

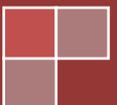
CHILD PROTECTION POLICY

POLISI DIOGELU PLANT

CORPUS CHRISTI HIGH SCHOOL

This document contains the specific policy and associated information relating to the Child Protection Policy and Procedure at Corpus Christi High School

Approved by Governors : 15 October 2018



KEY CONTACTS WITHIN THE SCHOOL

DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DSP)

NAME: MRS ANN GEEN
CONTACT NUMBER: 029 20761893

DEPUTY DESIGNATED SENIOR PERSONS FOR CHILD PROTECTION (DDSP)

NAME: MR DAN HARRIS MR TREVOR McKEEVER
CONTACT NUMBER: 029 20761893 029 20761893

NOMINATED GOVERNOR FOR CHILD PROTECTION

NAME: MRS MARIE YORK
CONTACT NUMBER : 029 20689253

CHAIR OF GOVERNORS

NAME : MRS KATH BROWN
CONTACT NUMBER : 029 20761893

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

REFERRAL TO CHILDREN'S SERVICES AT CARDIFF MULTI AGENCY

SAFEGUARDING HUB (MASH) formerly known as CAP

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone: **029 2053 6490**

For cases that are open to Children Services and have an allocated social worker telephone **029 20 536400**

Education Reps at MASH (Professionals only) **029 20338438**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **029 20788 570**

POLICE (CHILD PROTECTION): 999 (in an emergency) 029 2022 2111

The **EDUCATION SAFEGUARDING TEAM** is able to provide advice and support.

CONTACT NUMBERS : 029 223 30879, 029 223 30878, 029 223 30876.

E-MAIL: SLLSafeguardingTeamInformation@cardiff.gov.uk

PREVENT CO-ORDINATOR CARDIFF SCHOOLS MRS JENNIFER LENCZNER Education Officer
CONTRACT NUMBER : 029 20873281

EMAIL : Jennifer.Lenczner@cardiff.gov.uk

HOME OFFICE PREVENT CO-ORDINATOR : MR CARL DAVIES Operational Manager

CONTACT NUMBER : 029 20873281

MOBILE NUMBER : 07742 931475

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WORKSHOP TO RAISE AWARENESS OF PREVENT (WRAP) FACILITATORS

CONTACT : MRS BALWINDER SANDU Closing the Gap Officer – EMTAS

TELEPHONE AND EMAIL : 07815 53091 bsandhu@cardiff.gov.uk

CONTACT : MR OLWEN EVANS Closing the Gap Officer – EMTAS

TELEPHONE AND EMAIL : 07530 133980 oevans@cardiff.gov.uk

CONTACT : MR TOM NOAKS Education Welfare Officer

TELEPHONE AND EMAIL : 029 22330756 07866 488034 Thomas.noaks.2@cardiff.gov.uk

CONTENTS

INTRODUCTION

AIM

PREVENTION

PROCEDURES

TRAINING

RECOGNISING CHILD ABUSE

DEFINITIONS OF CHILD ABUSE AND NEGLECT

TAKING ACTION AND MAKING A REFERRAL

DEALING WITH DISCLOSURES

ATTENDANCE AT CHILD PROTECTION CONFERENCES and CORE GROUPS

RECORD KEEPING

CONFIDENTIALITY

SUPPORT TO PUPILS

ADDITIONAL VULNERABILITY FOR CHILDREN AND YOUNG PEOPLE

PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

ALLEGATIONS AGAINST STAFF IN THE SCHOOL SETTING

WHISTLEBLOWING

OTHER RELATED POLICIES

RADICALISATION/EXTREMISM

CHILD SEXUAL EXPLOITATION

EXTENDED SCHOOL & OUT OF SCHOOL HOURS

APPENDIX

RECORD OF CONCERN

SAFEGUARDING RECORD LOG

DAILY CONTRACTOR LOG



Safeguarding Web Diagram

Introduction

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare” Safeguarding Children: Working Together under the Children Act 2004”

- Corpus Christi High School acknowledges the importance of its role in the welfare of young people, and through the general ethos of the school will seek to encourage children in need of support to come forward.
- Corpus Christi High School is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing and acknowledge that children have a right to protection.
- Corpus Christi High School will work with multi-disciplinary partners within the statutory framework established by:
 - The All Wales Child Protection Procedures 2008
 - Safeguarding Children: Working Together Under the Children Act 2004 Section 28
 - Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
 - Allegations of Professional Abuse Procedures (AWCPP Part IV)
 - Keeping Learners Safe 158/2015
 - The Counter-Terrorism and Security Act 2015
 - Social Services and Well-being (Wales) Act 2014
 - Cardiff and Vale of Glamorgan Local Safeguarding Children Board

The Child Protection policy applies to all staff and volunteers at Corpus Christi High School, including community education staff and governors. Teaching assistants, mid-day supervisors, supply staff, administrative and support staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact the school or governors. The policy will be reviewed annually taking into account feedback from Governing Bodies and Schools and any new policy documentation or guidance.

