



**COLEG CYMUNEDOL
Y DDERWEN**

**Child Protection / Safeguarding
Policy**

Chair of Governing Body
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Safeguarding

Policy written by:	G.Pope
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Introduction:

At Coleg Cymunedol Y Dderwen the health, safety and welfare of all our learners are of paramount importance to all who work in our school.

Our learners have the right to protection, regardless of age, gender, race, culture, religion or disability. They have a right to be safe in our school. All adults in the school have an equal responsibility to act upon any suspicion or disclosure that may suggest a child is at risk of harm.

This policy applies to all staff and volunteers working within the school. Additionally this policy applies to all occasional workers, volunteers, contractors and governors. All adults on school site must be aware of the schools Safeguarding Policy as any adult as well as teachers particularly tutors and or assistant tutors can be the first point of disclosure for a learner.

Purpose:

There are three main elements to our policy:-

1. Prevention through the teaching and pastoral support offered to our learners;
2. Procedures that clearly outline the expectations of all parties within a Safeguarding agenda for identifying and reporting cases, or suspected cases, of abuse, concern and or vulnerability. Because of our day to day contact with learners school staff are well placed to observe the outward signs of abuse; and
3. Support to children/young people who may have been abused, give a cause for concern or are vulnerable.

'Safeguarding', is not just about protecting children/young people from deliberate harm. It encompasses issues for schools including:

- learner health and safety
- bullying
- racist abuse
- harassment and discrimination
- meeting the needs of learners with medical conditions
- providing first aid
- drug and substance misuse
- educational visits
- sex and relationship education
- internet safety
- issues which may be specific to a local area or population
- school / site security
- the welfare of learners on extended vocational placements or Educated Other Than At School (EOTAS)

Aim(s):

Our aims are:

- to provide a safe environment for children/young people in which to learn;
- to establish what actions the school can take to ensure that children/young people remain safe at home as well as at school;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children/young people who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues

- to set down the correct procedures for those who encounter any issue of child protection

Wider school aims/ethos:

There are separate policies within our school which address the areas detailed above. Coleg Cymunedol Y Dderwen fully recognises the contribution it makes to Safeguarding Children and Young people.

Consultation:

Governing body, policy review group, SLT

Sources, references, legal context:

Coleg Cymunedol Y Dderwen school follows the Keeping Learners Safe Guidance, All Wales Child Protection Procedures 2008, Working Together Under The Education Act 2002, "Safeguarding Children in Education", Disciplinary and dismissal procedures for school staff, UNCRC and all local protocols in relation to Safeguarding that have been endorsed by BCBC and the Local Safeguarding Board

Procedures and practice:

PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard learners. In CCYD vertical tutoring ensures each and every child has a tutor who knows them very well and one who has a positive relationship based on trust and mutual respect.

The school will therefore:-

- a) establish and maintain an ethos where learners feel secure and are encouraged to talk, and are listened to;
- b) ensure learners know that there are adults and most importantly their tutor (guide by their side) within 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 learners with the skills they need to stay safe from abuse or exploitation, both in their own communities and the cyber community, and to know to whom to turn for help; and
- d) include within the curriculum, material that will help learners develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

All staff demonstrate a total commitment to Child Protection. They raise learner's awareness of themselves through Personal and Social Education (P.S.E.) and develop a trusting climate so that they feel able to talk and share their thoughts and feelings. We also help to develop appropriate attitudes in our learners and make 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.

In our school we respect our learners. The atmosphere within our school is one that encourages all children/young people to do their best. We provide opportunities that enable them to take and make decisions for themselves. We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children/young people make optimum educational progress.

PROCEDURES

Coleg Cymunedol Y Dderwen school follows the All Wales Child Protection Procedures, Working Together Under The Education Act 2002, UNCRC and all local protocols in relation to Safeguarding that have been endorsed by BCBC.

