

# Safeguarding and Child Protection Policy

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**Llanwern High School**  
**September 2020**

Status:	Statutory
Date Agreed:	30.9.2020
Chair of Governors:	D Harvey
Safeguarding Governor:	A Morrisey
Headteacher:	T Jarvis
Date to be Reviewed:	September 2021
Signed:	

Copies held by Chair of Governors, Governor for Safeguarding, Head Teacher's PA, faculties and site team.

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## **KEY PERSONNEL**

## KEY CONTACTS WITHIN THE SCHOOL

### **DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DSP)**

Miss Lucy Pearse, AENCo  
Contact number: 01633 411116 Ext 132  
Email: [lpearse@llanwernhigh.org](mailto:lpearse@llanwernhigh.org)

### **DEPUTY DSP's**

Mrs Paula Evans  
Contact number 01633 411116 Ext: 101  
01633 411116  
Email: [pevans@llanwernhigh.org](mailto:pevans@llanwernhigh.org)  
[djackson@llanwernhigh.org](mailto:djackson@llanwernhigh.org)

Mr David Jackson  
Contact number:  
Email:

### **CHAIR OF GOVERNORS**

Counsellor Debbie Harvey  
Contact number: 01633 656656  
Email: [debbie.harvey@newport.gov.uk](mailto:debbie.harvey@newport.gov.uk)

### **NOMINATED GOVERNOR FOR CHILD PROTECTION**

Ms A Morrissey

## KEY CONTACTS WITHIN THE LOCAL AUTHORITY

### **REFERRAL TO CHILDREN'S SERVICES AT NEWPORT MULTI AGENCY SAFEGUARDING HUB**

Where the DSP has **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours, she will contact the duty team.

For cases that are open to Children's Services, call the duty team on: 01633 851423

To make **URGENT** referrals **OUT OF OFFICE HOURS**, telephone 0800 328 4432

The **NEWPORT CITY COUNCIL EDUCATION SAFEGUARDING TEAM** is able to provide advice and support. Contact

Nicola Davies, Education Safeguarding, care and Support Officer on **01633 656656**

**EMAIL:** [nic.davies@newport.gov.uk](mailto:nic.davies@newport.gov.uk)

**Social Services** can be contacted on the following numbers: 01633 235644.

### **PREVENT CO-ORDINATOR**

Contact Heather Powell, Newport City Council Connected Communities Manager on 01633 210446, 07980 907720

“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 STATEMENT**

All children, regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protections, safeguarding and educational opportunities. **Llanwern High School** recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We acknowledge the importance of this role in the welfare of young people, and through the general ethos of the school, will seek to encourage children in need to come forward. We are committed to ensure that school is a safe and welcoming environment where children are safe, protected, respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children’s health and/or development
- ensuring that children grow up with the provision of safe and effective care
- taking action to enable all children have the best outcomes

Llanwern High School will work with multi-disciplinary partners within the statutory framework established by:

- The All Wales Child Protection Procedures 2008
- 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
- Allegations of Professional Abuse Procedures (AWCPP Part IV)
- Keeping Learners Safe 158/2015
- The Counter – Terrorism and Security Act 2015
- Social Services and Well-being (Wales) Act 2014
- Newport City Council Local Safeguarding Children Board

The child protection policy applies to all staff and volunteers at Llanwern High School, including community education staff and governors. Teaching assistants, canteen staff, supply staff, administrative and support 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.

**We aim:**

- to demonstrate our commitment with regard to safeguarding and child protection.
- to provide an environment in which children and young people feel safe, secure, valued and respected and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- to raise awareness of all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- to ensure that there are good levels of communication and a structured procedure in place that will be followed in cases of suspected abuse
- to develop and promote effective working relationships with other agencies, especially the Newport Safeguarding Hub, The Education and Welfare Team and the police

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 From Working With Children** through robust vetting and recruitment processes

**Prevention**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to protect children.

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 have concerns about their welfare, 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 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 and parenting skills
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

## **Procedures**

This policy is compliant with the new All Wales Child Protection Procedures 2008.

### **(i) Roles and Responsibilities**

Child Protection is everybody's business; however staff within Llanwern High 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 school procedures.
- If for any reason the DSP is unavailable, a **Deputy DSP** has been 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 and follow 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 processes.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy and to support the school in this aspect
- The DSP, Headteacher and Governing Body should review and update the policy and procedures annually.
- The DSP and Headteacher should ensure that Basic Level Child Protection training is undertaken by all staff, volunteers and governors annually.

