

## Ysgol Glan Gele



### CHILD PROTECTION POLICY

#### Statement of Intent

Ysgol Glan Gele is an infant school based in Abergele. The area that the school serves is described as 'socially and economically disadvantaged'.

Ysgol Glan Gele has an important role in recognising and referring alleged cases of abuse.

It is the Senior Management's responsibility to raise awareness of the School's Child Protection Procedures to all staff working in the school.

"The key principles on which to base work with children and Families are found in the Children Act 1989, Working Together to Safeguard Children NAFW 2000, and the 'UN Convention on the Rights of the Child...

All children deserve the opportunity to achieve their full potential. They should be enabled to:

- Be as physically and mentally healthy as possible;
- Gain the maximum benefit possible from good quality educational opportunities;
- Live in a safe environment and be protected from harm;
- Experience emotional wellbeing
- Feel loved and valued, and be supported by a network of reliable and affectionate relationships;
- Become competent in looking after themselves and coping with everyday living;
- Have a positive image of themselves and a secure sense of identity including cultural, sexual and racial identity
- Develop good inter-personal skills and confidence in social situations. (Taken from the All Wales Child Protection Procedures 2008 )

Ysgol Glan Gele Infant School fully recognises its responsibilities for child protection. Our policy applies to all members of Staff, Governors, Students and Volunteers working in the school. This policy should be read in conjunction with the All Wales Child Protection Procedures 2008 document.

The key elements to this policy are:

- Prevention
- Protection
- Support

## **PREVENTION**

### **RECRUITMENT:**

In conjunction with Conwy's Local Education Authority (LA), we will practice safe recruiting procedures in checking the suitability of all Staff, Governors, Students and Volunteers who will be working with children, including a referral to the Disclosure and Barring Service (DBS). Any advice and guidance can be provided by Eleri Evans Conwy LA.  
(Staffing 01492- 575065)

### **TRAINING:**

All members of Staff working with young children will receive Child Protection training, which will be updated at least every three years. All staff will have access to the school's Child Protection policy and the All Wales Child Protection Procedures 2008 document.

Students and Volunteers will also be given guidelines in relation to Child Protection.

### **ETHOS:**

We are dedicated to providing a safe and stimulating environment in which children can learn and develop. This environment must ensure that children feel secure, are encouraged to talk and are listened to; children must know that there are adults in school who they can approach if they are worried and need to talk, and that they see school as a safe place when they have problems to share. The schools ethos promotes a positive, honest, caring and supportive environment and gives the children a sense of being valued.

### **CURRICULUM:**

The schools curriculum will provide opportunities for children to develop their own skills to recognise safe and acceptable situations in life as well as the skills they need to stay safe from abuse. During the school year, each class will be given access to the Community Police Officer who will discuss, stranger danger, safe and unsafe medicines and how to keep ourselves safe. Health and hygiene

will be developed alongside Knowledge and Understanding of the World. PSD and Forest School activities will promote self esteem and a feeling of self worth and being valued.

### **PROSPECTUS:**

School will ensure that all Parents and Carers have an understanding of the responsibility placed on the school and it's Staff for Child Protection by setting out its obligations in the school prospectus; this will avoid any conflict later in any proceedings.

### **PROTECTION**

#### **ROLES AND RESPONSIBILITIES:**

School Staff are well placed to observe outward signs of abuse, (see Appendix 1 for definitions of abuse), therefore all adults working with children have a responsibility to safeguard and promote the welfare of children. There are, however, key people within the school and the LA who have specific responsibilities, see Appendix 2 for current names and details of key contacts. It is the duty of the Child Protection Co-ordinator or her deputies to make the relevant referrals to the named agencies, the Co-ordinator will also normally attend any Core Group Meetings or Case Conferences as required. The coordinator will also attend any enhanced Child Protection Training with her deputy. A member of the Governing body will be assigned the role of Child Protection Governor.

#### **PROCEDURES:**

In accordance with the All Wales Child Protection Procedures 2008 document, there are specific and agreed procedures for identifying and reporting cases, or suspected cases, of abuse. Whatever the nature of your concerns, they should be discussed with the Child Protection Co-ordinator. In some cases it may be necessary for the Co-ordinator to make a referral to social services which may result in a Section 47 enquiry being carried out.

#### **CONFIDENTIALITY:**

The only purpose of confidentiality in respect of Child Protection is to benefit the child. A member of Staff should **NEVER** promise a child confidentiality, or that they will "keep a secret", as where there is a concern, or a disclosure is made, it must be reported to the Child Protection Co-ordinator and further enquiries may have to be carried out.

Staff will be informed of relevant aspects in respect of Child Protection on a "need to know" basis only. Any information shared with a member of staff in this way must be held confidentially.

### **RECORD KEEPING:**

It is vital that well written records of concerns about children are kept, even if there is no immediate need to refer. Notes must be kept on any child who is being monitored for Child Protection reasons. All records must be kept securely and separately from the child's main file. When children on the Child Protection register leave the school, it must be ensured that their individual Child Protection file notes are passed on to the new school as soon as possible, but separately to their main pupil file.

