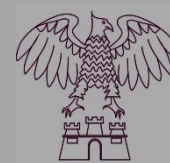


# CHILD PROTECTION POLICY



Related Documents:

Behaviour Policy

Anti-Bullying Policy

Policy Statement on Reasonable Use of Force

Additional Learning Needs Policy

Whistle Blowing Policy

National Documents:

All Wales Child Protection Procedures (April 2008)

**Adopted: December 2010**

**Review: November 2017**

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2018**

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## POLICY REVISION HISTORY

This document is a Statutory Official School Policy of Caerleon Comprehensive School. This Policy was formally adopted by Caerleon Comprehensive School on 16<sup>th</sup> December 2010.

Signatories: \_\_\_\_\_ (Headteacher) \_\_\_\_\_ (Chair of Governors)

PRINT: \_\_\_\_\_

Date	Revision	Type	Author	Approved by
16/12/10	A	Initial Generation	RHH	Policy Committee 25/11/10
20/10/11	B	Review	RHH	Policy Committee 13/10/11
13/12/12	C	Review	RHH	Policy Committee 25/10/12
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### Annotation Key for this Document

RHH Mrs R Hughes, Deputy Headteacher, retired  
ASG Mr A Gardner, Assistant Headteacher

## POLICY DETAIL

### Introduction

1.1 Caerleon Comprehensive 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 students.
- B. **Procedures** for identifying and reporting cases, or suspected cases, of abuse. School staff are well placed to observe the outward signs of abuse because of their day to day contact with the students.
- C. **Support** to those students who may have been abused.

1.2 This policy applies to all staff working in the school, including volunteers and governors. Staff that come in to contact with students can often be the first point of disclosure. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of the school's procedures as noted in this policy.

### Prevention

2.1 This 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. maintain an ethos where students feel secure and are encouraged to talk and share their concerns knowing they will be listened to;
- B. ensure that students know that all adults in 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 which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help.
- 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 The school will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Newport Safeguarding Children Board. (NSCB)
- 3.2 The school:
- A. has a named designated senior member of staff (Mr A Gardner) who has undertaken training in line with agreed national and local requirements. The school also has two named designated deputies (Mrs C Handley and Mr M Evans) who will be the central contact in times when the designated person is unavailable. In the unlikely event that all three designated staff are unavailable, the most senior person will act as contact point for other staff.
  - B. recognises the role of the designated person who will look to the NSCB and in particular the Authority's Child Protection Officer for Education (CPO) for guidance and support in all child protection matters.
  - C. ensures that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:-
    - the name and contact details of both the designate and deputy persons responsible for child protection;
    - that it is the named designated person, and/or their deputy, who has the responsibility for making child protection referrals within NSCB timescales, by completing the agreed multi-agency form. The designated person and deputies will seek advice from the CPO and/or Social Services Duty and Assessment Team if necessary when referral is being considered; **if in doubt a referral must be sent**. The referring person will ensure that the CPO is sent a copy of the referral as soon as it is practically possible.
  - D. ensures that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a student who may disclose abuse.
  - E. ensures that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in the 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 are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
  - F. provides training and updates for all staff so that they know:-
    - i) their personal responsibility;

- ii) to be cognisant of agreed local procedures (NSCB)
  - 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 and do nots.
- G. will notify the CPO and Social Services if:-
- a student on the child protection register is excluded either for a fixed term or permanently; and
  - there is an unexplained absence of a student on the child protection register of more than two days duration from school (or one day following a weekend).
- H. works to develop effective links with relevant agencies and co-operates 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 or verbal reports.
- I. keep written records of concerns about students (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- J. ensures 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 via the Authority's agreed protocol and procedures for the 'Transfer of Sensitive Information'.
- K. adheres to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- L. ensures that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance for the Authority's Human Resources Department on recruitment and selection when necessary.
- M. has a designated governor for child protection (Mr R Dinning) who oversees the school's child protection policy and practice. This governor will feed back to the Governing body on child protection matters as and when required.