Aim

Corpus Christi High School aims to provide an environment in which children and young people feel safe, secure, valued and respected and feel confident, and know how to approach adults if they are in difficulties believing they will be effectively listened to.

There are 4 main elements to our policy in implementing the above aim:

1. **Prevention** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school safe environment where children know who to approach with any concerns about their welfare.
2. **Procedures** for identifying and reporting concerns about the welfare of a child.
3. **Support To Pupils** who have/ may have been abused
4. **Preventing Unsuitable People From Working With Children** through robust vetting and recruitment processes

Prevention

Corpus Christi High School recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they have concerns about their welfare, are worried or in difficulty
- Include in the curriculum activities and opportunities for Personal, Social and Education (PSE) which equip children with the skills they need to stay safe from abuse and information about who to turn to for help;
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care and parenting skills
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

Procedures

This policy is compliant with the new All Wales Child Protection Procedures 2008.

Roles and Responsibilities

Child Protection is everybody's business; however staff within Corpus Christi High School will have specific responsibilities' which are outlined below.

- It is the role of the Designated Senior Person (DSP) to ensure that all of the child protection procedures are followed within the school, and to make appropriate and timely referrals in accordance with school procedures.
- If for any reason the Designated Senior Person is unavailable, a Deputy Designated Senior Person has been identified who will act in their absence.
- It is the role of the Designated Child Protection Teacher to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy and to support the school in this aspect

- The Designated Senior Person / Headteacher and Governing Body should review and update the policy and procedures annually.
- The Designated Senior Person / Headteacher should ensure that Basic Level Child Protection training is undertaken by all staff, volunteers and governors annually.
- Ensure parents are aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment.
- Where children leave the school ensure their child protection file is copied and securely transferred to the new establishment as soon as possible but transferred separately from main file.

Representatives from the Safeguarding Team (Tel: 029 223 30879, 029 223 30878, 029 223 30876) are available to offer advice, support and training to the school's Designated Senior Person.

Training

All staff, including teachers, teaching assistants, midday supervisors, caretakers, volunteers, admin staff, kitchen staff and Governors in the school should have completed Basic Level Safeguarding and Child Protection Awareness Training on an annual basis.

The Basic Level Child Protection training enables staff to;

- Understand the Safeguarding Agenda for schools and where Child Protection fits in
- Understand key roles and responsibilities in and for schools
- Recognise signs and symptoms of abuse
- Know how to respond to a disclosure of abuse and how to make a referral
- Manage allegations against professionals

The school operates a robust induction process for any new staff, supply and temporary staff and volunteers in relation to arrangements for child protection and their responsibilities. Each new starter is provided with an Induction booklet and copy of the Child Protection policy.

The Designated and Deputy Senior Persons have attended the LSCB Working Together to Safeguard Children on a 3-yearly basis. In addition, the Senior Leadership Team have also received Anti-Radicalisation training and the whole staff have received WRAP training. Following this training, the designated staff member will meet any further training standards outlined by Cardiff Council.

Recognising Child Abuse

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and the Education and Lifelong Learning Department, and between schools and other agencies such as Children's Services and the Police.

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- **Neglect**
- **Physical Injury**
- **Sexual Abuse**
- **Emotional Abuse**

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4 defines of abuse as follows;

'A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan'

- **Physical Abuse**

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

- **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve, 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.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Emotional Abuse**

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. It may involve conveying to the 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 and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Taking action and Making a Referral

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure (written or verbal)
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Another pupil/parent may give you information
- You may observe changes in behaviour that worry you
- You may instinctively feel something is wrong
- There are neglect issues

Where a member of staff has concerns about the welfare of a child they should **immediately** report their concerns to the DSP (or deputy DSP), who will appropriately consider the concern and what actions, if any, should be taken.