- The school should ensure parents are aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment.
- Where children leave the school, ensure their child protection file is copied and the copy securely transferred to the new establishment as soon as possible but transferred separately from main pupil file, the original being retained securely in school.

Representatives from the Safeguarding Team (see: personnel for contact details) are available to offer advice, support and training to the school's DSP.

## **(ii) Training**

All staff, including teachers, teaching assistants, caretakers, volunteers, admin staff, kitchen staff, invigilators and Governors in the school should have completed Basic Level Safeguarding and Child Protection Awareness Training on an annual basis.

The Basic Level Child Protection training enables staff to;

- Understand the safeguarding agenda for schools and where Child Protection fits in it
- Understand key roles and responsibilities in and for schools
- Recognise signs and symptoms of abuse
- Know how to respond to a disclosure of abuse and how to make a referral
- Manage allegations against professionals

The school operates a robust induction process for any new staff, supply and temporary staff and volunteers in relation to arrangements for child protection and their responsibilities. Each new starter is provided with a copy of the child protection policy and is subject to our induction process.

The DSP and Deputy DSP should in addition also attend the Recognition to Referral & the CP Process (South East Wales Safeguarding Children SEWSC) safeguarding children course on a three yearly basis (or alternative suitable inter agency training).

## **(iii) Recognising Child Abuse**

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and Education Safeguarding and between schools and other agencies such as Children's Services and the Police.

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- **Neglect**
- **Physical Injury**

- **Sexual Abuse**
- **Emotional Abuse**

## **Definitions of Child Abuse and Neglect**

The Children Act 1989 and 2004 and All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4 defines of 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 institution 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**

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

- **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve, 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.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Emotional Abuse**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate

expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

#### **(iv) 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 welfare 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.

- If the DSP decides a referral is necessary they should immediately **telephone** the Newport Safeguarding Hub making clear it relates to a child protection matter to ensure the call is prioritised. Telephone referrals should be followed up by completing the Multi Agency Referral Form (M.A.R.F.) within 24 hours from the initial telephone call. A copy should be kept for your records. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral.
- When making a child protection referral consent from parent(s) or person with PR is not required. It will be for Children's Services at the SG Hub to determine whether the threshold for invoking Child Protection procedures is met. You should aim to seek guidance from Children Services prior to submitting a referral. Record all actions taken in accordance with your DSP responsibilities and duty to report.
- If referrals are being made to consider care and support needs for a child, consent from Parent(s) or persons with PR is required.
- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the member of staff's concerns but must **IMMEDIATELY** refer the matter to the DSP or Deputy or in the absence of both the Head teacher, who will contact the Newport SG Hub.
- The DSP should be immediately notified of all referrals made by staff to the Newport SG Hub during his/her absence.

- If there are concerns of a Child Protection nature and the child is about to leave the school premises the Head Teacher should be informed and, via consultation with the Newport SG Hub, will decide on the next step to be taken.
- DSPs should receive a response to their referral in writing within 10 working days. If this does not happen DSPs should follow up with Newport SG Hub to establish what decisions have been taken regarding the referral and any actions.
- It is important that staff do 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 in this way must be stored securely. If the member of staff has continued concerns, then the head teacher should be notified or Chair of Governors if the Head teacher is the DSP. The member of staff may also report their concerns to 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 Newport SG Hub 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, 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.
- The Newport SG Hub 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 the hospital. It should be made clear that it is a case of suspected child abuse.
- 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 Newport SG Hub or the police who will make the decision as to when the parents/carers will be notified.

**(v) Dealing with Disclosures**

What to do if a child tells you that they are being harmed:

- Always stop and listen and listen to someone who wants to tell you about incidents or suspicions of abuse. Show that you taking their allegations seriously.

