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**Safeguarding & Child Protection Policy for**

**St. Andrew’s Primary 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 teaching and pastoral support offered to pupils;
* Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse; and
* Support to those pupils 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.

1. **Prevention**

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

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; 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.

1. **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.

The term ‘abuse’ includes:

* **Neglect:** a persistent and severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child’s health and development or psychological needs.
* **Physical injury:** actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child including deliberate poisoning or suffocation. Physical harm may also be caused when a parent / carer feigns the systems of or deliberately causes ill health to a child whom they are looking after. This situation may be described as fabricated or induced illness by the carer.
* **Sexual abuse:** actual or likely sexual exploitation of a child or adolescent. This involves 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. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or in watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
* **Emotional abuse:** the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. The witnessing or knowledge of Domestic Abuse in the family can also be considered as Emotional abuse. All abuse involves some emotional ill treatment. This category should be used where it is the main or sole form of abuse.
* **Financial abuse:** For children financial abuse will be less prevalent 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.

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-](http://www.ewc.wales/site/index.php/en/fitness-to-practise/code-)ofprofessional-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. These records were stored in the My Concern system from October 2020. These have been transferred over to Edukey and will be stored in Safeguarding module of Edukey from September 2023.
* Ensure all records are kept secure and in locked locations. It is the responsibility of the DSP to ensure that any transfer of records is conducted via the Authority’s agreed protocol and procedures for the ‘Transfer of Sensitive Information’. The school has utilised the My Concern system from October 2020 and Edukey from September 2023 to maximise security.
* 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

* Ensure that recruitment and selection procedures are made in accordance with

Welsh Government‘s *Keeping learners safe* guidance. The school will seek advice and guidance from the Authority’s HR Department on recruitment and selection.

* 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.

1. **Supporting those at risk**

At this school 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 endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the pupil through:

* The content of the curriculum to encourage self-esteem and self-motivation (see section 2 of this policy on Prevention);
* 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 behaviour of the offence committed by 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. **Staff should read the school’s behaviour policy in conjunction with this and other named policies noted in this policy**.
* 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.
* 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 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 Social Services of the move.

1. **Behaviour**

This school has a behaviour policy which clear 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 on the school shared area (OneDrive), on the website or is available from the Headteacher.

1. **Anti- Bullying**

The school’s policy on anti-bullying has been set out in a separate policy.

This policy/information is reviewed annually by Governors and can be located on the school shared area (OneDrive), on the website or is available from the Headteacher.

1. **Physical Intervention**

The school’s policy on physical intervention has been set out in a separate policy.

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 on the school shared area (OneDrive) or is available from the Headteacher.

1. **On-line Safety**

The school’s policy on E- Safety has been set out in a separate policy This policy/information can be located on the school shared area (OneDrive), on the website or is available from the Headteacher.

1. **Children with Additional Learning Needs (ALN)**

This school recognises that statistically children and young people with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school’s policy on ALN has been set out in a separate policy. This policy/information can be located on the school shared area (OneDrive) or is available from the Headteacher.

1. **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. Advice and guidance can be sought from the Local Authority’s Looked After Children’s Education Coordinators.

1. **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.

1. **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).

1. **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.

1. **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.
* Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

1. **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.

1. **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**

1. **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 Social Services Duty and Assessment Team (see contact details below).

1. **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; **T**ell, **E**xplain, **D**escribe **TED**
* You must report verbally to the school’s **Designated Senior Person for child protection** **immediately** (or in their absence, one of the deputies), to inform them of what has been disclosed. In the unlikelihood of all 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. Always log the details of the concern on EduKey. 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; If you have used paper please add a scan of the document to the concern on EduKey.

* 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 a shared a concern with you to the DSP. 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. It is possible that you will be added to a ‘Team around the Child’ on EduKey to enable effective record keeping.
* You can ask the DSP 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.
* 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.

1. **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 multi-agency referral to Children’s Services.

**Confidentiality**

The 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, the deputies and the Headteacher have access to child protection records.

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

Mrs Joanne Giles - Headteacher

**The Deputy Designated Senior Persons** for child protection at this school are:

Mrs Elizabeth Charles – Deputy Headteacher, Mrs Krystle Small – Operations Manager

NOTE: Additional staff trained to Level 2 are: Mrs Cath Horton-Shaw – Family Engagement Officer and Mrs Rhiannon Cellupica, Nurture lead.

