



# Rogiet Primary School

## Safeguarding - Child Protection Policy

May 2018

### **Introduction**

1.1 Rogiet Primary School fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- A. Prevention through the teaching and pastoral support offered to pupils;
- B. 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
- C. Support to those pupils who may have been abused.

1.2 This policy applies to all staff, the Board of Governors and all volunteers working in the school. It is recognised by Rogiet Primary School that all staff that come into 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.

### **Prevention**

2.1 Rogiet Primary School recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult, help to safeguard children at our school.

The school will therefore:

- A. Establish and maintain an ethos where children feel secure and encouraged to talk and share their concerns and will be listened to;
- B. 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;

- C. 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 that they can turn to staff for help; and,
- D. 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.

## **Procedures**

3.1 At Rogiet Primary School we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Safeguarding Children Board.

3.2 The school will:

- A. Ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements. This school will also nominate a named deputy who will be the central contact in times when the designated person is absent. In the unlikely event that both are absent or unavailable the most senior person will act as contact point for other staff.
- B. Recognise the role of designated person and arrange support and training. The school will look to the SCB and in particular the Local Authority's Designated Officer for Safeguarding in Education for guidance and support in all child protection matters in assisting the school's designated person.
- C. Ensure that all members of staff, including full and part time, the Board of Governors and all adult volunteers, knows:
  - the name and contact details of both the designated and deputy person responsible for child protection;
  - that it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within timescales, by completing the agreed multi-agency form; and,
  - that the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty and Assessment Team if necessary when a referral is being considered; if in doubt a referral must be sent.
- D. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school.
- E. Ensure that parents and carers have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their

obligations in school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents/carers are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.

- F. Provide training for all staff so that they know:
- i) their personal responsibility;
  - ii) to be cognisant of agreed local procedures;
  - iii) the need to be vigilant in identifying suspected cases of abuse; and,
  - iv) how to support a child who discloses abuse, particularly the do's and don'ts
- G. Notify Social Services if:
- a pupil on the child protection register is excluded either for a fixed term or permanently; and,
  - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- H. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups and support these with the submission of written reports.
- I. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- J. Ensure that all records and files are kept secure and in locked locations. The Designated Person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.
- K. Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- L. Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the local authority's Human Resources Department on recruitment and selection.
- M. Seek to designate a Governor for child protection, usually the Chair of Governors at Rogiet Primary School, who will champion and oversee the school's child protection policy and practice. This designated Governor will feed back to the Governing Body on child protection matters as and when required but will be required to write an annual report to body on the school's child protection activities.

## **Supporting the pupil at Risk**

4.1 At Rogiet Primary School we recognise that children who are at risk, suffer abuse or witness violence, are often affected by these in adverse ways. Some may be deeply troubled by these events.

4.2 Rogiet Primary School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school, due to these adverse factors, their behaviour may be challenging and defiant or they may be withdrawn. At this school we will endeavour to be patient and supportive to the children at risk.

4.3 The school will endeavour to support the pupil through:

- A. The content of the curriculum to encourage self esteem and self motivation (see section 2 of this policy on Prevention);
- B. The school ethos which:
  - i) promotes a positive, supportive and secure environment; and
  - ii) gives pupils a sense of being valued (see section 2 on Prevention);
- C. The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will follow 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 express and explain to all pupils that some behaviour is unacceptable, shared with parents/carers via school brochures and other points of communication, but 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.
- D. Liaison with other agencies who support the pupils such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others; and,
- E. Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.

4.4 When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately, using the agreed policy and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process, and if not already done, to inform Social Services of the move.

## **Behaviour**

4.5 Rogiet Primary School has a behaviour policy which clearly 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 website, or by request from the school.

### **Bullying**

4.6 The school's policy on Anti-Bullying has been set out alongside the school's behaviour policy. This policy/information can be located on the school website, or by request from the school.

### **Physical Intervention**

4.7 The school's policy on physical intervention has been set out in the school's behaviour policy. Training is accessed through the Local Authority and renewed regularly. This policy/information can be located on the school website, or by request from the school.

### **E Safety**

4.8 The school's policy/information on E Safety has been set out in a separate policy within the school's ICT policy. This policy/information can be located by request from the school. The school follows the 360 degree safe Cymru self-review tool and related procedures.

### **Children with Statements of Special Educational Needs (SEN)**

4.9 The school recognises that, statistically, pupils with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children 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 for SEN can be located on the school website, or by request from the school.

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

4.10 The school recognises that children who enter the 'Looked after System' are often the most vulnerable and needy. The school has a responsibility to support the Local Authority in its role as corporate parent. The school follows Monmouthshire County Council's policy for Looked after Children (LAC) and this can be located by request from the school.

### **Children who are at risk from extremism and radicalisation**

4.11 The school recognises that there may be children who are living within families where extremism and radicalisation are a threat to their wellbeing. School staff have been trained via a 'PREVENT' awareness session and this will be repeated every two

years. Preventing and identifying extremism and radicalisation are part of our school's safeguarding duties. *See Appendix 1.*

## Information for all staff

5.1 What to do if a child tells you they have been abused by someone other than a member of staff.

Where the allegation is against a member of staff you should refer to the Local Authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004.

All staff should be aware that they can raise concerns through the MCC's Whistle Blowing Policy.