See Appendix 3 and 4 for correct record keeping procedures, and Appendix 5 for guidance on record keeping.

### **SUPPORT**

#### **CHILDREN:**

Children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. School may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may be challenging and defiant, it is also recognised that some children who have experienced abuse may in turn abuse others. This requires a sensitive and considered approach in order that the child can receive appropriate help and support.

The school will support children through:

- The curriculum to encourage self-esteem and self-motivation
- The school ethos - promoting a positive, supportive and secure environment where children and adults are respected and valued
- Implementation of the schools behaviour management policy
- Regular liaison with other professional agencies who support the child and the family

#### **PARENTS AND CARERS:**

School Staff work hard to maintain effective working relationships with Parents and Carers, and they should be aware that invoking the procedures of this policy might affect this working relationship. However, we will maintain our commitment to working with Parents and Carers to the benefit of all children. Sensitive and supportive handling of these issues, whilst affirming that the children in our care are our first priority, will help maintain this working relationship.

#### **STAFF:**

Matters of Child Protection are never easy for the staff involved. Our need to safeguard our pupils must always override these concerns or worries. The Child

Protection Co-ordinator can offer support and guidance to school staff. The nominated Governor can also be a source of support. The LA can provide support and counselling to any staff who feel they would benefit from this service.

### **EXTERNAL AGENCIES:**

Safeguarding and promoting the welfare of children, and in particular protecting them from significant harm, depends upon effective joint working between agencies and professionals. 'Working Together to Safeguard Children' emphasises that protecting children depends crucially upon effective information sharing, collaboration and understanding between agencies and professionals. Each agency has different roles and expertise all contribute to the 'bigger picture' in safeguarding the child.

School will develop effective links with the relevant agencies and co-operate as required with enquiries regarding Child Protection matters, including attending Child Protection Case Conferences. Other agencies that support the children could include; Social Services, Child and Adult Mental Health Service, Educational Welfare Service, Educational Social Work Service, School Health Service and the Educational Psychology Service.

Help line information for children and young people e.g. Child Line, NSPCC are displayed around the school.

### **ALLEGATIONS AGAINST STAFF**

Where a member of staff is subject to an accusation of abuse, this will be fully investigated under the school's disciplinary procedures and the All Wales Child Protection Procedures 2008, Part 4.

## APPENDIX 1

### DEFINITIONS OF ABUSE

#### EMOTIONAL:

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.

#### NEGLECT:

The persistent or severe neglect of a child, or a failure to protect a child from exposure to any kind of danger, including cold, starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

#### PHYSICAL:

The hitting, shaking, throwing, poisoning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces an illness in a child whom they are looking after.

#### SEXUAL:

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 penetration 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.
- Encouraging children to behave in sexually inappropriate ways.

### Action to be taken by School staff

1. If a member of Ysgol Glan Gele staff suspects that a child has been abused or is at risk of suffering abuse, or has disclosed there are a number of actions to support the child;

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- Stay calm and be available to listen;

- Do not promise confidentiality;
- Listen with the utmost care and sensitivity;
- Do not put words into the child's mouth, but note the main points; carefully;( only ask why, when, what, where, who questions)
- Keep a full record - date, time, what the child did, said etc
- Reassure the child and let them know they were right to inform you;
- Inform the child that this information will have to be passed on;
- Follow the referral procedures. The Headteacher (or Deputy Head teacher/ Assistant Head teacher in her absence) must be informed of the concern or disclosure immediately.

### **Making a referral**

An exchange of relevant information between professionals is essential in order to safeguard children. The overriding concern must always be the welfare of the child. The safety of the child is always the paramount consideration.

1. A referral must be made by the Head teacher or Deputy / Assistant Head teacher/ Family Liaison Assistant ( or other teacher in their absence) to the Duty Social Worker, Conwy Social Services Telephone 01492-575111 (from 9 a.m. - 5. p. m).
2. Out of hours emergencies are dealt with by the Emergency Duty Team who can be contacted on 01492-515777 (from 5.p.m. until 9.a.m.) and a copy to the Senior Education Officer with responsibility for Child Protection ( Noella Roberts) as soon as a problem, suspicion or concern becomes apparent and certainly within 24 hours. All telephone referrals or referrals made in person should then be confirmed in writing within two working days, using the standard form.
3. It is important that the referral is made with reference to "All Wales Child Protection Procedures"
4. Information should be provided about the child's name, address, date of birth, name and address of those with parental responsibility and reasons for the concern.
5. The referral should be confirmed in writing to the Child Protection Team Manager, Social Services Department, Children and Family Services, Civic Centre Annex, Colwyn Bay (using the standard form).

6. In the case of an emergency staff have the option of contacting the Police to remove a child from a dangerous situation. Social Services should be contacted at the same time.
7. If an Education Social Worker or School Nurse is available, they may be able to assist with any immediate action required but it remains the Head teacher's responsibility to ensure that the action outlined above is carried out.
8. The Social Services department should advise what action will be initiated and the action the referrer should take regarding communication with parents, ie, at what point the parents should be contacted and by whom.
9. A representative from the School (usually the Head teacher, Family Liaison Assistant or DHT/AH teacher) will normally attend any resulting Child Protection Conference.
10. If the School is unable to attend a written report of factual information will be submitted.