- If the DSP decides a referral is necessary they should immediately **telephone** the Cardiff MASH). Telephone referrals should be followed up by completing CP1 (MA) (4.ch.227 on CIS) and CS1 (4.ch.225 on CIS) to the Cardiff MASH within 48 hours from the initial telephone call. A copy should be kept for your records. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral.
- When making a child protection referral, consent from parent(s) or person with parental responsibility is not required. It will be for Children's Services at MASH to determine whether the threshold for invoking Child Protection procedures is met. You should always seek guidance from Children Services at MASH prior to submitting a referral. Record all actions taken in accordance with your DSP responsibilities and duty to report.
- If referrals are being made to consider care and support needs for a child, consent from parent(s) or persons with parental responsibility is required.
- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the member of staff's concerns but must **IMMEDIATELY** refer the matter to the DSP or Deputy or in the absence of both the Cardiff MASH.
- The DSP should be immediately notified of all referrals made by staff to the Cardiff MASH during his/her absence.
- If there are concerns of a Child Protection nature and the child is about to leave the school premises, the Headteacher should be informed. The Headteacher, in consultation with the Cardiff MASH, will decide on the next step to be taken.
- DSPs/schools staff should receive a response to their referral in writing within 10 working days. If this does not happen, DSPs/schools staff should follow up with Cardiff MASH to establish what decisions have been taken regarding the referral and any actions.
- It is important that staff do follow up with the DSP what action, if any, has been taken following a disclosure or concern. Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be stored securely. If the member of staff has continued concerns, then the Headteacher should be notified or the Chair of Governors if the Headteacher is the DSP. The member of staff may also report their concerns to Cardiff MASH or the Education Safeguarding Team.
- If the individual reporting the concern disagrees with the DSP's decision that a referral is not necessary, they must make the referral directly to the Cardiff MASH and inform the DSP of this. Advice and support can be sought from the Education Safeguarding Team, as required.

This school recognises it has a responsibility to refer concerns and not to investigate

If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken.

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency the 999 service should be used.
- Cardiff MASH must be informed of this course of action **IMMEDIATELY** as they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Cardiff MASH team or Police who will make the decision as to when the parents/carers will be notified.

Dealing with Disclosures

What to do if a child tells you that they are being harmed

- Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Show that you have heard what they are saying and that you take their allegations seriously.
- Never make a promise that you will keep what is said confidential or secret – if you are told about abuse you have a responsibility to tell the right people to get something done about it. If asked, explain that if you are going to be told something very important that regards someone harming them, you will need to tell the people who can help in this matter, but that you will only tell the people who have to know.
- Do not ask leading questions that might give your own ideas of what might have happened (e.g. did he do x to you?) – just ask “ what do you want to tell me?” or “is there anything else you want to say” Do not interrupt when the child is recalling events and do not make the child repeat themselves.
- As soon as possible after the disclosure record in writing what was said. Be as accurate as possible, using the child’s own words where you can. Include in your record the time and date of the disclosure, and whether anyone else was present. Make a note of the child’s demeanour (be specific about how the child is behaving/reacting eg crying as opposed to just saying upset). Make a note of any action taken following the disclosure. (use the Record of Concern at appendix D)

The DSP will store the Record of Concern safely and confidentially.

- Immediately inform the DSP and do not tell other adults or young people what you have been told. As soon as possible (and certainly the same day) the DSP should refer the matter to the Cardiff MASH team. Follow their advice about what to do next. Staff should keep in mind at all times their role is to “assist” the Police and Children’s Services and NOT to undertake their own investigations.
- Do not worry that you might be mistaken; you have a responsibility to pass on your concerns following disclosure of abuse. Never think abuse is impossible in your organisation or group, or that an accusation against someone you know well and trust is bound to be wrong.

It is important that you

DO	DO NOT
<ul style="list-style-type: none"> • Keep an open mind • Reassure the child that they have a right to tell • Listen carefully • Work at the child’s pace • Ask only open questions – if you must ask them, clarify the facts, don’t interrogate • Explain what you need to do next • Record accurately and quickly using the child’s words • Pass on to DCPT same day 	<ul style="list-style-type: none"> • Promise to keep secret what they are telling you • Interrupt • Interrogate/investigate • Assume e.g. this child tells lies • Make suggestions about what is being said • Speculate or accuse anyone • Show anger, shock etc... • Tell the child to go and speak to someone else • Forget to record accurately and/or pass on to DCPT • Confront alleged abuser

Attendance at child protection conferences & core groups

It is the responsibility of the DSP to ensure that the school is represented at any child protection conference for children on their school roll or previously known to them.

The DSP or nominated individual should be fully briefed on any issues or concerns the school has and must present their report during the meeting and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the DSP's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

If the school is part of the core group then the DSP should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed.

