



**YSGOL CARREG
HIRFAEN
SAFEGUARDING
CHILD
PROTECTION
POLICY**



Introduction

The health, safety and well being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

In our school we respect our children. The atmosphere within Ysgol Gynradd Carreg Hirfaen is one that encourages all children to do their best and to seize every opportunity presented to them, as reflected in our mission statement.

We provide opportunities that enable our children to take and make decisions for themselves. We strive to ensure that all children, regardless of gender, race, belief or disability are treated equally and with utmost respect.

Our teaching of Personal, Social and Health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognize different risks in different situations, and how to behave in response to them. There is a significant element to this area of teaching to help children understand their feelings and their rights to feel safe and secure.

This school recognises its legal duty to work with other agencies in protecting children from "significant harm" and responding to possible child abuse. The framework for such procedures is defined and adhered to within Ysgol Gynradd Carreg Hirfaen.

The staff seek to adopt an open and accepting responsibility towards children and young people as part of their general responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see school as a safe place if there are any difficulties at home. Children will be taken seriously if they seek help from a member of staff.

Children in Need and Children in Need of Protection

Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential if referral must be made to the appropriate agencies in order to safeguard the child's welfare.

If staff have significant concerns about any child which **may** indicate

Physical abuse

Emotional abuse



Ysgol Carreg Hirfaen Safeguarding Child Protection Policy

Sexual abuse or

Neglect

The Headteacher and ALNCo are required to discuss them with the agencies responsible for investigation and child protection. Staff who observe injuries which appear to be non-accidental, or who are told anything significant by a child, must report their concerns to the Headteacher, Child Protection Officer. School staff do not, however, carry out investigations, nor decide whether children have been abused. That is a matter for the specialist agencies.

Procedures

The Child Protection Officer/Co-ordinator is:

Aled Jones Evans, Headteacher (in his absence - Mrs Fiona Jones, Teacher in Charge).

The designated teacher for Child Protection matters in school is: Aled Evans.

The designated Governor for Child Protection matters is Mrs Rose Jones who has also received safeguarding training.

All staff are familiar with the school's internal procedures for keeping a confidential written record of any incidents and immediately inform the named teacher or co-coordinator. Every class has written information and guidelines within their ALN file. In addition, a chronology of concerns is kept individually in the locked safeguarding drawer, teachers note all concerns and inform senior staff who also note the actions taken.

Any actions taken by Senior staff are in line with the inter-agency recording requirements of the Dyfed Powys Child Protection in accordance with All Wales Child Protection procedures. Where necessary the headteacher (Mr Jones Evans) will make a written referral to social services using the Dyfed Powys multi-agency referral form and parents will be contacted unless this may cause further harm to the child. In his absence, the named designated teacher, Fiona Jones, may make this referral.

All staff at Ysgol Carreg Hirfaen work closely with the Social Services department and Area Child Protection Committee when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interests of the child are of paramount importance.

Core group meetings are usually held in school and the named teacher works closely with the class teacher to monitor progress of all children concerned. Case conferences are attended by the Headteacher or ALNCo and a full report shared on the pupil's progress, health, appearance and emotional well-being.



Ysgol Carreg Hirfaen Safeguarding Child Protection Policy

All information relating to individual cases of child protection is confidential and kept locked. The safeguarding filing cabinet is always kept locked and teachers have access to update files as and when incidents/concerns occur. Class teachers and staff are provided with information to ensure that the pupil is fully understood and supported within the school.

All updates are shared during staff meetings and kept with confidential documents.

Resources

Child protection is important. The Headteacher and governors ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures, including attending meetings, staff training etc. Parents can be reassured that concerns are addressed.

Curriculum

Child Protection issues are addressed through the curriculum as appropriate, especially in PSE and Sex Education.

The School has a Bullying and Out of School Visit policy and permission for photograph images of children is sought from all parents annually. Internet image permission is also obtained.

Staff issues

Parents can feel confident that careful procedures are in place to ensure that all staff appointed are suitable to work with children. All adults who work in school hold an enhanced CRB/DBS check. If it is necessary to use physical action to protect a child from injury, to prevent a child from harming others, or if any child is injured accidentally, parents are informed immediately.

Children are not to be punished within school by any form of hitting, slapping or shaking or other degrading treatment. Any adult who has to use physical intervention to restrain a child to prevent injury to themselves or others is required to complete a full report.

The Headteacher and designated teacher receive regular training and information is disseminated as necessary to all staff and governors.

Any complaints about staff behaviour should be made directly to the Headteacher and any complaints relating the Headteacher's behaviour to the Chair of Governors. All



Ysgol Carreg Hirfaen Safeguarding Child Protection Policy

those involved (children and staff) will always be entitled to a fair hearing. Complaints which raise child protection issues are reported by the school following local inter-agency procedures.

The Headteacher is responsible for coordinating and ensuring procedures and policies are followed.

Should parents be unsatisfied with the school's response, they should contact the nominated officer for Child Protection within Carmarthenshire Local Education Authority.

Information pertaining to staff or pupils should not be placed on social media sites.