- Never make a 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
- Do not ask leading questions that might give your own ideas of what might have happened (e.g. did he do x to you?) – Just ask “what do you want to tell me?” or “is there anything else you want to say” 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. 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. (Use the Safeguarding element of Class Charts.)
- Immediately inform the DSP and do not tell other adults or young people what you have been told. As soon as possible (and certainly the same day) the DSP should refer the matter to the Newport SG Hub and follow their advice about what to do next. Staff should keep in mind at all times their role is to assist the police and Children’s Services and NOT to undertake their own investigations.
- Do not worry that you might be mistaken; you have a responsibility to pass on your concerns following disclosure of abuse. 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><b>DO</b></u>	<u><b>DO NOT</b></u>
<ul style="list-style-type: none"> <li>● <b>Keep an open mind</b></li> <li>● <b>Reassure the child that they have a right to tell</b></li> <li>● <b>Listen carefully</b></li> <li>● <b>Work at the child’s pace</b></li> <li>● <b>Ask only open questions – if you must ask them, clarify the facts, don’t interrogate</b></li> <li>● <b>Explain what you need to do next</b></li> <li>● <b>Record accurately and quickly using the child’s words</b></li> <li>● <b>Pass on to DSP same day</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Promise to keep secret what they are telling you</b></li> <li>● <b>Interrupt</b></li> <li>● <b>Interrogate/investigate</b></li> <li>● <b>Assume e.g. this child tells lies</b></li> <li>● <b>Make suggestions about what is being said</b></li> <li>● <b>Speculate or accuse anyone</b></li> <li>● <b>Show anger, shock etc....</b></li> <li>● <b>Tell the child to go and speak to someone else</b></li> <li>● <b>Forget to record accurately and/or pass on to DSP</b></li> <li>● <b>Confront alleged abuser</b></li> </ul>

**(vi) Attendance at child protection conferences & core groups**

Safeguarding & Child Protection Policy November 2018

Author: E Llewellyn, updated L Pearse 25/9/2020

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 nominated individual 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.

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. The DSP should ensure that the school is represented at these meetings and that there is a record of attendance and issues discussed. The school representative will take on the Chair role if nominated to do so.

All concerns about the child protection plan and/or the child's well being 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 CP register is excluded** whether for a fixed term or permanent exclusion; and
- there is an **unexplained absence** of a **pupil on the CP register of more than two days duration from school (or one day following a weekend)**
- if there is **concern that children subject to CP plan go missing**

#### **(vii) Record Keeping**

Any member of staff receiving a disclosure of abuse from a child/ young person, or noticing signs or symptoms of possible abuse in a child /young person should make notes as soon as possible, what was said or seen, the child/young person's circumstances and giving the time and location. It is very important to keep this record safely and with confidentiality in the Child Protection File.

- 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. A record log should be filed at the beginning of each CP file and used as a chronology to log events, meeting 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.

- 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;
  - I. the Child Protection file is retained at the school (retention period DOB + 25 years) and ;
  - II. a copy of the Child Protection file is securely transferred to the new school (separate from the education file) and ;
  - III. Children's Services is advised of the change of school if the child is on the Child Protection Register.

**Both schools involved in the pupil transfer have an equal responsibility to ensure appropriate and relevant documentation/information is shared in a prompt, secure and timely manner.**

### **(viii) Confidentiality**

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 you will need to be satisfied that there is either

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

All decision making should be recorded in writing.

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 that this responsibility necessitates child protection policy and procedures: that at times it may be necessary to share information with partner agencies when there are such concerns.

Llanwern High School 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 to whom the information is shared with. The child protection files are stored in a secure and locked location.

## **Support to Pupils**

We recognise that children who are abused or witness violence may feel helpless or humiliated and find it difficult to develop a sense of self-worth. This school may be the only stable, secure element in the lives of children at risk. We are aware of research in this area that shows that the behaviour<sup>1</sup> of a child in these circumstances may range from that which is perceived as 'normal' to being aggressive and/or withdrawn. We also recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention. 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" 158/2015

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 , and gives pupils a sense of being valued
- The schools 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 whenever it is in the pupil's best interest to do so.

## **Safe School, Safe Staff - preventing unsuitable people from working with children**

### **(i)Safer Recruitment**

We 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 locally agreed inter-agency procedures in conjunction with Human Resources.

We will follow the Council's procedures for advertising, interviewing and recruiting staff, including the requirement for Disclosure and Barring Scheme (DBS) checks and consideration given to Chapter 5: Safer recruitment practice "Keeping Learners Safe".

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<sup>1</sup> This school has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body and can be located in the Google Drive 'Policy' folder.  
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## **The Disclosure and Barring Service**

We 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.

### **(ii) Allegations against staff**

When there is a concern or allegation raised regarding any adult working or volunteering in the school and their conduct towards a child, the following procedures must be undertaken.

