



Child Protection Policy

Ysgol Gymraeg Melin Gruffydd

KEY CONTACTS WITHIN THE SCHOOL

DSP

NAME: Mr Gwyndaf Jones - Headteacher
CONTACT NUMBER: 02920 691 247

DEPUTY DSP

NAME: Mrs Catrin Dumbrill
CONTACT NUMBER: 02920 691 247

Child Protection Assistants

Mrs Catrin Champion, Mr Huw Richardson,

NOMINATED GOVERNOR FOR CHILD PROTECTION

NAME: Mr Rhodri Jones (Chair of Governors)
CONTACT NUMBER: 02920691247

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

REFERRAL TO CHILDREN'S SERVICES AT CARDIFF MULTI AGENCY SAFEGUARDING HUB (MASH)

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 (option 3)**

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): 101 in an emergency 999

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

CONTACT EMAIL: educationsafeguarding@cardiff.gov.uk

Lynda Gallagher, Designated Officer for Safeguarding (DOS)

CONTACT NUMBER: 07778574107

Samantha Dickens – Principal Social Worker for Professional Concerns Team

Samantha.dickens2@cardiff.gov.uk

Enquiries/referrals in relation to Safeguarding concerns about practitioners or persons in position of trust should be sent to

professionalstrategy.meetings@cardiff.gov.uk meeting – central mail box

Stephanie Kendrick-Doyle - Prevent Co-ordinator
[Stephanie.Kendrick-Doyle@cardiff.gov.uk/](mailto:Stephanie.Kendrick-Doyle@cardiff.gov.uk)
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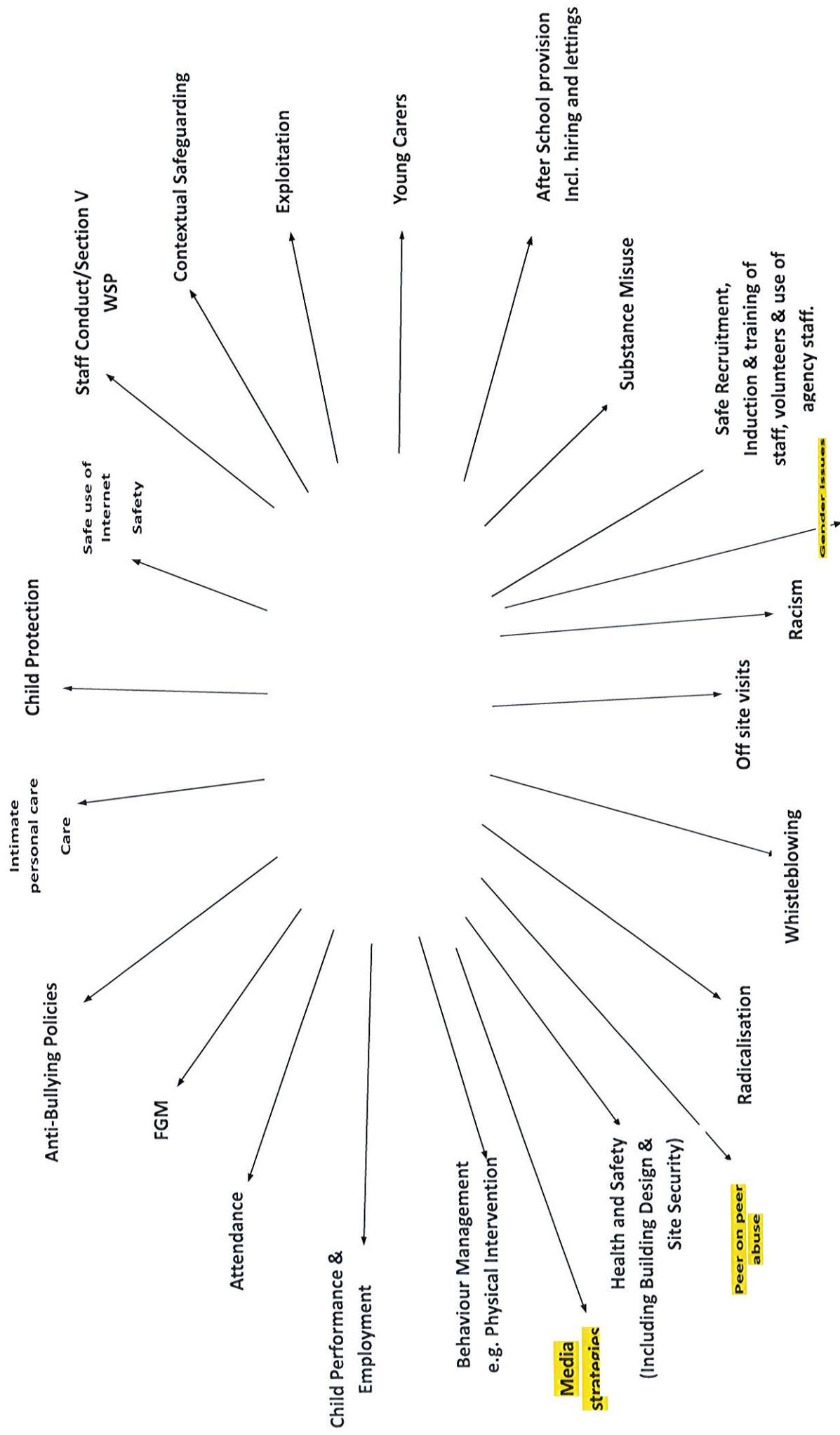
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N.B this is not an exhaustive list

