

Rhos y Fedwen Primary School



Policy for Safeguarding

Draft: Dec 2018

Agreed by Governing Body: Jan 2019

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1. Introduction

Rhos y Fedwen Primary School fully recognises the contribution it makes to child protection. There are two 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.

Our policy applies to all staff and 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.

2. Prevention

We recognise 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 Personal Social Education (PSE) 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.

3. Procedures

We 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 senior person for child protection who has undertaken the appropriate training
- recognise the role of the designated senior person and arrange support and training. Schools may wish to mention the additional training undertaken by their designated senior person
- ensure every member of staff and every governor knows:
 - the name of the designated senior person and their role and the designated governor for child protection

Designated Senior Person for Child Protection – Mrs N Martin, Acting Headteacher

Deputy Designated Senior Person for Child Protection – Mrs L Phillips, Acting Deputy Headteacher

Designated Governor for Child Protection – Mrs J Tauati

- 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 senior person is unavailable.

- 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 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.

4. Supporting the pupil at risk

We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self-esteem and self-motivation (see section 2 on prevention)
- the school ethos which:
 - promotes a positive, supportive and secure environment
 - gives pupils a sense of being valued (see section 2 on Prevention)
- 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.

5. Bullying

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

6. 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
7. Children with Special Educational Needs We recognise 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.

Note for staff

What to do if a child tells you they have been abused by someone other than a member of staff

N.B. Where the allegation is against a member of staff you should refer to Welsh Government Circular 002/2013: Disciplinary and Dismissal Procedures for School 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 if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child
- you must report orally to the school's designated senior person for child protection immediately
- make a note of the discussion, as soon as is reasonably practicable (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. Remember, your note of the discussion may be used in any subsequent court proceedings. It is essential that you use the school's agreed Cause for Concern Template.
- do not give undertakings of absolute confidentiality
- that a child may be waiting for a case to go to the criminal court, may have to give evidence or may be awaiting care proceedings
- your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans.

Confidentiality

Confidentiality issues need to be understood if a child divulges information they are being 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 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.

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 that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the designated senior person and the head teacher, have access to

the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

The designated senior person for child protection in this school is Mrs N Martin, Acting Headteacher.

Telephone number 01495 356021

The designated governor for child protection is Mrs Joanne Tauati

The local authority designated lead officer for child protection is Mrs Sarah Dixon.

Telephone number 07815 005241

Safeguarding Procedures

The school's named safeguarding officer is Mrs N Martin (Acting Headteacher).

In her absence, the following members of staff should be contacted:

Mrs N Martin (Acting Headteacher)

Mr L Phillips (Acting Deputy Headteacher)

The governor with responsibility for safeguarding is Mrs J Tauati

Social services direct telephone number: (01495) 315700

Secure email for referrals: dutyteam@blaenau-gwent.gov.uk

Aide Memoire for pupil disclosures:

- If possible, have an appropriate witness present
- Record the disclosure in writing (cause for concern form) immediately afterwards
- Contact the school's safeguarding officer immediately
- In all cases of concern, following a pupil disclosure or observation, staff should ensure the incident remains confidential i.e. is only discussed with the school's safeguarding officer.

Appendix: Security Strategies for Control of Access

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main front entrance, reporting directly to the main office to sign in. Parents are not allowed to drive their cars into the school car park. Parents should not be encouraged to enter the school buildings before 3.00 p.m. If parents/guardians want to meet with staff, formal appointments must be made with the office. When attending appointments, parents should enter through the main entrance and sign-in. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. All legitimate visitors will have entered the building via the school office and will be given a daily visitors sticker. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed. All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times. All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. Visitors lanyards will be issued. All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school. No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced or a visitor lanyard is not worn then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately. If parents wish to take their child/children out of school during the school day, they must report to the main office. A request to take a child out of school should normally be made in advance via the school office. Admin staff will inform the class teacher in advance.

All visitors to the School (grounds and buildings) are expected to display appropriate behaviour, with due regard for the health, safety and well-being of pupils, staff and parents. Any visitor to the school premises who behaves in a manner which causes concern, including aggressive, intimidating or threatening behaviour should be reported to the Headteacher. The Headteacher will seek legal advice and may review the visitor's right of access to the school premises.

Trespass

Rhos y Fedwen Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser and will be asked to leave. If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher might revoke the parent's permission to be on the premises.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter and leave the school by main entrance gates. The front door is to be used only if a child arrives after 9.00am, when they should report to the office. All parents are asked to wait outside the school building.

Supervision of School Grounds

Teaching staff are requested to be in their classrooms at 8.50 a.m. ready to receive children. The Caretaker makes sure that the outside doors and main gate are closed securely at an identified time, shortly after 9.00 a.m. Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the dining room assistants and duty teaching or support staff at lunchtime. If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils should not generally be left alone in classroom areas, or shared areas such as the library. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

Leaving School at the End of the Day

At the end of the school day, the children leave through the nursery garden and FP undercover door. All pupils know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. The child must be signed out.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in person lockers.

Security of Equipment and Cash

Main items of school equipment, for example computers, are security marked. Portable ICT equipment (e.g. laptops, digital cameras, ipads) are not to be left unattended in an insecure classroom or office. Such items must be locked away. All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is collected weekly by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty. It is the responsibility of the caretaker to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. He is also responsible for locking the gates and setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services should attend if the intruder alarm sounds to ensure that it is safe to enter the site. The Head Teacher and Caretaker are designated key holders and are responsible for the security of the building. There is a cover key holders for holiday periods. Contractors in School Contractors should follow the same expectations as any other visitor to the school e.g. attend by appointment and sign in and out at the main office.

Access Outside School Hours

On occasion, staff or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. If some staff are working on the premises before and after school and their security has to be safeguarded. No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone and have a buddy system in place. Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, students should have access to this area only; the remainder of the building should be locked.

Critical incidents

Any warning Rhos y Fedwen Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If notification of a critical incident is received the school SLT should follow the emergency plan and the emergency services informed. Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police are notified.