- The Headteacher or Deputy Headteacher (in head's absence) of the school should be informed immediately
- All concerns or allegations must be reported to the Newport SG Hub or the police without delay. The Education Service Safeguarding, Care and Support Team and Nicola Davies on 07817106758 or by email [nic.davies@newport.gov.uk](mailto:nic.davies@newport.gov.uk)
- The school will seek advice from Human Resources (HR) regarding the member of staff's continued employment, and a risk assessment should be undertaken and recorded in writing immediately.
- In the event of the allegation being made directly or indirectly about the Head teacher the staff member should promptly report the allegation to the Chair of Governors.
- A formal investigation including the questioning or interviewing of Pupils/staff of the alleged incident must not take place unless Children's Services, a Local Authority Designated Officer 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.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Head Teacher.
- 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 is likely to follow such behaviour.

The school will ensure that all staff and volunteers will receive information about the school's safeguarding arrangement and sign in to say that they have read and understood it.

### **Allegations of abuse against Professionals - Procedures**

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children compliments the national guidance in *Safeguarding Children: Working Together under the Children Act 2004*, *LSCB Guidance* and the All Wales Child Protection Procedures 2008 part 4, Safeguarding children in education: handling allegations of abuse against teachers and other staff WG 009/2014.

### **(iii) Whistleblowing**

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

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues, parents or anyone outside work that they have concerns about. If necessary they should refer to the Newport City Council Whistleblowing Policy and Procedures; these can be accessed by contacting the Civic Centre 01633-656 656 and asking to speak to Human Resources Department. You can remain anonymous in raising concerns.

### **Other forms of abuse**

#### **(i) Female Genital Mutilation (FGM)**

FGM constitutes physical and emotional abuse to children – it is an illegal and extremely harmful practice.

As a school we recognise the statutory duty to report “known” cases of FGM (under section 5B of the Female genital Mutilation Act 2003) to the police non-emergency number 101 where a pupil under 18 years discloses that she has had FGM or as a professional have observed physical signs of FGM.

In situations where an adult discloses that a pupil has had FGM or a member of staff suspects that a child may have FGM or is at serious or imminent risk of FGM then immediate advice will be sought from the Newport SG Hub and liaison with Children’s Services and/or police.

Further guidance is available from All Wales Protocol FGM 2011; Home Office Mandatory Reporting of Female Genital Mutilation – procedural information; HM Government Multi Agency statutory guidance on female genital mutilation April 2016.

Schools should familiarise themselves with the recent statutory guidance and the introduction of the new ‘duty to report’ requirements.

#### **(ii) Domestic abuse, gender-based violence and sexual violence**

- Domestic violence is physical, sexual, psychological, emotional or financial abuse where the victim is associated with the abuser.
- Gender-based violence is violence, threats of violence or harassment arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation, female genital mutilation and forced marriage.
- Sexual violence includes sexual exploitation, sexual harassment, or threats of violence of a sexual nature.

As a school we recognise there is a strong link between domestic abuse and the abuse and neglect of children. Domestic abuse is not a “one-off” occurrence. It is frequent and persistent. We understand that children will react in different ways to being brought up in a home with a violent person and are aware of the various signs and symptoms. A child’s attendance and academic achievements can also be affected. In any situation

where staff have cause to believe that a pupil is at risk from, is the subject of, or is living in a household with violence or abuse, the DSP must be informed immediately and action taken in accordance with our child protection procedures.

**Operation Encompass** is the sharing of police information regarding any domestic abuse incident with schools, before 9am the following day. The DSP or another designated key adult is responsible for receiving the information from the police and putting in place the most appropriate support for the child or young person when they arrive at school.

### **(iii) Radicalisation/Extremism**

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation.

The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person.
- Ensuring all staff receive PREVENT training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the Internet at school, including having in place appropriate levels of filtering, which are controlled by the Newport City Council.

### **Definitions**

- **Extremism** is the “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”
- **‘Non-violent extremism’** is extremism, as defined above, which is not accompanied by violence.
- **‘Prevention’** in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. *Prevent* includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.
- **‘Radicalisation’** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

If there are concerns of a child protection nature the usual child protection procedures should be followed and advice sought from the Newport GB Hub team in conjunction with advice from the Prevent Team.

An electronic file of Prevent Guidance documents is available from the WRAP facilitators. Issued May 2016. Resources and extra information can also be obtained at <https://educateagainsthate.com/teachers/prevent-training/>

#### **(iv) Child Sexual Exploitation (CSE)**

As a school we recognise our responsibilities to safeguard and promote the wellbeing of our pupils when there are concerns that they are at risk of abuse through sexual exploitation.