Cardiff Council Education Safeguarding

This guidance has been produced to assist schools to write their own specific child protection policy and to take forward and adopt the best practice guidance procedures within the school setting.

Best Practice Guidance – Child Protection Policy for School

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)

Safeguarding and protecting is everybody’s responsibility.

Welsh Safeguarding Procedures 2019 for Children at risk of Abuse and Neglect (2019)

- The School acknowledges the importance of its role in the wellbeing and safety of young people, and this ethos is promoted throughout the school.
- The School is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing.
- The School will work with multi-disciplinary partners within the statutory framework established by:
 - Wales Safeguarding Procedures
 - 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.
 - Section 5 of the WSP Safeguarding Allegations/concerns about practitioners and those in positions of trust.
 - Welsh Government Guidance 0900/2014 Handling Allegations Against Teachers & Staff – under review.
 - Keeping Learners Safe New Guidance 275/2021
 - The Counter – Terrorism and Security Act 2015
 - Social Services and Well-being (Wales) Act 2014 – duty to report
 - Cardiff and Vale Regional Safeguarding Board
 - Welsh Government Guidance for Governing Bodies on the Disciplinary and Dismissal Procedures for School Staff (revised 2020 replaces 2013)

The child protection policy applies to all staff including supply staff and volunteers, community education staff and governors, teaching assistants, mid-day supervisors, supply staff, administrative and support staff; all 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

The school aims to provide an environment in which children and young people feel safe, secure, valued, and respected, and feel confident; that children know how to approach adults if they are in difficulties knowing they will be 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 Working with Children** through robust vetting and recruitment processes.

Prevention

The 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, 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 wellbeing, 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 provide 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, healthy relationships and parenting skills.
- Establish effective working relationships with parents and colleagues from partner agencies.

Procedures

This policy has been reviewed in line with the Wales Safeguarding Procedures.

Roles and Responsibilities

Child Protection is everybody's business; however, staff within the school will have specific responsibilities' which are outlined below.

- It is the role of the **Designated Senior Person for Child Protection (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 Child Protection and school procedures.