Child Protection - Staff Guidance

A. Procedures to be followed:

- **Members of staff who suspect abuse of a child should report their suspicions to the designated teacher.** The designated teacher, in consultation with the Head, will determine whether the Social Services and in some instances, the Police will be notified. It is the role of the police to investigate this type of incident.
- **Information is received from primary schools, other schools, parents, the Social Services and various other sources.** The weekly Staff Meeting to be used to pass on relevant details. Where it is thought that the Social Services are not aware of the case they will be informed.
- **Risk Register.** A confidential register will be maintained of all those pupils known to be at risk. Names will be entered on the register if it is confirmed by Social Services that the child is actually at risk.
- Where a child is known to be at risk, the named member of staff will inform the relevant pastoral staff and members of the Leadership Team.
- Staff who organise educational visits should publish the names of those pupils involved and seek information about any involvement of Social Services.
- The named member of staff who will, when possible, attend any reviews called by the Social Services.

Procedures in respect of Child Abuse

Abuse exists where children under the age of seventeen years have been physically or emotionally abused or severely neglected. Abuse of children who are over five years of age is likely to be noticed by the school staff and Health Workers or Education Welfare Officers. It is essential, therefore that all those whose work brings them into contact with children and their families know the signs of child abuse and are aware of the procedures that they must follow to safeguard the child.

The Education Service in general, and this school in particular, has the role of recognising and responding to potential indicators of abuse and neglect, all other action should be taken by those with statutory powers to help the child. Early contact and close liaison with such agencies is therefore regarded as essential by the school.

In the event of an actual or suspected case of child abuse by adults, parents, teachers or any other adult. It is the responsibility of school staff to report this to the designated teacher (or Head) as soon as possible. The designated teacher is responsible for ensuring that children are identified and the appropriate agency involved. It is important that if staff,



Ysgol Carreg Hirfaen Safeguarding Child Protection Policy

overhear children discussing 'abuse' or 'neglect' that this information is relayed for investigation.

Staff leading school visits, particularly residential ones, should provide a list of those children taking part to the designated teacher to ensure that they are made aware of all essential information relating to the pupils in their care.

B. Indicators of Abuse and Neglect

Injuries

Bruises or abrasions especially about the feet, head, genitals or other parts of the body where they would not normally be expected to occur given the age of the child.

Damage or injury to the mouth of a child e.g. bruises or cut lips.

Bite marks.

Burns and/or scalds especially small circular burns (often cigarette burns).

Bilateral injuries such as two black eyes – this rarely occurs accidentally.

Fractures in children under two years old.

Poisoning and other misuse of drugs

Repeated minor injuries and/or self harming

Other signs include:

Lethargy.

Withdrawal.

Wariness.

Passivity.

Frozen awareness.

An unkempt, dirty appearance.

Developmental retardation without a medical condition.

Over-solicitous behaviour towards adults.

Failure to thrive or grow without an underlying medical condition.



Appendix 1

Referral Form to Social Services - Personal Details (Page 1)

Surname:	First Name:	Title:
Preferred Name/Mode of Address:		
D.O.B.:	M/F/Unborn	
<u>Permanent Address</u>	<u>Temporary Address</u>	
Tel:	Tel:	
School attended:	Name of School Contact:	
First Language:	Interpreter Required?	
Ethnic Origin:	Religion:	
If Refugee/Asylum Seeker:		
Nationality:	Status:	
Any Risk to Professionals?		
Does the Child have any Special Needs?		
<u>G.P. (Inc. Telephone Number)</u>		

FAMILY/OTHER MEMBERS OF THE HOUSEHOLD

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility



Ysgol Carreg Hirfaen Safeguarding Child Protection Policy

OTHER PROFESSIONALS INVOLVED

Name	Address & Telephone Number	Role



Referral Form to Social Services - Personal Details (Page 2)

Surname:	First Name(s):
-----------------	----------------

Subject aware of Referral	Responsible Adult aware
---------------------------	-------------------------

Referred By:

Designation:	Date & Time:
--------------	--------------

Address:

Telephone Number:

<u>Reason for Referral:</u>

<u>Current Issues:</u>

(Continue on separate sheet if necessary)



Appendix 2

References

Websites

Keeping Children Safe

KS2/3

Bullying & child abuse

www.ceop.gov.uk

www.anti-bullyingalliance.org

www.kidscape.org.uk

www.childline.org.uk

www.nspcc.org.uk

Domestic Violence

Internet Safety

www.thehideout.co.uk

www.ceop.org.uk/thinkuknow

www.childnet-int.org

KS2/3

Jenny's story

www.kidsmart.org.uk

www.childnet-int.org/jenny

Safe Practice in Physical Education in Schools - Chapter 9 – ISBN 978-1-905540-54-9

Documents

DCSF Documents

www.teachernet.gov.uk/childprotection

Safeguarding Children and Safer Recruitment in Education (DfES 2006)

Working Together to Safeguard Children (DfES 2006)

What to do if you're worried a child is

Being Abused

www.everychildmatters.gov.uk/safeguarding