Child sexual exploitation (CSE) is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

CSE includes:

- abuse through exchange of sexual activity for some form of payment
- abuse through the production of indecent images and/or any other indecent material involving children whether photographs, films or other technologies
- abuse through grooming whether via direct contact or the use of technologies such as mobile phones and the internet
- abuse through trafficking for sexual purposes

**Children do not volunteer to be sexually exploited and they cannot consent to their own abuse; they are forced and/or coerced.**

If there are concerns that a pupil is at risk of CSE a Sexual Exploitation Risk Assessment Framework (SERAF) will be completed or consideration given to the list of vulnerabilities and risks to sexual exploitation (attached in document 4) and advice sought from the NewPort SG Hub.

Further information can be sought from the All Wales Protocol Safeguarding Children and young People at Risk of Sexual Exploitation 2013 and Cardiff Child Sexual Exploitation Prevention Strategy.

#### **(v) Forced Marriage**

A forced marriage is a marriage in which one or both people do not ~ (or cannot in the case of people with learning disabilities) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

Forced marriage is recognised in the UJ as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014,

forcing someone to marry has become a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014.

A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether to accept the arrangement remains with the prospective spouses.

**School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the Newport SG Hub.**

#### **(vi) Honour-Based Violence**

Honour based violence (HBV) can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based violence might be committed against people who:

- want to get out of an arranged marriage
- want to get out of a forced marriage
- become involved with a boyfriend or girlfriend from a different culture or religion
- wear clothes or take part in activities that might not be considered traditional within that particular culture

In relation to FGM and HBV, there may only one chance to speak to a pupil who is potential victim. Llanwern High School is aware that if the victim is not offered support following disclosure that that chance may be lost.

#### **Extended Schools and Out of School Hours**

If the governing body/school provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.

All organisations that use the school site are asked for relevant child protection and safeguarding details as part of our 'Terms and Conditions' of hiring our facilities.

Whilst the above sets out responsibilities in specific circumstances there are additional and important considerations in relation to other specific child protection and safeguarding issues. Staff should refer to Chapter 4 Keeping Learners Safe where more sections might apply to an individual pupil's circumstances.

## **Other Related Policies**

### **(i) Physical Intervention / Restraint Policy**

We acknowledge that staff must only ever use physical intervention /restraint as a last resort, and that at all times it must be the minimum force necessary to prevent injury to the pupil, themselves, another person or property. The school's policy on physical intervention has been set out in a separate document. This policy can be located in the Google Drive 'Policy' folder.

### **(ii) Anti Bullying**

The school's policy on bullying has been set out in a separate document. This policy can be located in the Google Drive 'Policy' folder.

### **(iii) Health and Safety - School Site Security**

Llanwern High School is a safe and secure place for pupils to learn and develop social skills. 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.

All daily contractors 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. Some contractors have DBS checks in place, however, for those without, a 'Contractor's Code of Conduct' is signed and the individual is accompanied around the school site by a member of the site staff for the duration of their visit.

Our health and safety policies are set out in a separate document and are reviewed annually by the governing body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits

### **(iv) Children with Statements of Special Needs**

This school recognises that statistically those 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. The school's policy on SEN has been set out in a separate document. This policy can be located in the Google Drive 'Policy' folder.

### **(v) Children who enter the Looked after System**

Llanwern High School recognises that children who enter the Looked After System are often the most vulnerable. The school's policy on Looked after Children (LAC) has been set out in Google Drive 'Policy' folder.

### **(vi) The Use of the Internet**

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The school's policy on Acceptable Use has been set out in the schools IT policy. This policy can be located in the Google Drive 'Policies' folder.

### **(vii) Social Media**

Staff will ensure that any personal use of Social Networking sites does not in any way impinge upon the school or their professional standards. Any concerns regarding a member of staff's conduct should be brought to the immediate attention of the Head teacher or Chair of Governors as appropriate. Staff will also have regard to the Newport City Council ICT Protocol for Schools and Newport City Council's Social Media and Online User Policy.

### **(viii) The use of images**

Photographic and video images of children may be recorded for a variety of purposes. Staff will be required to take pictures of pupils for curriculum purposes, extra school activities, publicity and celebrating achievement. *Guidance is available at Cis "Safe Use of Pupils Images – Best Practice Guidance for Schools" together with template consent form.*

The guidance highlights that particular care should be taken regarding the use of images which may include Looked After Children or children of other vulnerable groups, for example asylum seekers.