**The Designated Governor** for child protection at this school is:

Mrs Dawn Brown

**The Council’s Education Safeguarding Officers** are:

**Mrs Nicola Davies** / **Ms Sarah Todd**

**Social Services** can be contacted as follows:

Contact Centre: 01633 656656

**This policy was updated on** 1.9.2023 **by** Joanne Giles.

**This policy was presented and accepted by the Governing Body on** 4.10.23

**Staff were made aware of this policy and or updates on** 1.9.23 and 28.9.23

**This policy will be reviewed in** September 2024.

**Associated Policies, Guidance and Advice**

**APPENDIX A**

* [Wales Safeguarding Procedures](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsafeguarding.wales%2F&data=02%7C01%7Cjanice.dent%40newport.gov.uk%7C75b25b2cb1e940cf022708d821bbb903%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C1%7C637296437451936515&sdata=gffkEmE8lWq5Qi2DhI1E3uxA435f9A4KrAtk%2FuulOZQ%3D&reserved=0) 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/keeping-learners-safe](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fkeeping-learners-safe&data=04%7C01%7CNic.Davies%40newport.gov.uk%7Cc06142be6bac4ec358f208d8705eb163%7C2c4d0079c52c4bb3b3cad8eaf1b6b7d5%7C0%7C1%7C637382899428603399%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DAfjWCdP91oCiu%2BWkwrxn1T5rv3dSy6HCITyJyF5lfo%3D&reserved=0)

* Safeguarding in Education: handling allegations of abuse against teachers and other staff

<https://gov.wales/handling-allegations-abuse-against-teachers-and-staff>

* 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>
* Disciplinary and dismissal procedures for school staff

<https://gov.wales/disciplinary-and-dismissal-procedures-school-staff>

* Procedures for Whistle blowing in Schools and Model policy- Welsh Assembly Government circular 036/2007

<http://dera.ioe.ac.uk/23182/1/150608-reporting-misconduct-en.pdf>

* [Peer sexual abuse, exploitation and harmful sexual behaviour](https://gov.wales/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.

<https://gov.wales/peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour>

* [Female genital mutilation](https://gov.wales/female-genital-mutilation): Letter to schools about helping to stop female genital mutilation and how to help girls at risk.

<https://gov.wales/female-genital-mutilation>

* Safe and effective intervention: Use of reasonable force and searching for weapons

<https://gov.wales/safe-and-effective-intervention-guidance-schools-and-local-authorities>

* Good Practice Guide: A Whole Education Approach to Violence against Women, Domestic Abuse and Sexual Violence in Wales

<http://gov.wales/docs/dsjlg/publications/commsafety/151020-whole-education-approach-good-practice-guide-en.pdf>

* Children Missing from Education WG circular 002/2017 (replaces circular 006/2010) <http://learning.gov.wales/docs/learningwales/publications/170323-statutory-guidance-to-help-prevent-children-and-young-people-from-missing-education-en.pdf>
* Guidance for schools on the causes of violent extremism and preventative measures

[**https://gov.wales/respect-and-resilience-developing-community-cohesion**](https://gov.wales/respect-and-resilience-developing-community-cohesion)

* [Respect and resilience: self-assessment tool for schools](https://gov.wales/respect-and-resilience-self-assessment-tool-schools)’. Use this form to check you are following best practice in providing a safe learning community. <https://gov.wales/respect-and-resilience-self-assessment-tool-schools>

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**

**APPENDIX B**

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](https://socialcare.wales/hub/statutory-guidance) (*Social Services & Wellbeing Act 2014)*

* [**physical abuse**](https://safeguarding.wales/chi/c1/c1.p4.html#tooltip) - 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**](https://safeguarding.wales/chi/c1/c1.p4.html#tooltip) - 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)](https://safeguarding.wales/chi/c6/c6.p1.html)
* [Child sexual exploitation](https://safeguarding.wales/chi/c6/c6.p10.html)
* [Radicalisation](https://safeguarding.wales/chi/c6/c6.p6.html)
* [Female genital mutilation](https://safeguarding.wales/chi/c6/c6.p2.html)
* [Modern slavery](https://safeguarding.wales/chi/c6/c6.p3.html)

**Transfer of pupil safeguarding records**

**Appendix C**

**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**

**APPENDIX D**

**This Flowchart should be used as a brief checklist of procedure for allegations/concerns against a professional in school.**

Detailed procedures are outlined in All Wales Child Protection Procedures 2008, Section 4.

