# Safeguarding & Child Protection Policy

**Signed:**

**Date:**

**Review Date:**

# Safeguarding and Child Protection Policy (for use within schools)

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| **Name of School:** | **St Mary's CIW VA School, Ruabon** |
| **Date of Policy:** | |
| **Version 003 dated:** | **January 2025** |
| **Date Adopted by Governing Body:** | |
| **Annual Review Date:** | |

## School Safeguarding Personnel and Contact Numbers

| Safeguarding Personnel | Contact Details |
|---|---|
| Governor with responsibility for Safeguarding: | Mr R Elmore |
| Head Teacher: | Mrs N Booth |
| Designated Safeguarding Person: | Mrs R Hodkinson |
| Deputy Safeguarding Person: | Mrs N Booth |
| 3rd Deputy Safeguarding Person: | |
| LA Safeguarding Officer for Education: | **Rebecca Phillips**<br>Rebeccac.phillips@wrexham.gov.uk<br>01978 295411 / 07435654007 |
| WCBC SPoA: | SPOAchildren@wrexham.gov.uk<br>01978 292039 |

| | |
|---|---|
| Out of Hours Emergency Duty Team: | Emergency.Hours@wrexham.gov.uk<br><br>0345 053 3116 |
| **If the child is in immediate danger, you should call the police immediately on 999** | |

**LA Designated Officer for Safeguarding (DOS):**

**Grant Williams – grant.williams@wrexham.gov.uk or sguard@wrexham.gov.uk 01978 295405**

Responsible for managing all allegations made against staff and volunteers who work with children and adults at risk in Education (Wales Safeguarding Procedures WSP 2019)

**Local Authority Designated Officer (LADO):**

**Helen Edwards – helen.edwards@wrexham.gov.uk 01978 295409**

The senior manager responsible for Safeguarding and the nominated person within WCBC who is responsible for managing and monitoring safeguarding allegations in relation to professionals and those in a position of trust. (Wales Safeguarding Procedures WSP 2019)

N. B.

(i) All staff should have access to this policy, which can be found on Google Classroom and hard copy in the staff room.

(ii) All current staff and any new appointments will sign a school held register to confirm that they have read and understood the contents. This register will be held securely within the school and will also confirm the date individual staff last received training.

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|---|---|
| Policy Date from LA | January 2025 |
| Policy published by: | Chief Officer Education and Early Intervention |
| Version 001 dated | April 2018 |
| Date Adopted by LA | April 2018 |
| Review Date by LA | January 2026 |

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## 2. Policy Formation

2.1. Welsh Government Circular: 283/2022 Keeping Learners Safe and other documents listed in Circular 283/2022

2.2. Together we'll Keep Children and Young People Safe as we rebuild from COVID- 19 Non – statutory guidance for practitioners July 2020

2.3. Welsh Government Circular No: 009/2014 Safeguarding Children in Education - Handling allegations of abuse against teachers and other staff.

2.4. Welsh Government Circular: 002/2020 Disciplinary and Dismissal Procedures for school based staff.

2.5. Procedures for Reporting Misconduct and Incompetence in the Education Workforce in Wales Guidance 168/2015.

2.6. Staffing of Maintained Schools (Wales) (Amendment) Regulations 2014

2.7. Welsh Government Guidance 'Model' Safeguarding Policy

2.8. Wales Safeguarding Procedures 2019

2.9. Children Act 1989 and 2004

2.10. Social Services and Wellbeing (Wales) Act 2014

2.11. Peer-on-Peer Action Plan

2.12. Policy formed along with consultation from Unions.

## 3. Preface

3.1 The Wrexham County Borough Council Education and Early Interventions Services Department has prepared this updated document as a model of good practice that reflects the systems and processes that operate within the Local Authority Area.

3.2 The Policy should be adopted by individual schools and should be reviewed periodically by the Headteacher and the Governing Body.

The Headteacher submitted the reviewed and revised school policy to the Governing Body on 18th February 2025 where it was unanimously approved.

# 4 Introduction

## 4.1 What is Safeguarding?

4.1.1 Safeguarding is protecting children from abuse, neglect or other kinds of harm, and educating those around them to recognise the signs and dangers. Safeguarding and promoting the well-being of all children attending a school is defined for the purposes of this policy as (Section 175 of the Education Act 2002) and Section 3 of the Social Services and Well-being (Wales) Act 2014:

- Protecting children from risk of abuse, neglect or other kinds of harm;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to achieve the best outcomes

4.1.2. The safeguarding of children is of utmost importance at St Mary's CIW VA School, Ruabon. School should provide a secure and inclusive environment in which children and young people can flourish and grow. In order to achieve this, wide ranging measures have been put into place, by way of policies, as outlined in Section 17.