All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the DSP must inform the child's social worker **immediately** and then record that they have done so and the actions agreed.

The school will notify Children's Services if:

- a pupil on the CP register is excluded whether for a fixed term or permanent exclusion; and
- there is an unexplained absence of a pupil on the CP register of more than two days duration from school (or one day following a weekend)

Record Keeping

Any member of staff receiving a disclosure of abuse from a child/ young person, or noticing signs or symptoms of possible abuse in a child /young person should make notes as soon as possible, what was said or seen, putting the scene into context, and giving the time and location. It is very important to keep this record safely and confidentially in the Child Protection File. Document 1 is a Record of Concern template to be used

- Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the DSP for his or her attention to decide on further actions.
- All documentation/records relating to child protection concerns should be placed on the child's individual Child Protection file and securely stored. Document 2 Record Log should be filed at the beginning of each CP file and used as a chronology to log events, meeting or contacts etc
- When a child who is on the child protection register leaves the school the DSP will inform the child's new school immediately.
- The DSP will inform Children's Services/social worker of significant changes to the child protection plan or family circumstances.
- If a child has a Child Protection file and moves school (either mid year transfer or transition from Nursery to Primary or to High School), the DSP will inform the new school of the child protection concerns. Furthermore, the DSP will ensure;
 - the Child Protection file is copied and a copy retained at the school (retention period DOB + 25 years) and ;
 - the original Child Protection file is securely transferred to the new school (separate from the education file) and ;
 - Children's Services is advised of the change of school if the child is on the Child Protection Register.

Both schools involved in the pupil transfer have an equal responsibility to ensure appropriate and relevant documentation/information is shared in a prompt, secure and timely manner.

Confidentiality

Sharing information is vital for early intervention to ensure that children and young people with additional needs get the services they require. It is also essential to protect children and young people from suffering harm from abuse or neglect and to prevent them from offending.

When sharing information you will need to be satisfied that there is either :

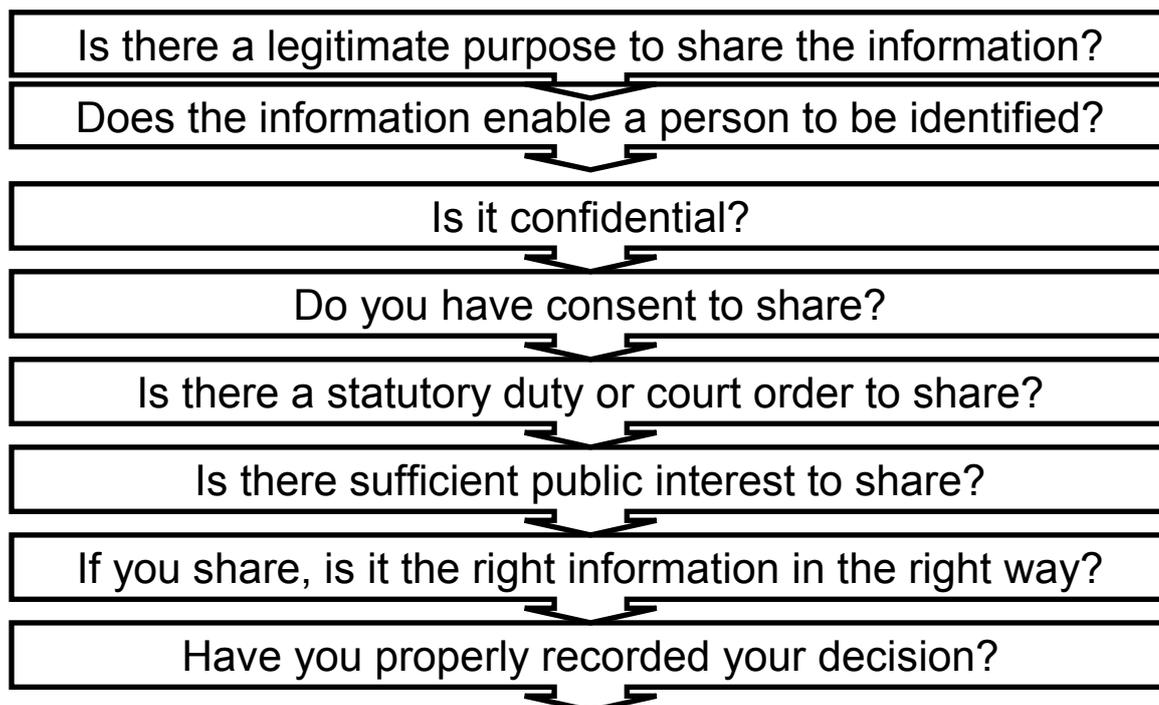
- A statutory obligation to disclose
- Express or implied consent of the persons involved ; or
- An overriding public interest in disclosing information.