Every parent/carer must be requested to give specific consent for any image of their child to be recorded.

It is recommended that when using a photograph the following guidance should be followed

- If the photograph is used, avoid naming the child
- If the child is named avoid using the photograph
- Establish and record whether the image will be retained for further use
- Images are stored securely and used only by those authorised to do so they should be available for scrutiny to ensure acceptability.

### **COVID - 19**

Llanwern High is currently operating in response to COVID-19, which is fundamentally different to business as usual, however a number of safeguarding principles remain the same:

With regard to safeguarding the best interests of children must always continue to come first

If anyone in school has a safeguarding concern they should continue to act and act immediately

Staff and volunteers should contact the DSP via phone or email. If the DSP is unavailable staff also have the deputies mobile numbers.

DSP and deputies are in daily contact updating information on pupils and relevant staff are supporting social workers and attending virtual meetings to support social services. The school will continue to support homes / carers and social workers via telephone and email. The DSP meets weekly with the headteacher and deputy to identify any issues and need for additional support. Key staff links are available to communicate and support social workers, should they be unavailable they will inform the DSP and DSP will then support instead.

### **Duty to Report Safeguarding Issues: Information for staff and volunteers during COVID 19 outbreak**

At this time when the landscape is changing day to day we must all remember we still have a duty to safeguard children.

#### **The Legal Framework**

The Social Services and Well-being (Wales) Act 2014 specifies the duty placed on practitioners and partners under s.162 of the Act to report both adults and children including unborn children where they have reasonable cause to suspect the criteria regarding risk of harm is met.

A referral must be made whenever a professional has concerns about a child under the age of 18 years.

#### **Local procedures during this time**

Newport's Safeguarding Hub is functioning remotely and will respond to referrals that indicate that a child/young person is at risk of immediate significant harm. This is defined as

- A child/young person who has disclosed that they have been physically harmed resulting in an injury or bruising
- A child/young person who does not have the ability to communicate presenting with an injury or bruising that is unexplained.
- An allegation of sexual abuse
- The likelihood that abuse will take place immediately if the matter is not investigated under child protection procedures.

If you have safeguarding concerns about a child but feel there is no risk of immediate harm please contact the Preventions team on **01633 851782** and speak to a preventions social worker or e-mail **Families.1st@newport.gov.uk**. for advice and support.

During the COVID 19 outbreak the Safeguarding Hub will remain operational remotely, the office hours remain as 8.30am - 5pm Monday – Thursday and 8.30am - 4.30pm Friday.

The Safeguarding Hub will be able to offer advice if you have concerns for a child. They can be contacted on: 01633 851423 (for professionals' use)

Referrals can continue to be made to Newport Children's Services using a multi-agency referral form (MARF). This form can be found on the Gwent Safeguarding website: <https://www.gwentsafeguarding.org.uk/en/Children/Report/Report-a-child-at-risk.aspx>

The MARF should be sent to: [Children.duty@newport.gov.uk](mailto:Children.duty@newport.gov.uk)

After 5pm, on weekends and bank holidays, contact the South East Wales Emergency Duty Team (EDT) to report any safeguarding concerns: 0800 328 4432  
If you think a child or young person is in immediate danger, contact the Police on 999

- DSP (and deputy) arrangements: these will be clearly displayed around the Hub building and shared with all staff/volunteers (see poster attached)
- Supporting vulnerable children: current process for keeping in contact (add details)
- Keep Safe messages/online safety: advice & information for parents and children can be found on the school website (add details)
- Concerns about a staff member/volunteer who may pose a safeguarding risk to children: the usual procedures will be followed (see policy) and the Local Authority Designated Officer (LADO)/ Education Safeguarding Officer (ESO) will be contacted for advice. If not available, the Safeguarding Hub will be contacted for advice.
- further information can be accessed via the Wales safeguarding procedures website

Current contacts for NCC Children's Services

Preventions team      Advice and support for safeguarding concerns  
01633 851782      [Families.1st@newport.gov.uk](mailto:Families.1st@newport.gov.uk)

CP Duty Desk      Children on CP register  
01633 851448      [CPFST.duty@newport.gov.uk](mailto:CPFST.duty@newport.gov.uk)

Safeguarding Hub      Children at risk of immediate significant harm  
01633 851423      [Children.duty@newport.gov.uk](mailto:Children.duty@newport.gov.uk)

CP (virtual) conferences      Queries regarding conferences, core group meetings,  
CLA reviews      [CP.Conferences@newport.gov.uk](mailto:CP.Conferences@newport.gov.uk)

### **Working with other agencies/information sharing**

As part of the Council's response to COVID 19 we will work with Children's Services and other partners to support vulnerable pupils. Children identified on the 'vulnerable pupil lists' will be contacted regularly by the school. Other relevant agencies involved will be notified where contact cannot be made or if concerns arise.