4.1.3. Safeguarding children and young people who are at risk of abuse and neglect inevitably involves uncertainty, ambiguity and fallibility due to the limited knowledge, predictions about the child's future welfare are imperfect, and there is no definitive way of balancing the conflicting rights of parents and children. However, it is a fundamental principle that the protection of children from harm is the responsibility of all practitioners working with children as outlined in the Wales Safeguarding Procedures 2019. Parents and the public rightly expect high standards from practitioners to safeguard children but achieving them is challenging for all working in this field.

4.1.4. Wrexham County Borough Council and the Governing Body of St Mary's CIW VA School, Ruabon fully recognise the contribution it makes to child protection and safeguarding and moreover the aim is not just to minimise the danger to children but to maximise their health and welfare.

4.1.5. The terms 'child protection' and 'safeguarding' mean different things to different people and it is for this reason that the Welsh Government have defined the terms; the definitions may be viewed at Safeguarding Wales

4.1.6 The School Safeguarding Leadership Structure is as follows:

| **School Safeguarding Leadership Structure** | |
|---|---|
| Governing Body | Strategic Overview |
| Head Teacher | Overall Leadership |
| Designated Safeguarding Person | Management and Administration |

| | |
|---|---|
| All Staff | Legal duty to record and report child protection concerns |

There are three main elements specifically with regard to the safeguarding of children:

a) Prevention through the teaching and pastoral support offered to pupils
b) 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 outwards signs of abuse
c) Support to pupils who may have been abused.

4.1.7. This policy applies to **all** governors, staff and volunteers working in the school. Teachers, teaching assistants, mid-day supervisors, caretakers, secretaries, and office staff all of whom can be the first point of disclosure for a child.

4.1.8. As well as applying to the list of people set out above, it imposes personal obligations upon them.

4.1.9. **All staff *MUST* record and report any child protection problems, concerns or suspicions to the Designated Safeguarding Person with minimal delay and on the day of the concern.**

4.1.10. This is not a matter of individual choice but a statutory duty on **all** individual practitioners to report concerns as outlined in the Wales Safeguarding Procedures 2019.

## 4.2 The Prevent Duty – What to do if you have a concern.

4.2.1. Under the Counter Terrorism and Security Act 2015 the school has a statutory duty to have due regard –to the need to prevent people being drawn into terrorism. For schools this means:

- Teaching a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of students and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion.
- Providing safe spaces in which students can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- Be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues
- Protect students from extremism and the risk of radicalisation in the same way as they protect them from other forms of harm and abuse.
- Prevent training is completed annually by all staff.

4.2.3. Radicalisation and extremism are defined as the process by which a person comes to support terrorism and forms of extremism leading to terrorism (HM Government Prevent Strategy)

**What to do if you have a Concern**

4.2.4. If a member of staff has a concern about a particular person or family a referral should be made and safeguarding procedures should be followed, including discussing the Prevent concern with the designated safeguarding person in school, and making a referral through to the local authority children's or adult's social care referral teams.

4.2.5. Staff can also contact your North Wales Police Prevent Officer or Schools Police Liaison Officer who can talk to you in confidence about any concerns and help you gain access to support and advice. Prevent | North Wales Police

## 4.3. Local Authority Safeguarding Obligations

4.3.1. A Local Authority shall make arrangements for ensuring that their education functions are exercised with a view to safeguarding and promoting the welfare of children. [Section 175 Education Act 2002].

4.3.2. The Local Authority will:
a) Monitor compliance with the Wales Safeguarding Procedures 2019
b) Ensure advice, guidance and training are available, as required.

## 4.4 School Safeguarding Obligations

**4.4.1 The Governing Body:**

- Ensure the school has effective policies and procedures in place to deal with child protection and safeguarding matters.
- Ensure the school follows safe recruitment processes.
- Ensure the school has effective policies and procedures in place to deal with allegations of abuse against members of staff.
- Ensure the school governing body receives regular updates on safeguarding actions and measures in school.
- Ensure that a site safeguarding risk assessment is completed annually in line with Health and Safety procedures.
- Monitor compliance with those policies and procedures.
- Ensure any deficiencies in relation to child protection arrangements are brought to its attention and remedied without delay.
- Ensure all staff undertake the appropriate training commensurate with their grade.
- Ensure that a member of the Governing Body is nominated for liaising with the LA and other agencies as appropriate, in the event of allegations of abuse being made against the Headteacher.
- Review its policies and procedures annually.