- If for any reason the **DSP** is unavailable, a **Deputy DSP** is identified who will act in their absence. Alternative arrangements for appropriate cover will also be made if the **DSP** and **Deputy** are unavailable.
- It is the role of the **DSP** to ensure all staff employed, including temporary staff, agency staff and volunteers within the school, are aware of the school's internal procedures, for advice, support, and guidance.
- The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment and best practice.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective Child Protection policy, to support the school develop and implement the policy; the Governing Body has a key role as critical friend in understanding and challenging the safeguarding arrangements within the school.
- The **DSP/Headteacher** and Governing Body should review and update the policy and procedures annually.
- The **DSP/Headteacher** should ensure that Child Protection training is undertaken by all staff, volunteers, and governors annually.
- Ensure parents are aware of the child protection policy and understand the school's duty to report Child Protection concerns to Children's Services.
- Where children leave the school ensure that any child protection information is shared with the receiving school. Child protection files are copied, and the copies are securely and separately sent to the new establishment as soon as possible (the original being retained securely in school).
- Whilst waiting for information to arrive the **DSP** is to have a telephone conversation with the DSP at any previous establishment to discuss any immediate concerns.

Schools Governing Body

The Schools Governing Body is responsible for the following:

- The School has an effective child protection policy and procedures in place that is in accordance with local authority guidance and locally agreed interagency procedures.
- The School's child protection policy and procedures are:
 - Available to parents and carers
 - Provided in a format appropriate to the understanding of children and, in particular, for children with additional needs.
- Ensure the school operates safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out for new staff and volunteers who will work with children, including relevant DBS checks.
- Ensure that the head teacher and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively and is kept up-to-date by refresher training.

- Give clear guidance to temporary staff and volunteers providing cover during absences and who will be working with children and young people on the school's arrangements for child protection and their responsibilities.
- Ensure that the governing body addresses any identified learning regarding child protection arrangements in line with its reviewing and monitoring responsibility, and any issues that are brought to its attention.
- The governing body to ensure that the **Designated Senior Person (DSP)**, Designated Governor for Child Protection and the Chair of Governors undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

Representatives from the Education Safeguarding Team (educationsafeguarding@cardiff.gov.uk) are available to offer advice, support and training to the school's DSP and Governing Body.

Training

All staff, including teachers, teaching assistants, midday supervisors, caretakers, volunteers, admin staff, kitchen staff and Governors in the school must complete Corporate Safeguarding eLearning training (accessed via the Academy) and Child Protection Awareness Raising Level 2 Training, delivered by the DSP on an annual basis.

Child Protection training enables staff to:

- Understand the Safeguarding Agenda for schools and where Child Protection fits in it.
- Understand key roles and responsibilities including who to report to in school and where safeguarding concerns are recorded.
- Recognise signs and symptoms of abuse.
- Know how to respond to a disclosure of abuse and how to make a referral.
- Raise concerns about practitioners and persons in a position of trust.

The school operates a robust induction process for all new staff, supply and temporary staff and volunteers to ensure they understand their responsibilities for child protection including their duty to report. These individuals must be provided with an Induction leaflet and a copy of the child protection policy. The induction leaflet should be signed and dated by the individual upon reading it.

The nominated DSP and Deputy DSP must also attend the Council's DSP training prior to undertaking this role and undertake DSP refresher training every three years. In addition, the DSP should consider specialist training *e.g. Team Teach, WRAP training* (this is not an exhaustive list). A record of all staff training must be held by the school.

Following this training the designated staff member should meet any further training standards outlined by Cardiff Council.

The DSP status is outlined in Welsh Government Statutory Guidance Keeping Learners Safe.

Recognising Child Abuse

Teachers and other adults in schools are particularly well placed to detect signs of child abuse and neglect. It is important, therefore, that any case of suspected abuse or neglect is taken seriously and that there is a clear system of communication within school and with relevant partner agencies.