If an allegation of abuse is made against a member of staff, this must be reported to the Head Teacher/Designated Governor for Safeguarding/Child Protection.

If the concern is about the Head Teacher, this must be reported to the Chair of Governors. If in doubt you can contact the Local Authority's Designated Officer for Safeguarding in Education for guidance and advice.

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 must report orally to the school's **Designated Person for Child Protection, or their Deputy** in their absence, immediately to inform them of what has been disclosed. In the unlikelihood 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 designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will, in most cases, be the only written record of what has been disclosed and as it being 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 a shared a concern with you to the Designated Person. 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. You can ask the designated person 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 basis, but whatever is shared is strictly confidential and not for general discussion with others.

### **Confidentiality**

6.1 The school and staff are fully aware of confidentiality issues if a child divulges that they are, 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 staff at this school have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but 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. (i.e. not discussed with other staff) Staff need to 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.

### **Training**

The school will be cognizant of National and Local training requirements and guidance, which will include Safeguarding Children Board guidance, advice and training opportunities.

7.1 The school will ensure that the Designated Person for Child Protection (DSP) will have received initial training (Level 2) 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. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.



7.2 All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training (Level 1) within a 2-3 year period.

7.3 It will be a recommendation that the Governing Body will also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

7.4 The details of Designated Persons and MCC contacts are included on the reverse of all Governor and visitor badges, and on Safeguarding notices around the school, for information.

**The Designated Person** for Child Protection at this school is:

**Mrs Kathryn Evans**, Headteacher

**The deputy designated** person for child protection at this school is:

**Mr. Rhys Clewer**, Deputy Headteacher and **Mrs. Emily Harrison**, SENCO

**The nominated governor** for child protection at this school is:

**Mrs Hazel Bennett**, Chair of Governors (deputy designated governors – Mrs Linda Guppy)

Governors can be contacted via the school office on: 01291 420348

**The Monmouthshire Education Safeguarding Officer** is:

**Heather Heaney** who can be contacted by:

Phone- 01633 644392

Mobile- 07917707343

Email- heatherheaney@monmouthshire.gov.uk

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

Phone: 01291 635669

Out of hours telephone number: 0800 328 4432

**This policy was updated in May 2018**

**This policy was presented and accepted by the Governing Body in May 2018**

## **Staff were made aware of this policy and/or updates**

### **SAFEGUARDING STATEMENT:**

The following statement was agreed by the Head teacher, staff and governors in May 2018.

The Head teacher, staff and Governors of Rogiet Primary School recognise their responsibility to safeguard all the pupils in our care.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of our pupils and to report any such abuse that we discover or suspect.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of pupils, and staff, and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children.

We are committed to:

- Following the guidance in the *All Wales Child Protection Procedures*
- Respecting the rights of children
- Nurturing, protecting and safeguarding all of our pupils
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any local authority guidelines in relation to safeguarding children and adults in need of protection.
- Supporting parents and families.

- Sharing information with partner agencies where this is necessary to safeguard and promote the well-being of children.

We recognise:

- Monmouthshire Children's Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or family then speak to one of the following who are designated to take the lead in safeguarding in this school. All can be contacted via the school office on 01291 420438.

**DESIGNATED PERSON FOR SAFEGUARDING**

**Mrs Kathryn Evans**

**DEPUTY DESIGNATED PERSON FOR SAFEGUARDING**

**Mr Rhys Clewer**

**GOVERNOR WITH RESPONSIBILITY FOR SAFEGUARDING**

**Mrs Hazel Bennett**

## APPENDIX 1

### **Rogiet Primary School PREVENT Duties**

#### **Prevent Duties**

In March 2015, the Counter Terrorism and Security Act received Royal Assent. The Act includes a duty for schools to 'Prevent' people from being drawn into terrorism. The Prevent duty applies to all schools, whether state-funded or independent, as well as early years providers and children's homes. Preventing and identifying extremism and radicalisation are part of our school's safeguarding duties.

What is the Prevent Duty?

There are four key duties for schools:

- identify local risks;
- identify at risk pupils;
- work in partnership with other agencies;
- keep children safe online, where much of the radicalisation takes place.

What our school need to do under Prevent Duties?

There are four elements in implementing the Prevent duty:

- to provide staff training;
- to ensure effective links to our safeguarding policy and procedures;
- to develop critical thinking in pupils, so they are aware of bias and propaganda, especially online;
- to combat extremist materials.

What members of staff are Prevent Duty trained?

All senior leaders (designated safeguarding staff), teachers and support staff at Rogiet Primary received statutory Prevent Duties training, which was facilitated by Shereen Williams, Monmouthshire County Council's Community Cohesion Officer. The training was part of the school's on-going programme of safeguarding training.

What the training entailed.

Training covered issues involving identification of potential instances of extremism and radicalisation and steps to be taken if this was found to be the case. Importantly training covered the way that the school would implement this duty on a day-to-day basis by raising awareness amongst all staff.

Training provided us with the named linked officers to contact if any concerns are raised.

These are:

Shereen Williams 07793556803 [shereenwilliams@monmouthshire.gov.uk](mailto:shereenwilliams@monmouthshire.gov.uk)

or

Heather Heaney 01633 644392 / 07917707343

[HeatherHeaney@monmouthshire.gov.uk](mailto:HeatherHeaney@monmouthshire.gov.uk)