### 4.4.2 The Headteacher

- Ensure that there is a designated senior member of staff, who has undertaken the appropriate and enhanced training required of the role. This role will be called the Designated Safeguarding Person (DSP); the name of the Designated Safeguarding Person and Deputy Safeguarding Person will be clearly displayed around the school.
- Ensure that a named Safeguarding Lead is always contactable or that appropriate arrangements are in place to ensure any safeguarding/child protection issues are dealt with by a trained and named Safeguarding Person.
- Ensure that any concerns is referred on the day of the concern being raised to the school, especially if there is the possibility of a child returning home before the concerns have been referred or resolved. Where there is uncertainty advice is always available via SPoA or The LA Safeguarding Officer for Education. (See contact numbers at the start of the policy).
- Work closely with the Designated Safeguarding Person and the designated governor for safeguarding, who will oversee the school's safeguarding and child protection policy and practice.
- Work with all members of the Governing Body to understand and fulfil all responsibilities.
- Recognise the importance of the role of the Designated Safeguarding Person and arrange support and training. The Designated Safeguarding Person within the school is a key figure and will be provided with additional, enhanced and refresher training.
- The Headteacher will have read and fully understood the Welsh Government Guidance: Circular No: 009/2014 - Safeguarding Children in Education - Handling allegations of abuse against teachers & other staff.
- Ensure every member of staff and every governor

  knows:

  - the name of the Designated Safeguarding Person and their role,
  - the name of the designated Governor for safeguarding,

  understands:

  - that they have individual legal duty for referring safeguarding and child protection concerns to the designated safeguarding lead within the agreed timescales,
  - that they have individual responsibility to take forward concerns to a Deputy Safeguarding Person if the Designated Safeguarding Person is unavailable,
  - that they have a duty to follow up concerns and make referrals if necessary.

  ensures:

  - 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 tell of abuse and know how to respond to a pupil who may disclose abuse.
  - that parents have an understanding of the responsibility placed on the school and staff for child protection and safeguarding by setting out its obligations in the school brochure and other such documents/leaflets.
  - mandatory training is provided for all staff so that they know:
    (i) Their Individual responsibility
    (ii) The agreed school procedures
    (iii) The need to be vigilant in identifying cases of abuse

(iv) How to support the child who tells you about abuse and exploitation

- that the LA Safeguarding Officer for Education is notified and the appropriate local Social Services Single Point of Access for Children (SPOA Tel 01978 292039) if the school:
  - Should have to exclude a pupil on the child protection register, either for a fixed term or permanently,
  - Should have to exclude a pupil who is a 'Child Looked After' (CLA), either for a fixed term or permanently,
  - If there is an unexplained absence of a pupil on the child protection register.

- effective links with relevant agencies and schools as required, with particular focus on child protection matters, including attendance at initial review and case conferences, core groups and the submission of comprehensive written reports to the conferences. A representative of school must attend the above meetings and must not delegate this involvement after the initial case conference i.e. schools must attend all future meetings about a specific child after committing to attending core group meetings.
- information shared by North Wales Police Operation Encompass referrals is shared with staff who need to know daily.
- Written or My Concern records are kept of concern about children (noting the date, event, persons present during discussions, action taken, the reasons any decisions were taken including, if the decision is not to report), even where there is no need to refer the matter to Children's Services Immediately **(Appendix A/My Concern).**
- information is shared with The Local Authority by linking the schools My Concern account to the LA thus allowing the Local Authority to respond to current safeguarding concerns across the county.
- all records are kept secure and in locked locations (see Record Keeping Procedure).
- compliance to the procedures set out in the Welsh Government guidance circular when an allegation is made against a member of staff Welsh Government Circular: 002/2020 - Disciplinary and Dismissal Procedures for School Staff and Welsh Government Circular: 009/2014 - (Handling allegations of abuse against teachers and other staff), linking to Section 5 of The Wales Safeguarding Procedures.
- that the recruitment and selection procedures are made in accordance with Welsh Government Circular: 283/2022 Chapter 5.
- that an up to date register is maintained to confirm the date that all staff received Child Protection/Safeguarding training. (All staff should receive refresher training within 3 years of the original training).