We have;

- a designated member of the Leadership Team for Child protection, who has undertaken the appropriate training and a deputy, who will substitute in the designated person's absence.
- appropriate arrangements are in place for the support and training of both the Designate and the Deputy Designate.
- provided training for all staff regarding:-
 - 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 /young person who discloses abuse.
- ensured that every member of the governing body, staff, learners and parents know:-
 - I. the name of the designated person and their role.
 - II. that they have an individual responsibility for referring child protection concerns using the appropriate channels and within the timescales laid down in the All Wales Child Protection Procedures;
 - III. how to take forward those concerns in line with school procedures.
- ensured that members of staff are aware of the definition of abuse and neglect, and the need to be alert to signs of abuse; knowing how to respond to a child/young person who may disclose abuse.
- ensured 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 prospectus;
- a clear understanding that BCBC Safeguarding Team must be contacted immediately if:
 - a learner with current involvement with Social Services is excluded either for a fixed term or permanently; and
 - a learner with current involvement with Social Services has an unexplained absence;.
- worked to develop effective links with relevant agencies and co-operated as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences, core groups, and submitted written reports to such meetings as required;
- written records of concerns about children/young people, using the; 'Safeguarding Concern Sheet', even where there is no need to refer the matter to social services immediately;
- ensured all records are kept secure and in locked locations. Concerns will be shared with relevant professionals involved with the child, but records will not be available without the authority of the Designated teacher or the Head teacher;
- a commitment to transferring all Safeguarding information (when a learner on the Child Protection Register, or a student known to Social Services leaves to the new school immediately and inform Social Services of the learner's transfer. The Designated teacher will ensure that the receiving school is fully aware of any Safeguarding concerns and that the file is transferred in a secure appropriate manner.
- ensured 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".
- identified a specific governor who is a designated Child Protection link and who will oversee the school's Safeguarding policy and practice.
- provided all daily staff with information regarding the school Child Protection procedures including:-
 - I. the name and location of the Designated teacher
 - II. the name and location of the Deputy Designated teacher

- III. the expectations of the school in regard to the reporting of pupil disclosures of Child Protection concerns.
- The designated teacher will as and when necessary seek and act upon advice from the MASH Multi Agency Safeguarding Hub - assessment team (duty desk 01656 642320). Any advice to complete a referral must be acted upon and the referral submitted to the MASH team within 24 hours.

SUPPORTING VULNERABLE PUPILS AND THOSE WHO ARE AT RISK

We recognise that learners 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 learners 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 learner through:-

- a) vertical tutoring, the child's tutor / assistant tutor
- b) the school's behaviour policy is aimed at maintaining and securing effective learning environments.
- c) liaison with other agencies who support learners such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service;
- d) keeping up to date records and notifying Social Services as soon as there is a recurrence of a concern.

ATTENDANCE AT MEETINGS

Where practicably possible the following staff will attend the following meetings;

Professional Strategy Meetings

Chair of Governors, Head teacher, Designated teacher

Strategy Meetings

Designated Teacher

Initial Child Protection Conferences & Review Conferences

Designated Teacher / Deputy Designated Teacher

Core Groups & Care and Support meetings

Designated Teacher, HoC, PSO

CLA Reviews / Meetings

Designated CLA Lead, HoC, PSO

BULLYING

Our Anti-Bullying policy is set out in a separate document and is reviewed annually by the governing body.

CHILDREN/YOUNG PEOPLE WITH STATEMENT OF SPECIAL EDUCATIONAL NEEDS

We recognise that statistically learners 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.

SAFE USE OF THE INTERNET AND DIGITAL TECHNOLOGY

At Y Dderwen we recognise that in a modern learning environment, use of the Internet, multimedia devices and digital imaging facilities are part of everyday requirements. However a child/young person's safety will remain the priority of the school. The safe use of the internet and digital technology is set out in a separate policy that is reviewed annually by governors.

SAFER RECRUITMENT

All personnel working within our school require the appropriate safeguarding checks as outlined in the schools recruitment and selection policy and the safer recruitment policy.

