



CHILD PROTECTION POLICY AND PROCEDURES

This policy was adopted by the
Governing Body on:

March 2018

Next Review:

Annual

CHILD PROTECTION TEAM



Designated Child Protection Officer: Mrs Stella Dennis-Bunting



Deputy Child Protection Officer: Mrs Clare Owen



Headteacher: Mr Adam Williams



Designated Child Protection Governor: Dr Sharman Harris

YSGOL UWCHRADD CAERGYBI
Child protection policy
2017 -18

INTRODUCTION

Ysgol Uwchradd Caergybi fully recognises the contribution it makes to child protection.

There are three main elements to our policy:

- Prevention through the teaching and pastoral support offered to pupils
- Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse
- Support to pupils who may have been abused.

This policy applies to all staff, all volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

Definition

Definition of an Abused Child (All Wales Child Protection Procedures)

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional 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.

There are four categories of abuse:

- Physical
- Emotional
- Neglect
- Sexual

Evidence of abuse

Child abuse may come to staff attention in a number of ways:

- a child or young person may make a direct disclosure to staff;
- staff may observe bruises/burns or injuries for which there is no plausible explanation;
- another child, young person or parent/carer may tell staff something which causes concern;
- staff may observe changes in behaviour that are a cause of concern;
- staff may instinctively feel something is wrong;
- there may be neglect issues.

PREVENTION

Ysgol Uwchradd Caergybi recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

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 are worried or in difficulty
- Include in the curriculum, activities and opportunities for Curriculum Enrichment which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help
- 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

Ysgol Uwchradd Caergybi will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- Ensure it has a designated child protection (CP) officer and a deputy CP officer who has undertaken the appropriate training
- Recognise the role of the designated CP officer and deputy CP officer and arrange support and training.
- Ensure every member of staff and every governor knows:
 - the names of the designated CP officer and deputy CP officer and their role and the designated governor for child protection
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board
 - how to take forward those concerns where the designated persons are unavailable
 - who to refer to if there are concerns relating to the designated members of staff.
- Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure
- Provide training for all staff so that they know:
 - their personal responsibility
 - the agreed local procedures
 - the need to be vigilant in identifying cases of abuse
 - how to support a child who discloses abuse.

- Notify the local social services team (duty desk) if:
 - a pupil on the child protection register is excluded either for a fixed term or permanently
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences
- Keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately
- Ensure all records are kept secure and in locked locations adhere to the procedures set out in the Welsh Government circular 002/2013: 'Disciplinary and Dismissal Procedures for School Staff'
- Ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance 'Keeping Learners Safe'
- Designate a governor for child protection who will oversee the school's child protection policy and practice.

Responses to evidence of abuse

1. General

"If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility, to ensure that the concerns are referred to Social Services or the Police, who have statutory duty and powers to investigate and intervene when necessary."

Staff should first discuss their concerns with the designated members of staff who will then make the appropriate referral. Staff should not worry about being mistaken about concerns regarding a child/young person's welfare, as they will always be taken seriously by the statutory agencies.

It is imperative that staff do not conduct their own investigations as this can have serious implications for any subsequent Police or Social Services enquiry.

2. In the event of a disclosure

Ysgol Uwchradd Caergybi places great emphasis on effective communication between staff and children/young people and their parents/carers. However staff must recognise that where there are child protection concerns they must deal very differently with both the child or young person and their parents/carers. If someone discloses that they or another young person has been, or is being, abused, staff should:

- always accept that what the child is saying could be true or, conversely, not show disbelief. Show that you have heard what they are saying, and that their allegations will be taken seriously;
- encourage the child or young person to talk, but do not prompt or ask leading questions. Staff should not interrupt when the child or young person is recalling significant events or make the child or young person repeat themselves;
- explain what actions must be taken, in a way appropriate to the age and understanding of the child or young person;
- do not promise to keep what has been disclosed confidential.

All staff have a duty to disclose information to those who need to know. Reporting concerns is **NOT** a betrayal of trust. Staff reporting should:

- write down what has been said, using the child's own words. Keeping an accurate record is essential;
- make a note of the date, time, place and those present at the discussion;
- report concerns immediately to the designated member of staff in person;
- not confront the alleged abuser;
- not inform the parents until advice has been given by Children's Services' duty desk.

3. In the event of a concern about a colleague

The abuse of a child or young person by a fellow member of staff can be a particularly difficult and potentially damaging matter to deal with. If there are concerns regarding a colleague, staff must be prepared to "Think the unthinkable".

The behaviour of an adult or colleague (including members of the public) towards children or young people may give cause for concern. Any such doubts or uncertainties must be raised immediately, with the designated member of staff with responsibility for child protection, who must then discuss the matter with the Local Authority's Education Officer who will be able to offer further advice. The table in **Appendix A** informs staff the contact procedures for referring and who to contact in different scenarios.