Also refer to Safeguarding Children In Education: Handling Allegations of abuse against teachers and other staff 009/2014

Allegation/Concerns against staff

Child Protection Process

Allegations/Concerns identified in school & reported to HT (or CoG where allegation relates to Head teacher)

Detailed note made immediately of concerns & circumstances

**Inform Education Safeguarding Officer/LADO without delay**

Advice given by LADO regarding any further actions, including a referral to Children’s Services – Duty & Assessment Team.

Team manager will coordinate Child protection procedures, progressing to a strategy discussion where appropriate. Decision made whether a professional strategy meeting will be convened.

Inform member of staff that concerns have been reported.

(Do not give any detail at this stage.)

Risk assessment to be completed and interim safeguarding measures implemented during investigative process.

Professional Strategy Meeting?

YES

NO

Initial Professional Strategy Meeting arranged by Social Services. Meeting is chaired by LADO, Social Services. Participation coordinated by Social Services.

**Employer’s Actions**:

Employee informed

Employer determines actions, e.g. No further action, management advice, disciplinary action.

Follow advice of Children’s Services in consultation with Education Safeguarding Officer during and following the investigative process.

**Policy Statement**

**APPENDIX E**

**Community Cohesion – Preventing Extremism**

Our school is committed to providing a safe environment for all of our students, staff and any visitors. There is no place for extremist views of any kind in our school.

Community cohesion is the term used to describe how everyone in a geographical area lives alongside each other with mutual understanding and respect. A cohesive community is where a person has a strong sense of belonging. It is safe, vibrant and able to be resilient and strong when tensions occur.

Those involved in supporting terrorism look to exploit and radicalise vulnerable people, including children and young people. Since July 2015, the Counter Terrorism and Security Act 2015 introduced a statutory duty on us ‘to have due regard to the need to prevent people from being drawn into terrorism’

We are aware that young people can be exposed to extremist influences or prejudiced views from an early age which spring from a variety of sources including the internet. At times students, visitors or parents may themselves reflect or display views that may be considered as discriminatory, prejudiced or extremist, including using derogatory language; this will always be challenged and where appropriate dealt with.

Education is a powerful deterrent against this and we will strive to equip young people with the knowledge, skills and resilience to challenge and discuss such issues in a facilitated and informed way. This way our students are enriched, understand and become tolerant of difference and diversity where they can thrive, feel valued and not marginalised.

We have a clear safeguarding framework on how to manage and respond to issues where a pupil develops or expresses extreme views and ideologies, which are considered inflammatory and against the community cohesion ethos of our school.

Where such cases are identified a Multi-Agency Referral Form is to be completed and submitted to Children’s Services. The Local Authority Lead Officer for PREVENT should also be contacted.

**Safeguarding Channel Panel**

Safeguarding and promoting the welfare of children, young people and adults is everyone’s responsibility. We are committed to working with our partners to protect and support our students, and where a Multi-Agency Referral Form leads to one of our Students needing safeguarding, we will support the Channel programme.

Channel is a multi-agency approach to protect vulnerable people by identifying individuals at risk; assessing the nature and extent of that risk; and developing the most appropriate support plan for the individuals concerned.

Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist related activity.

**Reference Material**

*Respect and resilience - Developing Community Cohesion - A Common Understanding for Schools and their Communities*

<http://gov.wales/docs/dcells/publications/110209respecten.pdf>

Respect and Resilience – Developing Community Cohesion (updated January 2016, 196/2016)

<http://gov.wales/docs/dcells/publications/160111-respect-and-resilience-update-en.pdf>

Respect and Resilience – Developing Community Cohesion: Assessment tool:

<http://gov.wales/docs/dcells/publications/160112-respect-and-resilience-self-assessment-tool-en.pdf>

E-learning training on PREVENT: <https://elearning.prevent.homeoffice.gov.uk/>

Free online resource: <http://course.ncalt.com/Channel_General_Awareness>

Channel Guidance: <https://www.gov.uk/government/publications/channel-guidance>

Prevent Duty Guidance: <https://www.gov.uk/government/publications/prevent-duty-guidance>

Website: <http://educateagainsthate.com> Resources for parents and teachers

*Tackling Hate Crimes and Incidents: A Framework for Action*

<http://gov.wales/docs/dsjlg/publications/equality/140512-hate-crime-framework-en.pdf>

Author: Joanne Giles

Date: 17.9.2018

Review Date: September 2019

Version: 1

Date: 1.9.2020

Review Date: September 2021

Version: 2

Date: 1.9.2021

Review Date: September 2022

Version: 3

Date: 3.9.2022

Review Date: September 2023

Version:4

Date: 1.9.2023

Review Date: September 2024

Version: 5

St. Andrew’s Primary Covid 19 Child Protection Policy Annex: to be read in conjunction with the school’s safeguarding/child protection policy.