You should seek advice from your DSP where you are in doubt, especially where your doubt relates to concern about possible significant harm to a child or serious harm to others. However, if you consider a child to be at risk you should not delay seeking advice from Childrens Services in the absence of speaking to the DSP.

Parents should be made aware that there is a statutory duty to safeguard and promote the welfare of children (eg set out in the school brochure or during the parents admissions meeting). Parents should be made aware that this responsibility necessitates child protection policy and procedures, and that at times it may be necessary to share information with partner agencies when there are concerns about a child's welfare.

Corpus Christi High School regards all information relating to individual child protection issues as confidential and will treat it accordingly. Information will be passed on to appropriate persons only. The Child Protection files are stored in a secure and locked location.

When to share information



Support to Pupils

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. 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 and defiant or they may be withdrawn.

We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The school will endeavour to support the pupil 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
- The schools behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which does not attribute blame for any abuse which has occurred
- Liaison with other agencies within a multi-agency framework which support the pupil such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, The Pupil Support Services and voluntary organisations.
- A commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so

Additional Vulnerability for Children and Young People

The school recognises that the following groups of Children and Young People are additionally vulnerable to abuse.

- Children with a disability
- Looked After Children
- Asylum Seekers
- Children who live in a household where there is Domestic Abuse
- Children who live in a household where parenting is compromised by Substance Misuse.
- Refer to Chapter 4 '*Keeping Learners Safe*' 158/2015 Government Circular

Preventing Unsuitable People from Working with Children

Corpus Christi High School operates recruitment and management procedures that take account of the need to safeguard children and young people including arrangements for appropriate checks on staff and volunteers that comply with locally agreed inter-agency procedures in conjunction with Human Resources.

Corpus Christi High School will follow the Council's procedures for advertising, interviewing and recruiting staff, including the requirement for Barring and Disclosure Scheme (DBS) checks.

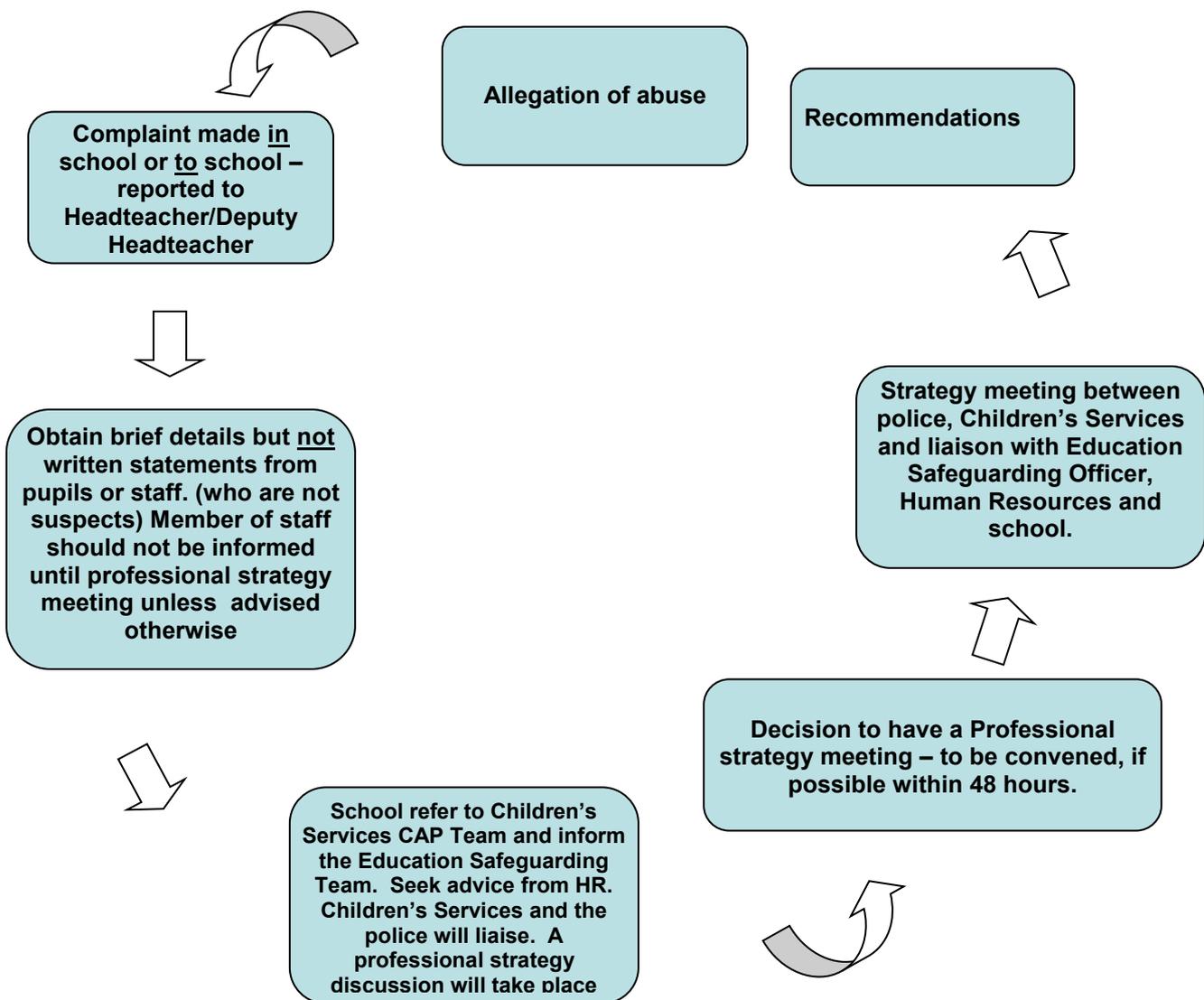
Corpus Christi High School operates safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS reference checks undertaken according to Welsh Government Circular No:158/2015 "Keeping Learners Safe" – Chapter 6 and Cardiff Council's Disclosure and Barring Service (DBS) Policy 1.CM.202