N.B. The member of staff who is the subject of a concern must not be informed of the allegation by the Headteacher until advice is sought from the Local Authority Child Protection Officer and should not undertake their own enquiries. Such complex issues must involve the Police and Social Services

SUPPORTING A PUPIL AT RISK

Ysgol Uwchradd Caergybi recognises that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

Ysgol Uwchradd Caergybi 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.

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
 - 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 focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self-worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred
- liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Service and advocacy services
- keeping records and notifying Social Services as soon as there is a recurrence of a concern

When a pupil on the child protection register leaves, we will transfer information to the new school immediately and inform Social Services.

BULLYING

Our policy on anti-bullying is set out in a separate document and is reviewed annually by the governing body.

PHYSICAL INTERVENTION

Our policy on physical intervention is set out in a separate document and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons 097/2013

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

The school recognises that statistically children 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.

DESIGNATED PERSONS AND CONTACTS

Ysgol Uwchradd Caergybi have a designated member of staff and a deputy to fulfil the role of dealing with child protection issues and providing advice and support to other staff. The school also have a designated governor for child protection.

Designated Child Protection Officer: Mrs Stella Dennis-Bunting

Deputy Child Protection Officer: Mrs Clare Owen

Designated Child Protection Governor: Dr Sharman Harris

Ultimately it is for each and every member of staff to have responsibility for the welfare of children and young people. Suitable training on safeguarding children is required to enable staff to fulfil their responsibilities in respect of child protection effectively, together with refresher training to keep staff knowledge and skills up to date.

Concerns, whether through disclosures or otherwise, should be discussed in the first instance with the designated person in the relevant institution. The designated person will then, if appropriate, make the necessary referral. If the designated person is not available, or the designated person is the subject of the allegation, then the Designated Local Authority Child Protection Officer should be informed directly.

Only designated persons will normally make referrals. When an initial referral is made to the Social Services duty desk, it should be followed up within 48 hours with a written referral via email and a copy sent to the Designated Local Authority Child Protection Officer.

Throughout this process advice and support is available from the Local Authority's Secondary Education Officer who is based at the Education Office, Parc Mownt, Ffordd Glanhwfa, Llangefni.

Date of ratification of this policy by the Governing Body:

28.3.12 Reviewed & Adopted: 01.11.2016

Contacts in School:

Designated Child Protection Officer: Mrs Stella Dennis-Bunting

Deputy Child Protection Officer: Mrs Clare Owen

Designated Child Protection Governor: Dr Sharman Harris

In the event of the absence of the designated member of staff and the deputy designated member of staff, any concerns should be referred to the Headteacher. Please see contact procedures in **Appendix A** for referring and who to contact in different scenarios.

Designated Local Authority Child Protection Officer Mrs Delyth Griffiths

Designated Child Protection Officer – STELLA DENNIS-BUNTING Ext 151
Deputy Child Protection Officer – CLARE OWEN Ext 127

Contact Procedures

The school needs to ensure that all staff are aware of the procedures for referring and who to contact in different scenarios. Examples are listed below:

<p>Concern regarding a pupil being abused by non-school staff</p> <p>Pupils should be able to approach any member of staff The member of staff is to refer to the Designated Child Protection Officer or the Deputy Child Protection Officer. If neither the Designated Child Protection Officer or Deputy Child Protection Officer are not available, then the Head teacher should be informed, if the Headteacher is not available then contact Teulu Mon - Duty Team Children’s services 01248 725888</p>
<p>Concern regarding a pupil being abused by a member of staff</p> <p>The member of staff with the concern is to refer to Designated Child Protection Officer. If they are not available, then the Headteacher should be informed. If the Headteacher is not available then Designated LA Child Protection Officer Delyth Griffiths 01286 838196 (emergency 07977504344) should be informed and Chair of Governors. If Designated LA officer not available then escalate your concern to: Head of Learning Delyth Molyneux 01248 752922 (emergency 07917395837) However this process should not delay the promptness of referring. Teulu Mon - Duty Team Children’s services 01248 725888</p>
<p>Concern regarding a pupil being abused by the Designated Child Protection Officer</p> <p>Member of staff with the concern to refer to the Headteacher If the Headteacher is not available then Designated LA Child Protection Officer Delyth Griffiths 01286 838196 (emergency 07977504344) should be informed and Chair of Governors. If Designated LA officer not available then escalate your concern: Head of Learning Delyth Molyneux 01248 752922 (emergency 07917395837) However this process should not delay the promptness of referring. Teulu Mon - Duty Team Children’s services 01248 725888</p>
<p>Concern regarding a pupil being abused by the Headteacher</p> <p>Member of staff with the concern to refer to Designated Child Protection Teacher If they are not available, then contact the Designated LA Child Protection Officer Delyth Griffiths 01286 838196 (emergency 07977504344) should be informed and Chair of Governors. If Designated LA officer not available then escalate your concern: Head of Learning Delyth Molyneux 01248 752922 (emergency 07917395837) However this process should not delay the promptness of referring. Teulu Mon - Duty Team Children’s services 01248 725888</p>
<p>Concern regarding a pupil being abused by the Headteacher and Designated Child Protection Officer</p> <p>Designated LA Child Protection Officer Delyth Griffiths 01286 838196 (emergency 07977504344) should be informed and Chair of Governors. If Designated LA officer not available then escalate your concern: Head of Learning Delyth Molyneux 01248 752922 (emergency 07917395837) However this process should not delay the promptness of referring. Teulu Mon - Duty Team Children’s services 01248 725888</p>