The Wales Safeguarding Procedures identify five categories of abuse:

- Physical Abuse
- Emotional/Psychological Abuse
- Sexual Abuse
- Financial Abuse
- Neglect

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014 defines 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**
Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions.
- **Emotional/Psychological Abuse**
Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.
- **Sexual Abuse**
Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including 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.
- **Financial Abuse**
This category will be less prevalent for a child, but indicators could be:
 - not meeting their needs for care and support which are provided through direct payments; or
 - complaints that personal property is missing.

- **Neglect**

Failure to meet basic physical, emotional, or psychological needs which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
<https://www.safeguarding.wales/chi/c6/c6.p1.html>
- Child sexual exploitation
<https://www.safeguarding.wales/chi/c6/c6.p10.html>
- Radicalisation and Online Abuse

<https://www.safeguarding.wales/chi/c6/c6.p6.html>
- Female Genital Mutilation
<https://www.safeguarding.wales/chi/c6/c6.p2.html>
- Modern Slavery and Trafficking
<https://www.safeguarding.wales/chi/c6/c6.p3.html>
- Honour Based Abuse
[Social care Wales \(safeguarding.wales\)](https://www.safeguarding.wales/)

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, as outlined in the section above.

Where a member of staff has concerns about the wellbeing 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.

- The DSP may seek advice from telephoning Cardiff Multi Agency Safeguarding Hub (MASH) making clear it relates to a child protection matter to ensure the call is prioritised. The DSP should seek clarity on the safety plan e.g. is the child safe to go home. Following advice from MASH any referrals must be submitted within 24 hours.
- Please note, if DSP is aware the child has an allocated Social Worker within a Locality Team, the DSP should make that Social Worker/ Duty Worker aware immediately and a MARF should be submitted to MASH, copying in the Social Worker.
- The DSP may seek advice from The Gateway in relation to matters of a child's/family's wellbeing.
- Professionals cannot remain anonymous when making a referral. Where the DSP is advised a referral is not required but in their professional judgement it is required a referral should be submitted.
- When making referrals parental consent should be sought, unless to do so poses a risk of harm to the child. It will be for Children's Services at MASH to determine whether the

threshold for invoking Child Protection procedures is met. Record all actions taken in accordance with your DSP responsibilities and duty to report, including any advice given.

- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST IMMEDIATELY** refer the matter to the DSP or Deputy DSP or in their absence, refer direct to 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/DSP must be informed. The Headteacher/DSP, 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 7 working days. If not received after 7 days, DSPs should contact Cardiff MASH for an update.
- It is important that staff 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 is confidential and must not be shared. If the member of staff has continued concerns, then the Headteacher should be notified or 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 duty to report child protection 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 or neglect, the following action should be taken.

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Accident & Emergency 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 or neglect.
- 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

Children who experience abuse may seek to 'tell' in school, often because this is a place where they feel safe, secure, and listened to.

- Take time to listen to the child, this will show you are taking their concerns or allegations seriously.
- Never make the promise that you will keep what is said confidential or secret – reassure them and explain your duty to report such concerns and what will happen next

If a child chooses to disclose harm to a staff member it must be remembered that the school role is to recognise and refer the abuse, not to investigate. However, this does not mean that the staff member receiving the concern cannot fact find.

In some instances, a disclosure of harm or injury is clear, and no further questions need to be asked in order to recognise the abuse and make an appropriate referral.

Where a child is felt to be making a possible disclosure or has a suspicious injury it would be justified for staff to ask enough questions of the child in order to clarify whether there is a child protection concern. These should be open and non-leading. Do not speculate or proffer an alternative explanation.

You may wish to use the acronym 'TED' as a good tool to encourage the child to 'Tell', 'Explain' and 'Describe' the concern.

"Tell me about..."

"Explain that to me..."

"Describe to me..."

If it is necessary to clarify any further, staff should keep to open questions such as What? When? Who? How? Where? It is important to remember that questions should only be asked to help clarify whether the child is at risk of harm. Once clarification is achieved, no further questions should be asked.