The same procedures must be followed for any "outside speakers" visiting classes. (See Policy).

Allegations against staff in school setting

When it is alleged or suspected that a pupil has been abused by a member of staff the following procedures must be undertaken.

- The Headteacher or Deputy Headteacher (in Head's absence) of the school should be informed immediately
- All suspected or alleged abuse must be reported to the Cardiff MASH Team, Intake & Assessment or the police without delay. The Education Service Safeguarding Team should also be informed on 029 22330900.
- The school will seek advice from Human Resources (HR) regarding the member of staff's continued employment, and a risk assessment should be undertaken and recorded in writing immediately.
- In the event of the allegation being made directly or indirectly about the Head teacher the staff member should promptly report the allegation to the Chair of Governors.
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, LADO or the Policy give instructions to do so. However, it is appropriate to ascertain facts (who, what, where, when) secure any CCTV footage and take narrative accounts in order to provide sufficient information to Children's Services or police.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Head Teacher.



Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. All staff should be aware that unlawful or unsafe behaviour will not be tolerated and that where appropriate legal or disciplinary action is likely to follow such behaviour.

The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the Local Authority's Code of Conduct, and the Education Workforce Council Professional Code of Conduct.

The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the Local Authority's Code of Conduct and Education Workforce Council Professional Code of Conduct.

Allegations of Abuse against Professionals – Procedures

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children compliments the national guidance in *Safeguarding Children : Working Together under the Children Act 2004*, *LSCB Guidance* and the All Wales Child Protection Procedures 2008 part 4, *Safeguarding Children in Education : Handling Allegations of Abuse against Teachers and other Staff WG 009/2014*.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should refer to the Local Authorities Whistleblowing Policy.

3 Other Related Policies

Physical Intervention and Restraint Policy

Our policy on the Physical Intervention and Restraint by staff is set out in a separate document and is reviewed annually by the governing body. We acknowledge that staff must only ever use physical intervention /restraint as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property.

Anti Bullying

Our policy on bullying is set out in a separate document and is reviewed annually by the governing body under the guidance set within 'Respecting Others'.

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures

Health and Safety - School Site Security

Corpus Christi High School is a safe and secure place for pupils to learn and develop learning and social skills. The physical safety of pupils when on school site is of paramount importance. Access to the school site is strictly monitored and reviewed in line with the Local Authority guidance on the Health and Safety of school premises.

All daily contractors to our site are requested to sign in and out of school premises. They will clearly list the company for whom they work and the reason for their visit. As a daily contractor is unlikely to have a DBS disclosure available to be viewed by the school, they will be supervised if their visit is during school hours. A Contractors Log (Document 3) is attached which should be completed.

Our health and safety policies are set out in a separate document and are reviewed annually by the governing body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits

Children with Statements of Special Needs

Our policy recognises that children with behavioural difficulties and disabilities may be vulnerable to abuse and may also have difficulty disclosing their experiences. 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.