### Supporting the student at risk

- 4.1 At Caerleon Comprehensive 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 School may be the only stable, secure and predictable element in the lives of students at risk. Nevertheless, when at school, due to these adverse factors their behaviour may be challenging and defiant, or they may be withdrawn. We will endeavour to be patient and supportive to the student at risk.
- 4.3 The school will endeavour to support the student 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 students a sense of being valued (see section 2 on prevention);
  - C. the school's behaviour policy which is aimed at supporting vulnerable students in the school. All staff will follow a consistent approach which focuses on the nature of the offence committed by the child but does not damage the students sense of self worth. The school will express and explain to all students that some behaviour is unacceptable, and that each individual is valued.
  - D. liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Education Welfare Service and others; and
  - E. keeping records and notifying Social Services if there is a recurrence of a concern with the individual.
- 4.4 When a student 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 to inform Social Services of the move.

### Behaviour

- 4.5 This 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.

### Bullying

4.6 The school's policy on bullying has been set out in a separate document.

### Physical Intervention

4.7 The school's policy on physical intervention has been set out in a separate document.

### E safety

4.8 There is a separate school policy on E Safety.

### Students with Additional Learning Needs (ALN)

4.9 This school recognises that statistically students with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on ALN has been set out in a separate document

### Looked After Children (LAC)

4.10 This school recognises that LAC children are often the most vulnerable and needy. The school's policy on Looked after Children (LAC) has been set out in a separate document.

### Radicalisation

- 4.11 The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:
- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
  - Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
  - Knowing how to complete a Channel referral and how to seek support for the child/young person
  - Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.



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

### Mandatory reporting of FGM

- 4.12 The school is aware of its duty to report known cases of FGM to the police (section 74 of the Serious Crime Act 2015). Where staff suspect FGM may have been carried out or think a girl may be at risk then the school will follow existing safeguarding procedures in these cases.

### 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.

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 his Deputies in his absence) immediately to inform them of what has been disclosed. In the unlikelihood of these three people being unavailable 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 being the initial contact, is 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. (A recording sheet 'Raising a concern' is available from Mr A Gardner, Mrs C Handley or Mr M Evans).
- Do not give undertakings of 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 with the

designated person the fact that they have shared a concern with you. Often what is initially shared is the tip of the iceberg.

- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms on 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, but what ever is shared is strictly confidential and not for general consumption with others.

The staff can also find guidance in raising concerns via the N.C.C. Whistle Blowing Policy and Procedures these can be accessed by contacting the Civic Centre 01633-656 656 and asking to speak to Human Resources Department. You can remain anonymous in raising concerns.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Authority's CPO for guidance and advice, which takes into account the Welsh Government's guidance circular 45/2004.

### Visitors to School

- 6.1 All visitors to school are required to sign in at Reception and familiarise themselves with identity of the DSP which is displayed in Reception and on visitors badges. Visitors to the school will always be escorted in school and will not be left unaccompanied with students.

### Confidentiality

- 7.1 The staff at school 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 education staff (that is 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.
- 7.2 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 Newport Safeguarding Children Board's (NSCB) guidance, advice and training opportunities.

- 8.1 The school will ensure that the Designated Person for Child Protection (DSP) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DSP's development. The designated deputies will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.
- 8.2 All staff will be regularly updated as appropriate from the designated person, but will receive specific awareness raising training within a 2-3 year period.
- 8.3 The nominated governor will be offered opportunities for child protection training.

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

Mr A Gardner

The deputy designated **persons for child protection at this school are:-**

Mrs C Handley / Mr M Evans

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

Mr R Dinning

**The Authority's Child Protection Officer is:-**

Nicola Davies and can be contacted by:-

Phone: 01633 235664

Mobile: 07817 106758

Email: [Nic.Davies@newport.gov.uk](mailto:Nic.Davies@newport.gov.uk)

**Duty and Assessment Team:-**

Phone: 01633 656656 / 851423

Email: [children.duty@newport.gov.uk](mailto:children.duty@newport.gov.uk)

All referrals must also be copied to [education.safeguarding@newport.gov.uk](mailto:education.safeguarding@newport.gov.uk)

**Preventions:-**

Phone: 01633 851782 / 01633 235210

Website: [www.familiesfirstnewport.org.uk](http://www.familiesfirstnewport.org.uk)

**This policy was updated in:** November 2017 **by:** A Gardner