- 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 and language e.g. Welsh, Czech, Urdu etc. 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 e.g. crying as opposed to just saying upset). Make a note of any action taken following the disclosure.
- Immediately inform the DSP and do not tell other adults or young people what you have been told.

- The DSP will store the Record of Concern safely and confidentially.
- As soon as possible (and certainly the same day) the DSP must refer the matter to the Cardiff MASH. Follow their advice about what to do next. Staff should always keep in mind their role is to assist the Police and Children’s Services and NOT to undertake their own investigations unless directed to do so.
- Referrals should be strength based following the Signs of Safety (SoS) approach as outlined on the referral form.
- If DSP is unable to get in contact with MASH through the landline, they **must** email CSMash@cardiff.gov.uk
- Do not worry that you might be mistaken; you have a duty to report your concerns following disclosure of abuse or neglect. 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:

<u>DO</u>	<u>DO NOT</u>
<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 DSP 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 DSP. ● 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 Deputy 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. Reports to be sent to conference chair/co-ordinator three days prior to the conference. The contents of the report should also be shared with the parents ahead of the conference and where appropriate, the child/ren concerned.

When a child is placed on the Child Protection Register and is, therefore, subject to a Child Protection Plan, it is the DSP’s responsibility to ensure that the child is monitored regarding their school

attendance and wellbeing and that the Child Protection Plan is progressing as a member of the core group.

School will always be part of the Core Group if child is of school age. DSP should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed. Any representative of the core group can take on the Chair role if nominated to do so. It will be the chair's responsibility to ensure the distribution of minutes are sent to all core group members.

All concerns about the Child Protection Plan and/or the child's wellbeing should be discussed and recorded at the core group meeting. Where there are concerns that the child is at further risk of significant harm, 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 Child Protection Register is excluded whether for a fixed term or permanent exclusion; and
- 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)
- if there is concern that children subject to Child Protection Plan go missing

If a school is concerned about case drift for a child on the Child Protection Register, they should speak to the social worker/ team manager in the first instance. If concerns continue, escalate to the conference chair.

Record Keeping

Any member of staff receiving a disclosure of abuse or neglect from a child/young person or noticing signs or symptoms of possible abuse or neglect in a child/young person should record those disclosures or observations as soon as possible using the school's recording system.

It is very important also to keep this record safely and confidentially.

Document 1 is a Record of Concern template for reference that maybe 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, meetings 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.
- If a child leaves the school for another establishment, does not have a child protection file, but there have been safeguarding concerns then this should be shared with the new establishment.

- 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:

- Child Protection records MUST be held indefinitely at present whilst the Independent Inquiry into Child Sexual Abuse (IICSA) is ongoing. More information can be found on the IICSA website: [IICSA Independent Inquiry into Child Sexual Abuse](#)
 - a copy of the Child Protection file is securely transferred to the new school (separate from the education file)
 - Children's Services is advised of the change of school for a child on the CPR

Any allegations or concerns about professional's conduct is recorded separately from the child's record.

MyConcern

MyConcern safeguarding software is used by the school and by the LA's Youth Service and EOTAS team. It is a simple and safe system for recording and managing all safeguarding, pastoral and wellbeing concerns.

Staff record and manage any safeguarding concerns as they occur. Integrated with SIMS, MyConcern pulls through the relevant student information across from SIMS to create the student profile in MyConcern. Automatic notifications are sent to the designated safeguarding lead when any new concerns are added by users.

MyConcern allows schools to facilitate joint working and information sharing with trusted partners and colleagues such as the school's Youth Mentors or a child's social worker, by adding them as team members to a specific concern or student profile in MyConcern. This promotes a complete picture of an individual's well-being and enables the relevant team members to act when required without having to send additional updates by email.