Children who enter the Looked after System

Corpus Christi High School recognises that children who enter the Looked after System are often the most vulnerable and needy. The school's policy on Looked after Children (LAC) has been set out in (a separate document)

The Use of the Internet

Our policy on the use of the internet is set out in a separate document and is reviewed annually by the Governing Body. The guidance focuses on the personal safety and well-being of pupils in the school and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks associated with internet usage.

Social Media

Staff will ensure that any personal use of Social Networking sites does not in any way impinge upon the school or their professional standards. Any concerns regarding a member of staff's conduct should be brought to the immediate attention of the Headteacher. Staff will have regard to the Cardiff Council Guidance "Safer Working Practices with children, young people and vulnerable adults" (Cis).

Any attempt by a child/young person to contact staff via such internet sites will immediately be reported to the Head teacher in order that appropriate advice can be given to the child/young person and their parents/carers regarding professional boundaries and the safety of the child/young person.

The Use of images

Our policy on the use of pupils' images is set out in (a separate Policy). Photographic and video Images of children may be recorded for a variety of purposes. Staff will be required to take pictures of pupils for curriculum purposes, extra school activities, publicity and celebrating achievement.

The Policy highlights that particular care should be taken regarding the use of images which may include Looked After Children or children of other vulnerable groups, for example asylum seekers.

Every parent/carer is requested to give specific consent for any image of their child to be recorded.

It is recommended that when using a photograph the following guidance should be followed

- If the photograph is used, avoid naming the child
- If the child is named avoid using the photograph
- Establish and record whether the image will be retained for further use
- Images are stored securely and used only by those authorised to do so they should be available for scrutiny to ensure acceptability.

Staff should never use their own personal equipment to capture images

Female Genital Mutilation (FGM)

FGM constitutes physical and emotional abuse to children – it is an illegal and extremely harmful practice.

As a school we recognise the statutory duty to report “**known cases**” of FGM (under section 5B of the Female Genital Mutilation Act 2003) to the police non-emergency number 101 **where a pupil under 18 years discloses** that she has had FGM or as a professional have observed physical signs of FGM.

In situations where an adult discloses that a pupil has had FGM or a member of staff suspects that a child may have FGM or is at serious or imminent risk of FGM, then immediate advice will be sought from Cardiff MASH and liaise with Childrens Services and/or police.

Further guidance is available from All Wales Protocol FGM 2011 : Home Office Mandatory Reporting of Female Genital Mutilation – procedural information; HM Government Multi Agency statutory guidance on female genital mutilation April 2016.

Schools should familiarise themselves with the recent statutory guidance and the introduction of the new ‘duty to report’ requirements.

Domestic Abuse, Gender-based Violence and Sexual Violence

Domestic Violence is physical, sexual, psychological, emotional or financial abuse where the victim is associated with the abuser.

Gender based Violence is violence, threats of violence or harassment arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation, female genital mutilation and forced marriage.

Sexual Violence includes sexual exploitation, sexual harassment, or threats of violence of a sexual nature.

As a school we recognise there is a strong link between domestic abuse and the abuse and neglect of children. Domestic abuse is not a “one off” occurrence. It is frequent and persistent. We understand that children will react in different ways to being brought up in a home with a violent person and are aware of the various signs and symptoms. A child’s attendance and academic achievements can also be affected. In any situation where staff have cause to believe that a pupil is at risk from, is the subject of, or is living in a household with violence or abuse, the DPS will be informed immediately and action taken in accordance with our children protection procedures.

Further information can be sought from Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015. Welsh Government Whole Education Approach Good Practice Guide.

Radicalisation/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 (Workshop to Raise Awareness of Prevent (WRAP) 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 at school, including having in place appropriate levels of filtering, which are controlled by Cardiff LA.

Definitions

'Extremism' is defined in the 2011 *Prevent* strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

'Non Violent Extremism' is extremism, as defined above, which is not accompanied by violence.

'Prevention' in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. *Prevent* includes, but is not confined to, the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.

'Radicalisation' refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

<http://www.northlincslocal.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=10744>

If there are concerns of a child protection nature, the usual child protection procedures should be followed and advice sought from the CAP team in conjunction with advice from the Prevent team.

An electronic file of Prevent Guidance documents is available from the WRAP facilitators, issued May 2016.

Referral to Channel

Channel Entry Point email address : prevent@south-wales.pnn.police.uk

This will be the entry point for all referrals to the Prevent team. In addition, the team are always available for any queries or questions.