#### **After a referral is made**

The person making the referral may be asked to do any or all of the following tasks and should be prepared and willing to do them:

Contribute to a strategy discussion;

Assist with section 47 enquiries;

Write a report for the Child Protection Conference;

Attend a Child Protection conference.

It is the responsibility of the individual professional, to ensure that their child protection concerns are taken seriously and followed through. Each individual is accountable for his or her own role in the child protection process, and if a professional remains concerned about a child he or she should re-refer the child and/or bring the matter to the immediate attention of the Social Services senior manager with responsibility for child protection. In all such situations, the professional's own line manager should be informed. All records kept should be clear, concise and complete.

(Taken from the All Wales Child Protection Procedures 2008)

Social Services may inform parents that a referral has been made by the school. Parents are informed of a Child in Need referral.

### **Where it is alleged abuse has taken place involving a member of School Staff**

1. When it is alleged or suspected that a pupil has been abused by a member of staff employed in the school the following procedure should be taken.
2. The Head teacher or the Deputy Head teacher/ Assistant Head teacher / Family Liaison Assistant in her absence, should be informed immediately.
3. The Head teacher will collect as much information as is necessary, as soon as possible in order to consider the allegations. Advice may be sought from a Senior Officer or the Education Officer in the Directorate Noella Roberts named person for Conwy 01492 575013 ) It must be decided if
  - (a) The allegation does constitute abuse as defined or
  - (b) The allegation does not constitute abuse as defined
4. If the allegation is felt to constitute abuse, the Head teacher or Deputy /AH in her absence should immediately:
  - Follow the procedures as described above
  - Inform the Head of Education Services - advice will be given regarding the immediate action to be taken regarding the member of staff alleged to be involved. The Chair of Governors should also be informed.
5. If the allegation is felt not to constitute abuse, the Head teacher would deal with the situation with guidance from the Head of Education services or Officers of the County.

### **Why do we need Child Protection Procedures?**

The All Wales Child Protection Procedures are for use by all those whose work involves contact with children and families, across departments and agencies, and are relevant to those working in the statutory, voluntary and independent sectors. These might be people working in health, education, police, Social

Services, the probation service or voluntary sector support services, along with others whose work brings them into contact with children and families and those who have access to information about children and families. In Ysgol Glan Gele, Child Protection documentation is kept in the main office and all staff are issued with the Glan Gele policy and the Conwy Child Protection Procedures mini booklet produced by the Education Dept. All supply staff, students and visitors are issued with a Child Protection Leaflet.

It is the responsibility of each agency to bring these procedures to the attention of all staff who have contact with children. Individual agencies should also have detailed procedures which complement this document.

The procedures are a public document. Members of the public can have a vital role in alerting Social Services and the police to concerns about children. The procedures should be available to members of the public who want to read them.

## APPENDIX 2

### KEY CONTACTS

#### SCHOOL:

Child Protection Co-ordinator	-	Mrs Julia Buckley Jones/ Rosemary Dodd
Deputy Child Protection Co-ordinator	-	Mrs Laura Martin/ Sarah Davies
Nominated Child Protection Governor	-	Mr Adam Burney (Governor)

#### LA:

Child Protection Co-ordinator	-	Mr Ian Turner	01492 575352
Education Social Work Manager	-	Ms Noella Roberts	01492 575013
Education Welfare Officer	-	Miss Anwen Davies	01745 816573
Child Protection Training Officer	-	Mr David Chamberlayne	01492 575096

#### OTHER AGENCIES:

Social Services	-	Main Desk	01492 575111
Head of Social Services	-	Mrs Sue Maskell	01492 575158
School Nurse	-	Mrs Alison Turton	01745 823746
Educational Psychologist	-	Ms Anna Riley	01492 575082
Police Family Protection Unit	-	St Asaph	01745 588745

### APPENDIX 3

#### RECORD KEEPING FORMAT - A) INITIAL DISCLOSURE

Ysgol Glan Gele Infant School

#### CHILD PROTECTION DISCLOSURE

This information has been gathered by: ..... Date: .....

Position: .....

Following an allegation made by: ..... D of B: .....

or

A concern raised by: ..... Position: .....

**WHAT HAPPENED?**

**WHEN DID IT HAPPEN?**

**WHERE DID IT HAPPEN?**

**WHO WAS RESPONSIBLE/INVOLVED?**

**HOW DID IT HAPPEN?**

**NEXT STEPS**

**FURTHER ACTION REQUIRED:**

**REFERRAL SUBMITTED ON:**

CHILD IN NEED

CHILD PROTECTION

<b>ACTION/RESPONSE</b>	<b>DATE</b>	<b>COMMENTS</b>
Referral		
Initial Response received		

#### **APPENDIX 4**

#### **RECORD KEEPING FORMAT - B) ON-GOING RECORDS**

Ysgol Glan Gele Infant School

CHILD PROTECTION RECORD

<b>DATE</b>	<b>ACTION/COMMENTS</b>
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