**APPENDIX F**

**Duty to Report Safeguarding Issues: Information for staff and volunteers during COVID 19 outbreak**

At this time when the landscape is changing day to day we must all remember we still have a duty to safeguard children.

**The Legal Framework**

The Social Services and Well-being (Wales) Act 2014 specifies the ***duty*** placed on practitioners and partners under s.162 of the Act to report both adults and children including unborn children where they have reasonable cause to suspect the criteria regarding risk of harm is met.

A referral ***must*** be made whenever a professional has concerns about a child under the age of 18 years.

**Local procedures during this time**

Newport’s Safeguarding Hub is functioning remotely and will respond to referrals that indicate that a child/young person is **at risk of immediate significant harm.** This is defined as

* A child/young person who has disclosed that they have been physically harmed resulting in an injury or bruising
* A child/young person who does not have the ability to communicate presenting with an injury or bruising that is unexplained.
* An allegation of sexual abuse
* The likelihood that abuse will take place immediately if the matter is not investigated under child protection procedures.

If you have safeguarding concerns about a child but feel there is **no risk of immediate harm** please contact the Preventions team on (number in separate appendix) and speak to a preventions social worker or e-mail [Families.1st@newport.gov.uk](mailto:Families.1st@newport.gov.uk). for advice and support.

During the **COVID 19** outbreak the Safeguarding Hub with remain operational remotely, the office hours remain as 8.30am - 5pm Monday – Thursday and 8.30am -4.30pm Friday.

The Safeguarding Hub will be able to offer advice if you have concerns for a child. They can be contacted on:(number in separate appendix)

Referrals can continue to be made to Newport Children’s Services using a duty to report form (DTR). This form can be found on the Gwent Safeguarding website: <https://www.gwentsafeguarding.org.uk/en/Children/Report/Report-a-child-at-risk.aspx>

The DTR should be sent to: [**Children.duty@newport.gov.uk**](mailto:Children.duty@newport.gov.uk)

After 5pm, on weekends and bank holidays, contact the South East Wales Emergency Duty Team (EDT) to report any safeguarding concerns: **0800 328 4432**

***If you think a child or young person is in immediate danger, contact the Police on 999***

* **DSP (and deputy) arrangements:** these will be clearly displayed around the Hub building and shared with all staff/volunteers.
* **Supporting vulnerable children:** current process for keeping in contact (Family Engagement Officer to make at least weekly calls to listed families – contact record to be kept)
* **Keep Safe messages/online safety**: advice & information for parents and children can be found on the school website (www.standrews.wales)
* **Concerns about a staff member/volunteer** who may pose a safeguarding risk to children**:** the usual procedures will be followed (see policy) and the Local Authority Designated Officer (LADO)/ Education Safeguarding Officer (ESO) will be contacted for advice. If not available, the Safeguarding Hub will be contacted for advice.
* further information can be accessed via the [**Wales safeguarding procedures website**](https://www.safeguarding.wales/chi/)

|  |  |  |  |
| --- | --- | --- | --- |
| **Current contacts for NCC Children’s Services** | | | |
| **Preventions team** | Advice and support for safeguarding concerns |  | [Families.1st@newport.gov.uk](mailto:Families.1st@newport.gov.uk). |
| **CP Duty Desk** | Children on CP register |  | [CPFST.duty@newport.gov.uk](mailto:CPFST.duty@newport.gov.uk) |
| **Safeguarding Hub** | Children at risk of **immediate significant** harm |  | [Children.duty@newport.gov.uk](mailto:Children.duty@newport.gov.uk) |
| **CP (virtual) conferences** | Queries regarding conferences, core group meetings, CLA reviews |  | [CP.Conferences@newport.gov.uk](mailto:CP.Conferences@newport.gov.uk) |

(Phone numbers in separate appendix)

**Working with other agencies/information sharing**

As part of the Council’s response to COVID 19 we will work with Children’s Services and other partners to support vulnerable pupils. Children identified on the ‘vulnerable pupil lists’ will be contacted regularly by the school. Other relevant agencies involved will be notified where contact cannot be made or if concerns arise.

**Vulnerable pupil list/Contact Records**

The list of vulnerable pupils may change over time. As a school we will:

1. Note the date when a pupil is added to the list.
2. Ensure that Children’s Services are sent any new names to be able to cross check any newly identified pupils.

A protocol for maintaining contact records is in place (see guidance provided by central education).

