFESSIONAL ALLEGATIONS/CONCERNS**

**This Flowchart should be used as a brief checklist of procedure for allegations/concerns regarding any practitioner in a school.**

- Detailed procedures are outlined in the Safeguarding Procedures for Children and Adults at risk of abuse and neglect 2019



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