**Ysgol Mynydd Bychan**

**Safeguarding Policy**

**Nominated Senior Teacher – Mr Marc Jon Williams**

**Deputy – Miss Sian Evans**

**Nominated Governor – Dr Carys Jones**

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

**Introduction**

Ysgol Mynydd Bychanfully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

1. prevention through the teaching and pastoral support offered to pupils;
2. 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; and

1. 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.

1.1 Child abuse takes a variety of forms:

* Physical abuse involves the hitting, shaking or other treatment of a child that can cause actual bodily harm.
* Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware what is happening. This includes non-contact situations, such as showing children pornography.
* Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved.
* Children are abused also if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see to the emotional well-being of the child.
  1. In Ysgol Mynydd Bychan, we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.
  2. We recognise that abuse and neglect can result in underachievement.

We strive to ensure that all our children make good educational progress.

* 1. Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.
  2. This policy is based on the Welsh Assembly Circular Number: 005/2008. This policy takes account of the requests set out in the Children Act 2004 ('Every Child Matters').

**Prevention**

2.1 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:-

1. establish and maintain an ethos where children feel secure and are

encouraged to talk, and are listened to;

b. ensure children know that there are adults in the school whom

they can approach if they are worried or in difficulty;

c. include in the curriculum, activities and opportunities for PSE

which equip children with the skills they need to stay safe from

abuse and to know to whom to turn for help; and

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 We will follow the All Wales Child Protection Procedures that have been

endorsed by the Local Safeguarding Children Board.

3.2 The school will:-

1. ensure it has a designated senior member of staff, who has undertaken

the appropriate training;

1. recognise the role of the designated person and arrange support and

training.

c. ensure every member of staff and every governor knows:-

- the name of the designated person and their role;

- 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;

and

- how to take forward those concerns where the designated

person is unavailable.

d. 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;

e. 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;

f. provide training for all staff so that they know:-

i. their personal responsibility;

ii. the agreed local procedures;

iii. the need to be vigilant in identifying cases of abuse; and

iv. how to support a child who discloses abuse.

g. notify the local social services team if:-

- a pupil on the child protection register is excluded either for a fixed term or

permanently; and

- 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);

h. 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;

i. 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;

j. ensure all records are kept secure and in locked locations;

k. adhere to the procedures set out in the Welsh Assembly

Government guidance circular 45/2004 *Staff Disciplinary*

*Procedures in Schools*;

l. ensure that recruitment and selection procedures are made

in accordance with Welsh Assembly Government guidance

circular 34/2002 *“Child Protection: Preventing Unsuitable People*

*from working with Children in the Education Sector”*; and

m. designate a governor for child protection who will oversee the

school’s child protection policy and practice.

**Supporting the Pupil at Risk**

4.1 We recognise that children who are at risk, suffer abuse or

witness violence may be deeply affected by this.

4.2 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.

4.3 The school will endeavour to support the pupil through:-

a. the content of the curriculum to encourage self-esteem and self

motivation (see section 2 on Prevention);

b.the school ethos which:-

i. promotes a positive, supportive and secure environment; and

ii. gives pupils a sense of being valued (see section 2

on Prevention);

c. 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;

d. 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

and the Education Welfare Service; and

e. keeping records and notifying Social Services as soon as there is

a recurrence of a concern;

4.4 When a pupil on the child protection register leaves, we will

transfer information to the new school immediately and inform

Social Services.

**Allegations against staff**

5.1 If an allegation is made against a member of the school staff (or a volunteer helper), it will always be investigated by the headteacher, or, in the case of the allegation being against the headteacher, by the chair of the governing board – Mr Paul Jeffries, Mr Jeffries’ phone number is available in the school office. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek advice from the LA on these matters, and comply with national and locally agreed guidance.

**Bullying**

6.1 Our policy on bullying is set out in a separate documentand is reviewed annually by thegoverning body.

**Physical restraint**

7.1 There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in the Welsh Assembly circular 097/2013 on The Use of Force to Control or Restrain Pupils. The headteacher will require the adult(s) involved in any such incident to report the matter to him or her immediately, and to record it in the Interventions Book.

**Children with Statements of Special Educational Needs**

8.1 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.

**Monitoring and review**

9.1 The governing body will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with child protection issues. Governors will regularly monitor and review any incidents detailed in the interventions book, while a named governor, Dr Carys Jones, participates in the school's training with regard to child protection procedures.

9.2 This policy is reviewed annually by the governing body.

**Note for Staff**

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

**Where the allegation is against a member of staff you should refer to Welsh Assembly Government guidance *circular*** *45/2004***.**

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 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 childs 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;

•• 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;

and

•• 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 willnot 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 whena 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 child protection person for this school is

**Mr Marc Jon Willams**

The local authority designated lead officer for child protection is

**Nikki Loukisas**

Telephone number – **029 22 330 878**

**Note for parents or carers**

Parents/carers should be aware that schools have a responsibility to ensure the well-being of all pupils. This responsibility means that the school:-

•• will have a child protection policy and procedures;

•• should make parents or carers aware of its child protection policy possibly through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;

•• should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred;

•• should help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child’s welfare and educational progress; and

•• keep the parents or carers informed of the welfare and educational progress of the child.