Documents, minutes, MARFs and other referral forms and other types of media can be uploaded and linked to the pupil's record. This minimises the need for paper records and centralises all relevant and supporting information. It enables schools to manage and prioritise actions and evidence the effectiveness of safeguarding arrangements to Estyn, Governors and Senior Leaders and drive improved outcomes for students.

Reports can be created on any combination of categories of concern or student information over a fixed or dynamic time period. Typical reports schools can run include a breakdown of 'total concerns by month', 'concerns by category', 'termly governor report' etc.

MyConcern in partnership with the LA schedule webinars for DSPs throughout the year, any topics staff would like included or have any queries about the LA contact for My Concern is Sian Cadwalladr: scadwalladr@cardiff.gov.uk

Schools have an equal responsibility to ensure that relevant documentation/information is shared in a secure and timely manner with all relevant safeguarding partners.

Confidentiality & GDPR

We recognise the importance for pupil information to remain confidential. However, 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, it must be shared in accordance with the GDPR and the Data Protection Act 2018, referred to as the UK's data protection legislation. **The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.**

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

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

One of the seven golden rules of sharing information is to consider is it; necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely [38137 Working together to safeguard people: Non-statutory guide on information sharing to safeguard children \(gov.wales\)](#)

All decisions to share or not share information should be recorded in writing and stored on the schools secure database.

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 Children's 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 wellbeing of children and this responsibility includes the duty to report to partner agencies when there are such concerns.

Schools regard 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 school will verify the identity of the person with whom the information is shared. Schools will ensure child protection files are stored in a secure and locked location. These records are confidential and should be kept separately from other learner records.

Support to Pupils

We recognise that children who are abused or neglected or witness violence may find it difficult to develop a sense of self-worth, and this could impact on them in school. The school may be the only stable, secure place for these children and the school will 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 school's 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/ carers in the pupil's best interest.

Additional Vulnerability of Children and Young People

The school recognises that there are groups of Children and Young People who are additionally vulnerable to abuse. We refer to Chapter 4: Safeguarding responsibilities in specific circumstances "Keeping Learners Safe" ref 275/2021 and the Wales Safeguarding Procedures.

Preventing Unsuitable People Working with Children

Safer Recruitment

Schools operate 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 the recruitment and volunteer policies.

Schools follow the Council's procedures for advertising, interviewing, and recruiting staff, including the requirement for Barring and Disclosure Service (DBS) checks and consideration given to Chapter 5 & 6: Safer recruitment practice "Keeping Learners Safe" ref 275/2021 and up to date HR guidance. Please see the Council's recruitment and selection policy.