ALLEGATIONS AGAINST STAFF

The Teacher Unions, the Association of Directors of Social Services and the Association of Chief Police Officers, have agreed to join NEOST Guidance on practice and procedure in cases where there has been an allegation against a member of staff of abuse of trust. Guidance can also be found in chapter 4.3.6 All Wales Child Protection Procedures.

When a member of staff witnesses or receives an allegation of professional abuse against another adult who is working with children/young people, this could include staff, volunteers, governors, occasional workers or contractors, and those staff that are not on school site but come into contact with children/young people ie those who transport children/young person to and from school, school crossing patrol etc, s/he should:

Report the matter immediately to the Designated teacher (in the case where the allegation is made against the designated teacher then the Head teacher must be contacted), who should:

- obtain details of the allegation in writing, signed and dated
- keep a record of dates, times, location and names of potential witnesses.
- not investigate the allegation, or interview learners, or discuss the allegation with the member of staff, but should consider, in consultation with the Senior Officer and the Child Protection Unit, whether the allegation requires further investigation and if so by whom.
- inform the Chair of Governors & the Head teacher
- Contact the local authority safeguarding officer who, will give urgent consideration as to whether or not there is sufficient substance to the allegation to warrant an investigation: The outcome will either be:
 - i. without foundation
 - ii. internal disciplinary procedures
 - iii. a referral under the Child Protection procedures

N.B. if the latter is the case the allegation will be discussed with the Police Child Protection Unit via the MASH team. This discussion may lead to a decision to hold a strategy meeting.

Should the case be referred under the Child Protection Procedures the investigation will be informed by the guidance in “Working Together” and the All Wales Child Protection Procedures, which recommend that there should be a strategy discussion to plan the investigation and any subsequent action.

Governing bodies are responsible for dealing with staff disciplinary matters in all maintained schools. A governing body is required to adopt rules and regulations to regulate the conduct and discipline of all staff it employs or has day-to-day responsibility for (except certain ancillary staff).

SCHOOL SITE SECURITY

Coleg Cymunedol Y Dderwen is a safe and secure place for pupils to learn and develop learning and social skills. The physical safety of learners when on school site is of paramount importance. Access to the school site is via access control panels and cards and is strictly monitored. All daily visitors to our 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.

CONFIDENTIALITY

We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

Child Protection information is held in a secure, locked location. This contains information about confirmed and suspected cases of child abuse, records of those deemed at risk and CLA details.

SUMMARY OF PROCEDURES FOR STAFF

If and when a child discloses an incident or incidents of abuse it is vital the staff refer the matter immediately to the school safeguarding team.

- Listen to the learner's issue and treat them sensitively, do not ask questions or probe the learner for further details. Encourage the learner to talk, but do not prompt or ask leading questions
- Keep the learner with you
- Inform the learner that you HAVE to pass on the concern to the School Safeguarding Team / Designated Teacher in a way that is right for their age and understanding.
- Contact Judith Rainbow on 5923 or 01656 815923. Judith will ensure a member of the school safeguarding team is deployed to you as soon as possible
- Write up the incident on the school safeguarding concern sheet (a copy of the sheet can be found in the appendix).

Where there is not a disclosure and you have a general concern or query regarding a child who is on the School Safeguarding List or a CLA please liaise with the Designated Teacher.

Roles and responsibilities:

Governors:

Ratification and monitoring of the policy and its procedures	
Chair of Governing Body	John Miles
Nominated Safeguarding Governor	Nicola Lewis

Headteacher:

Ratification and monitoring of the policy and its procedures

SLT:

Adhere to the policy and to ensure staff adhere to the policy
Attend professional strategy meetings

Teachers:

Be aware of the definition of abuse and neglect, and the need to be alert to signs of abuse; knowing how to respond to a child/young person who may disclose abuse.

Report any safeguarding issues in line with the school policy

Learners:

Behave responsibly, with respect and equality and report safeguarding issues to staff

Parents/Carers:

Report any safeguarding information to the school as necessary and attend meetings as appropriate.

Other documents and appendices:

N/A