Other Contacts

Julie Driscoll DC937 - Prevent Engagement Officer - Wales Extremism & Counter Terrorism Unit (WECTU)

Cardiff Bay Police Station CF10 5EW

Internal 34462 External 029 20527306 Mobile 07785 708617

Email Julie.driscoll@south-wales.pnn.police.uk

Matthew Jones DS - Prevent Engagement Officer - Wales Extremism & Counter Terrorism Unit (WECTU)
Cardiff Bay Police Station CF10 5EW
Internal 34462 External 029 20527306
Email matt.jones@south-wales.pnn.police.uk

Child Sexual Exploitation (CSE)

As a school we recognise our responsibilities to safeguard and promote the welfare of our pupils when there are concerns that they are at risk of abuse through sexual exploitation.

Child sexual exploitation (CSE) is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

CSE includes :

- abuse through exchange of sexual activity for some form of payment
- abuse through the production of indecent images and/or any other indecent material involving children whether photographs, films or other technologies
- abuse through grooming whether via direct contact or the use of technologies such as mobile phones and the internet
- abuse through trafficking for sexual purposes

Children do not volunteer to be sexually exploited and they cannot consent to their own abuse; they are forced and/or coerced.

If there are concerns that a pupil is at risk of CSE , a Sexual Exploitation Risk Assessment Framework (SERAF) will be completed or consideration given to the list of vulnerabilities and risks to sexual exploitation (attached in document 4) and advice sought from Cardiff MASH.

Further information can be sought from the All Wales Protocol Safeguarding Children and Young People at Risk of Sexual Exploitation 2013 and Cardiff Child Sexual Exploitation Prevention Strategy.

Vulnerabilities and Risks to Sexual Exploitation

Vulnerabilities

Learning or functioning difficulty
Parental substance misuse
Parental mental health difficulties
Domestic violence within families
Physical abuse in childhood
Sexual abuse in childhood
Emotional abuse in childhood
Neglect in childhood
Family member involved in sex work
Breakdown of family relationships
Bereavement
Low self-esteem
Isolated from peers/social networks
Lack of positive relationship with a protective, nurturing adult
Experience of local authority care (looked after child)
Parents/carers who do not recognise risk/act protectively
Living in unsuitable accommodation (aged 16-17 years living independently)

Risks

- Victim of sexual assault (not sexual abuse in childhood)
- Exclusion/absence/disengagement from school/education/training
- Staying out beyond the permitted time
- Concerning use of a mobile phone (eg. having more than one phone)
- Concerning use of the internet (eg. multiple social network accounts in different names)
- Sharing/receiving/possession indecent images
- Alcohol/drug misuse
- Multiple callers
- Expressions of despair (for example self harm, aggressive outbursts)
- Sexually active/STIs/pregnancy/termination
- Not keeping in touch with a protective adult (children aged 16-17 years living independently)

Significant Risks

- Missing overnight or longer
- Significantly older 'boyfriend' or a relationships with a controlling adult
- Getting in/out of vehicles driven by unknown/concerning adults
- Meeting in person people they have first 'met' on line
- Spending time in areas known for sex work/CSE hotspots
- Peers involved in CSE
- Disclosure of a sexual/physical assault followed by withdrawal
- Exchanging sexual acts for drugs, alcohol, money etc
- Coerced into sexual acts
- Having unexplained money/mobile hone/clothes/drugs/alcohol/other items

Extended Schools and Out of School Hours

If the governing body/school provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.

Where services or activities are provided separately by another organisation, the governing body will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection and that there are arrangements to liaise with the school on these matters, where appropriate. (paragraph 2.63 Keeping Learners Safe).

Whilst the above sets out responsibilities in specific circumstances, there are additional and important considerations in relation to other specific child protection and safeguarding issues. Staff should refer to Chapter 4, 'Keeping Learners Safe' where more sections might apply to an individual pupil's circumstances.

Agreed by Headteacher

Agreed by Chair of Governors

Date of Issue

Date of review

RECORD OF CONCERN

Child's Name :			
Child's DOB :			
Male/Female :	Ethnic Origin :	Disability Y/N :	Religion :
Date and Time of Concern :			
Your Account of the Concern : (what was said, observed, reported and by whom)			
Additional Information : (context of concern/disclosure)			
Your Response : (what did you do/say following the concern)			
Your Name :			
Your Signature :			
Your Position in School :			
Date and Time of this Recording :			
Action and Response of DSP / HT			
Name:Date:.....			