The Disclosure and Barring Service

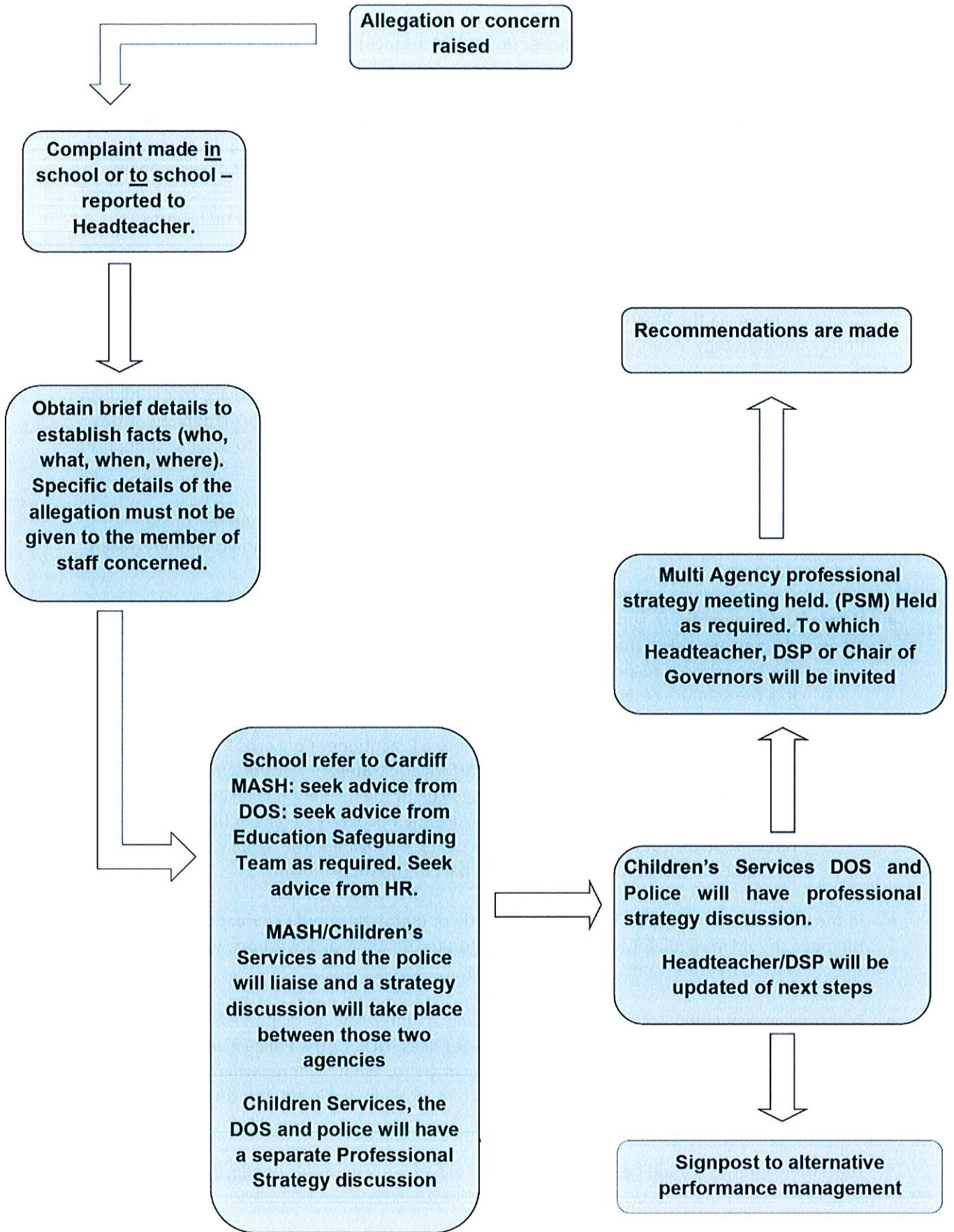
Schools operate safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS reference checks undertaken according to Welsh Government Circular No:158/2015 Keeping learners safe Chapter 6 and Cardiff Council's Disclosure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

Allegations against staff in school setting

When there is a concern or allegation raised regarding any adult working or volunteering in the school (including permanent, temporary or supply staff) about their conduct towards a child, the following procedures must be undertaken.

It is important to remember that Practitioner Concerns can apply in their personal and/or professional life. There can be safeguarding concerns other than that, resulting in harmful behaviour towards a child that may give us cause for concern about the suitability of an adult to work with children.