On 1 September 2006, *section 175 of the Education Act 2002* came into effect. This introduces a duty on local authorities,the governing bodies of maintained schools, and the governingbodies of further education institutions, to have arrangements in

place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government.

Independent schools are required to meet equivalent requirements under standards introduced under the terms of section *157 of the* *Education Act 2002*.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services.

However, this should only be done where such a discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local social services department in consultation, where appropriate, with the police.

The designated child protection person at the school should clarify with these statutory agencies, when, how and by whom, the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process.

As a parent or carer you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you’re struggling to cope you may need to ask for help and support to protect your child.

You may find the following helpful:-

•• make time to talk and listen to your child;

•• familiarise yourself with your child’s friends and routine;

•• be sensitive to changes in behaviour;

•• teach your child to feel confident to refuse to do anything they

feel is wrong;

•• be aware of your child’s use of the internet and mobile phone

to ensure they don’t place themselves at risk.

**Note for Pupils**

If someone is hurting you or your friends, there are people who can

help you and stop people from making you feel scared or hurt.

You should tell someone you trust:-

•• you can tell a teacher, your parents, carers, grandparents or other

members of your family who may be able to help, or can tell a

friend; and

•• let people help to make things better by stopping the person from hurting you or your friends.

The person in this school who has special responsibility for helping you if someone’s hurting you or your friends is

**Mr Marc Jon Williams**

If you can’t talk to any of these, you can talk to one of the following organisations that will have someone who will listen to you:-

**Childline**

A free 24-hour advice line offering counselling and support to young people suffering from abuse. The call won’t show up on your phone bill.

0800 11 11

[www.childline.org.uk](http://www.childline.org.uk)

**NSPCC**

A free phone line offering support and advice to young people in abusive or difficult situations. The lines are open 24 hours a day and the calls won’t show up on your phone bill.

0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**Funky Dragon**

Funky Dragon is a peer-led organisation that aims to make sure the views of 0 - 25 year olds are heard, particularly by the Welsh Assembly Government.

[www.funkydragon.org.uk](http://www.funkydragon.org.uk)

**Children’s Commissioner for Wales**

Children’s Champion - Independent human rights institution for children.

0808 801 1000 The lines are open from 9am to 5pm (Monday to Friday)

[www.childcom.org.uk](http://www.childcom.org.uk)

**Clic**

The National Information and Advice Service for young people in Wales 11 to 25.

[www.cliconline.co.uk](http://www.cliconline.co.uk)

**Samaritans**

Free and confidential advice and support

08457 90 90 90

[www.samaritans.org.uk](http://www.samaritans.org.uk)

**Barnardo’s**

Barnardo’s works with vulnerable children and young people, helping them and their families to overcome problems like abuse, homelessness and poverty.

020 8550 8822 (national rate, 8am-6pm Mon - Fri)

[www.barnardos.org.uk](http://www.barnardos.org.uk)

**BBC One Life**

This website provides advice on children and young people’s rights, what to do if they are being abused and how to get help.

[www.bbc.co.uk/surgery](http://www.bbc.co.uk/surgery)

**Kidscape**

Kidscape works with children and young people under the age of 16, their parents/carers and those who work with them to prevent bullying and child sexual abuse.

08451 205 204

[www.kidscape.org.uk](http://www.kidscape.org.uk)

**Get Connected**

Get Connected provides a free, confidential helpline that gives young people in difficult situations support and information.

0808 808 4994

[www.getconnected.org](http://www.getconnected.org)

**Bullying Online**

Bullying Online is a website that provides information and support for a wide range of parents, pupils, teachers and youth

organisations.

[www.bullying.co.uk](http://www.bullying.co.uk)

**Wise Kids**

Wise Kids is a website that provides information and support on internet literacy, proficiency and knowledge of the intranet and related technologies.

[www.wisekids.org.uk](http://www.wisekids.org.uk)

**Appendix 1**

**Ysgol Mynydd Bychan**

**‘O’r fesen derwen a dyf’**

**Gwybodaeth Bwysig / Important Information:-**

**Child Protection Officer Headteacher**

**Mr Marc Jon Williams Miss Siân Evans**

**Designated governor – Dr Carys Jones**

**Chair of Governors – Mr Paul Jeffries**

**All members of school staff must be watchful for any possibility of a child being abused or mistreated.**

**Any cause for concern should be discussed with the Headteacher and the designated Child Protection Officer – Mr Marc Jon Williams, Year 4. All records kept are confidential; any written evidence must not be left ‘lying around’ where unauthorised persons are able to see it.**

**The Headteacher will decide on the way forward – contact the parents, outside agencies. The school adheres to and follows the Local Education Authorities guidelines on Child Protection.**

**If an allegation has been made against the Headteacher, you must inform the Chair of Governors – Mr Paul Jeffries, phone number available in the school office and with Mr Marc Jon Williams and Human Resources in County Hall – 029 20872000.**