**Raising a concern about a pupil’s safety and welfare form**

|  |  |  |
| --- | --- | --- |
| **Name of Pupil:** | | **Date:** |
| **DOB:** | **Class:** | **Time:** |
| **Persons present at the time:** | | |

|  |
| --- |
| **Details of concern or disclosure. It is important to record what as been seen and or said accurately. (Record what the child has actually said)** |
|  |
| **What if any action has been taken?** |
|  |

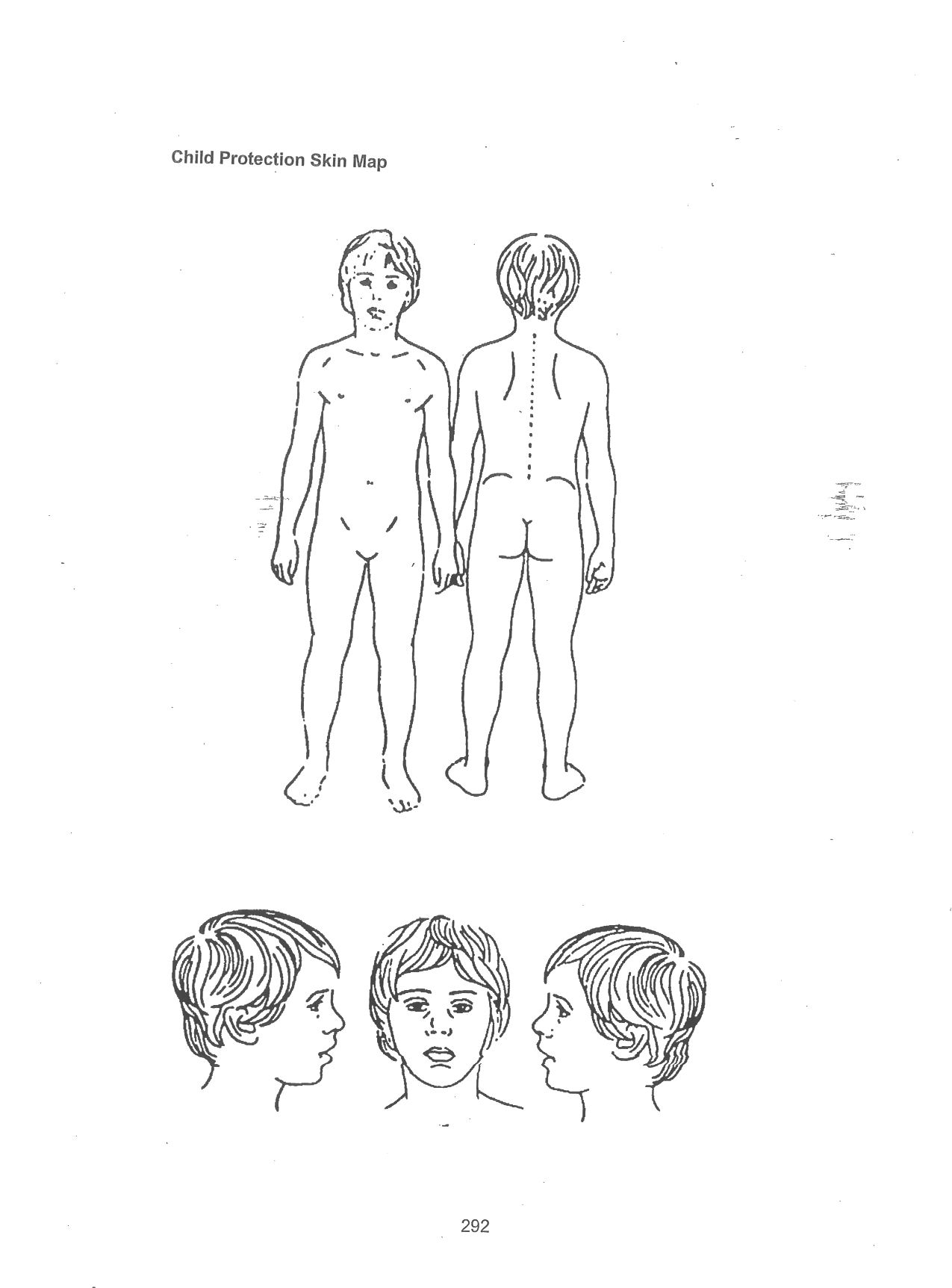
**Name of staff raising concern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Has this been forwarded to the Designated Person? YES/NO**

**Date forwarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Remember to keep a copy for yourself)**

**Skin Map for recording Injuries**

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