- The Headteacher or Deputy Headteacher (in head's absence) of the school should be informed immediately.
- The Headteacher, Deputy Headteacher or DSP may wish to seek advice from the Education Safeguarding Team & Children's Services Designated Officer for Safeguarding (DOS) (Lynda Gallagher) or Samantha Dickens, Principal Social Worker in the Practitioner Concerns Team.
- Safeguarding concerns or allegations where there is an identified child must be reported to Cardiff Multi Agency Safeguarding Hub (MASH) or the Police without delay.
- Other conduct concerns (where there is no identified child) should be referred to the Practitioner Concerns Team via the Practitioners Concerns Report Form (email ProfessionalStrategy.Meetings@cardiff.gov.uk)
- The Headteacher, Deputy Headteacher or DSP (the reporter) should seek advice from Children's Services, Practitioner Concerns Team and/or Police in relation to what information about the allegation can be shared and with whom (i.e. what should the parents be told, what should the member of staff be told).
- The school must seek advice from Human Resources (HR) regarding the member of staff's continued employment during any investigation, and a risk assessment should be undertaken and recorded in writing immediately.
- If the allegation relates to supply staff, then please contact the agency directly to discuss next steps and agree any risk management plan.
 - It is the school's responsibility to submit a MARE/seek advice from Children's Services.
 - It is the school's responsibility to make the agency aware of the allegation to enable them to carry out a Risk Management Plan as the Agency employer.
 - It is the Agency's responsibility to complete a Practitioner Concerns Report and submit it to Professional Strategy Meetings / Cyfarfodydd Strategaeth Broffesiynol ProfessionalStrategy.Meetings@cardiff.gov.uk (if the incident has taken place in Cardiff/in a Cardiff school). This is to ensure the necessary details of their employee; relevant history of employment and feedback is provided. The agency should also highlight the Risk Management Plan as part of the report form.
- In the event of the allegation being made directly or indirectly about the Headteacher the staff member should immediately report the allegation to the Chair of Governors, who should raise the concern to the relevant Safeguarding Teams.
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, DOS or the Police 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.
- Any visible injuries should be recorded with the use of body maps ([Appendix 5](#))
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the person of concern or any other person other than the Headteacher unless the person of concern is the Head Teacher.



If schools decide not to take any further action, they must record their rationale for this decision via their internal recording mechanisms. It is critical that their records are retained in case there is further or repeated concern, if schools are unclear about what action to take, they must seek appropriate advice from the Designated Officer for Safeguarding (DOS).

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 will be taken.

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 in line with the Local Authority's Code of Conduct, and the Education Workforce Council Code of Professional Conduct and Practice.

Safeguarding allegations / Concerns about Practitioners and Those in Positions of Trust

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children are outlined in the national guidance in *Safeguarding Children: Working Together under the Children Act 2004*, *Regional Safeguarding Board (RSB) Guidance* and Section 5 of the *Wales Safeguarding Procedures: Handling allegations of abuse against Teachers and other staff* Welsh Government 009/2014.

Whistleblowing

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

All staff must be aware of their duty to report allegations or concerns about colleagues. In line with the Local Authorities Whistleblowing Policy Version 6.5 CIS 1.C.015.

Other Related Policies

Physical Intervention / Restraint Policy

The schools/council's policy on physical intervention for school staff should be set out in a separate document and reviewed annually by the governing body. Staff must only ever use restrictive physical intervention /restraint as a last resort as part of a holistic approach within a school setting and at all times it must be with the minimum amount of force necessary to prevent injury to the pupil, themselves, another person, or property. Good practice dictates that senior leaders should provide training for staff and consequently, schools are encouraged to seek refresher training for staff on an annual basis and more frequently as risk assessments dictate. The Policy requires schools to risk assess individual pupils where necessary and actively plan to reduce risk by using pupil specific positive handling plans.

<https://gov.wales/sites/default/files/publications/2018-03/safe-and-effective-intervention-use-of-reasonable-force-and-searching-for-weapons.pdf>

Health and Safety – School Site Security

The school must be a secure place for pupils to learn and develop. 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.

Schools' health and safety policies should be set out in a separate document and reviewed annually by the Governing body.

All daily contractors to the 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, an alternative method of risk assessment will be employed. A risk assessment is formulated by the school which clearly list the control measures employed by the school to safeguard pupils.

Schools' health and safety policies are set out in a separate document and are reviewed annually by the governing body. It should reflect the consideration given to the protection of children both within the school environment and when away from the school when undertaking school trips and visits.

Schools must ensure the same consideration applies to After School Club Providers or clubs/groups using school site provision outside of school hours.