### **Vulnerable pupil list/Contact Records**

The list of vulnerable pupils may change over time. As a school we will:

- a) Note the date when a pupil is added to the list.
- b) Ensure that Children's Services are sent any new names to be able to cross check any newly identified pupils.

A protocol for maintaining contact records is in place (see guidance provided by central education).

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Author: E Llewellyn, updated L Pearse 25/9/2020

## **Llanwern High School Covid 19 safeguarding/child protection policy annex: to be read in conjunction with the school's safeguarding/child protection policy.**

This document will be regularly updated in response to any changes to local and national guidance.

### **Duty to Report Safeguarding Issues: Information for staff and volunteers during COVID 19 (school closure/partial closure)**

Whether learners are at home or in the classroom, safeguarding and the welfare of learners is paramount and takes precedence over all other considerations. At all times practitioners should continue to follow the school or setting's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching or interactions.

The Social Services and Well-being (Wales) Act 2014 specifies the **duty** placed on practitioners and partners (under s.162 of the Act) to report both adults and children where they have reasonable cause to suspect the criteria regarding risk of harm is met.

A referral **must** be made whenever a professional has concerns about a child under the age of 18 years.

### **Remote learning and safeguarding**

The school/setting's policies for online safety; staff and learner well-being and safeguarding and distance learning reflect how video-conferencing and live-streaming will be carried out and monitored.

The link to the Synchronous Remote Learning Policy July 2020 is [here](#) and on the school website under policies.

### **Working with other agencies/information sharing**

As part of the Council's response to COVID 19 we will work with Children's Services and other partners to support vulnerable learners. If schools have to return to a situation of remote learning, then children identified on the school's 'vulnerable learner list' will be contacted regularly by a member of Llanwern's Safeguarding team. Other relevant agencies involved will be notified where contact cannot be made or if concerns arise. The school will continue to participate in all relevant multi-agency meetings in order to safeguard children and young people.

### **Vulnerable Learners list/Contact Records (during periods of school closures)**

The list of vulnerable learners may change regularly; for example, in response to an Encompass alert received by the school. As a school we will:

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- a. Review the list on a regular basis
- b. Keep in regular contact with all vulnerable learners
- c. Liaise with the school's EWO and other relevant practitioners where we are unable to make contact with vulnerable learners/families
- d. Keep a record of all communication with learners and families

### **Local procedures during this time**

Newport's Safeguarding Hub will continue to respond to referrals that indicate that a child/young person is **at risk of harm**. This is defined as:

- A child/young person who has disclosed that they have been physically harmed resulting in an injury or bruising
- A child/young person who does not have the ability to communicate presenting with an injury or bruising that is unexplained.
- An allegation of sexual abuse
- The likelihood that abuse will take place immediately if the matter is not investigated under child protection procedures.

Referrals will continue to be made to Newport Children's Services using a multi-agency referral form (MARF). This form can be found on the Gwent Safeguarding website: <https://www.gwentsafeguarding.org.uk/en/Children/Report/Report-a-child-at-risk.aspx>

The MARF should be sent to: **Children.duty@newport.gov.uk**

After 5pm, on weekends and bank holidays, contact the South East Wales Emergency Duty Team (EDT) to report any safeguarding concerns: **0800 328 4432**

***If you think a child or young person is in immediate danger, contact the Police on 999***

**Concerns about a practitioner** who may pose a safeguarding risk to children: the usual procedures will be followed (see policy) and the Local Authority Designated Officer (LADO)/ Education Safeguarding Officer (ESO) will be contacted for advice. If not available, the Safeguarding Hub will be contacted for advice. Further information can be accessed via the [Wales safeguarding procedures website](#)

### **Other relevant guidance**

<https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners>

<https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>

<https://gov.wales/keeping-children-and-young-people-safe-non-statutory-guide-practitioners>