The over-riding principle is that children should not be placed at risk by discussing with those implemented in the referral. Individual cases are escalated as appropriate. Any situation where there is an immediate risk of significant harm to a child, and where it is deemed that immediate action is required, should be referred to the Police.

YSGOL UWCHRADD CAERGYBI - CHILD PROTECTION PROCEDURE

Teachers have a duty of care for their pupils. Because of their daily contact with them they are in a position to observe and detect signs of abuse, changes of behaviour or failure to develop.

- Teachers should report any concerns or suspicions to either SDB/CO/AW
- It is not the responsibility of any teacher or member of school staff to investigate suspected child abuse.
- Teachers should be alert to signs of abuse and be aware of the procedures to be followed, by being familiar with the school's child protection policy.
- The Designated Child Protection Personnel at Ysgol Uwchradd Caergybi will follow the All Wales Child Protection Procedures (2008) in responding to the concern.

Child Abuse – what to look for:

1. Although most injuries to children are accidental, it is vital that all concerned with infants and young children should be alert for possible signs of non-accidental injury; it should also be noted that even older children are not immune.

2. There are a number of signs which singly, or in combination, may indicate that a child has been abused. Among these:

(a) Doubtful or inconsistent explanations of fractures, cuts, bruises, scalds, burns, lacerations and swellings or small bite marks. Damage around the mouth and ears.

(b) Bruising in areas which a child would not normally injure in everyday play, e.g. centre of back, abdomen.

(c) Bruising which would indicate that the child has been gripped too tightly and possibly shaken; fingertip bruising, e.g. on upper arm and face.

(d) Failure to thrive emotionally or physically, or loss of weight, lethargy, tiredness.

(e) Child exhibiting undue fear of adults, displaying apprehension or withdrawn behaviour, or conversely very aggressive behaviour.

(f) Unusual or suspicious behaviour of parents, including delay in seeking advice, or over frequent attendance at clinics or surgeries.

(g) Conflicting explanations of an injury.

(h) Signs that the child has been sexually assaulted; for example bruising around the genital area.

(i) The child has been subject to the consumption of potentially damaging substances, e.g. excess aspirin, alcohol, or cleaning fluids.

This list is not comprehensive and should not be regarded as a strict definition of child abuse.

ACTION TO BE TAKEN BY ALL SCHOOL BASED STAFF IN THE EVENT OF DISCLOSURE / ALLEGATION OF ABUSE

If a member of staff suspects that a child is suffering or is likely to suffer (likely means there should be evidence of fact) to suffer significant harm, the Designated Child Protection Officer (or deputy in her absence) must be immediately informed of the concern. If neither the Child Protection Officer nor Deputy Child Protection Officer is available the Headteacher should be informed. If a pupil discloses to a member of staff that they are being abused then staff must ensure that they follow the Do's and Don'ts below. Should a young person disclose that s/he has been or is being abused this information must be passed on.

DO	DON'T
Listen to the child rather than directly questioning him/her.	Stop a child who is freely recalling significant events.
Encourage the child to allow another person to be present.	Show shock or disquiet.
Reassure the child that they are not to blame and are right to tell.	Guarantee confidentiality
Inform the child that you will have to pass the information on.	Put words into the child's mouth.
Make a written record of the discussion taking care to record the timing, setting, personnel/other staff as well as what was said.	Be afraid to seek support for yourself from the line manager. However, it is not appropriate because of the high standard of confidentiality that must be maintained in child protection to discuss individual cases with personal friends or acquaintances, who may be able to identify the family concerned.
Be clear about your own position, you work for a Department that has a responsibility to protect children and young people.	Interrupt the child.
Keep any drawings, paintings etc. that the child/young person may do to show what happened to him or her.	Expose the child to mass examination by staff to verify injuries but remain calm and reassuring. Question the child, remember, this task must be undertaken by specially trained professionals.