### 4.4.3. The Designated Safeguarding Person:

- Undertake the appropriate and enhanced training required of this role.
- Be on the school site, or ensure that appropriate arrangements are in place in their absence, to ensure any safeguarding/child protection issues are dealt with by a trained and named Designated Safeguarding person.
- Refer the matter on the day of the concern being raised to them and in good time to enable Children's Service to respond before the end of the school day. Where there is uncertainty advice is always available via SPOA, ESW or LA Safeguarding Officer for Education.

- Work closely with all staff to oversee the school's safeguarding policy and practice.
- Support the Governing Body to understand and fulfill the school's responsibilities.
- Notify the Head Teacher and Governors of any non-compliance with the procedure or further training requirements.
- Be alert to signs of abuse and know how to respond to a pupil who may tell of abuse and know how to respond to a pupil who may disclose abuse.
- Ensure records are kept of concern about children (noting the date, event, persons present during discussions, action taken, the reasons any decisions were taken including, if the decision is not to report), even where there is no need to refer the matter to social services immediately **(Appendix A/My Concern).**
- Ensure all records are kept secure and in locked locations (see Record Keeping Procedure).

#### 4.4.4 All Staff

- All Staff have a legal duty and **MUST** record and report any child protection problems, concerns or suspicions to the Designated Safeguarding Person as soon it is identified and practically possible and in any case within 24 hours. **This is not a matter of individual choice**. There is a legal duty to record and report your concerns on the day the allegation/concern has been raised.
- Understand their role and their responsibilities to safeguard and promote the welfare of children. Safeguarding is EVERYBODY'S RESPONSIBILITY.
- Be familiar with and follow the school's procedures and protocols for safeguarding and promoting the welfare of children and know who to contact in the school to express concerns about a child's welfare.
- Be alert to indicators of abuse and neglect and exploitation which may occur within the family home or in the wider community.
- Have access to and comply with the Wales Safeguarding Procedures 2019 - Safeguarding Wales
- Understand the principles and practice contained in Keeping Learners Safe 2022 and Social Services and Wellbeing (Wales) Act 2014.
- Have received safeguarding training to a level commensurate with their role and responsibilities.
- Know when and how to refer any concerns about child abuse and neglect to the DSP, Children's Services or the Police.
- Know that a child, parent, caregiver, relative or member of the public who expresses concerns about a child's welfare to a professional and / or agency employee must never be asked to make a self-referral to Children's Services or the Police. The professional and/or agency employee must make the referral to the DSP.
- Know that if any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their legal duty to ensure that the concerns are referred to Children's Services or the Police, who have statutory duties and powers to make enquiries and intervene when necessary.

### 4.4.5 Others

- In addition to their duty and responsibility to make referrals, there are other ways in which everyone who works with children and families can contribute to the safeguarding of children and the child protection process:
  - Treat the child's welfare as paramount.
  - Be alert and aware of the risks which individual abusers or potential abusers may pose to children.
  - Recognise when a parent or caregiver has compromised parenting capacity, that is, problems which may affect their capacity to provide effective and appropriate care, or which may mean they pose a risk of harm to a child. Such parents may need to be supported in accordance with the Social Services and Wellbeing (Wales) Act 2014.
  - Be aware of the impact and effects of abuse and neglect on children.
  - Be aware children can be open to both criminal and sexual exploitation through county lines, individuals and gangs.
  - Have an understanding of the Social Services and Wellbeing (Wales) Act 2014, which underpins the process of assessing needs, planning services and reviewing the effectiveness of service provision at all stages of work with children and families.
  - Share and help to analyse information so that an informed assessment can be made of the child's needs and circumstances.
  - Contribute as required to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of a child's progress.
  - Contribute as necessary at all stages of the child protection process.
  - Contribute to regularly reviewing the outcomes for the child against specific shared objectives. This may include school Pastoral Planning (PSP).
  - Work co-operatively with the parents, unless this is inconsistent with the need to ensure the child's safety
  - Be committed to fully co-operating with all other agencies in the interests of safeguarding children.

The partner agencies listed in the Children Act 2004 and Social Services and Wellbeing (Wales) Act 2014 share statutory responsibility for safeguarding and promoting the welfare of children and there is a legal duty placed on all professionals working for those agencies to report concerns.

# This is not a matter for individual choice.

4.4.6. The suspected abuse of a child must be reported to Children's Services or the Police, who are the agencies together with the NSPCC with statutory powers to investigate suspected abuse.

4.4.7.Agencies **must not undertake** their own internal child protection enquiries, but refer their concerns. If the concern involves a member of staff, please see **Section 10** of this policy.

# 5 Prevention

5.1. Under the Social Services and Wellbeing (Wales) Act 2014 schools have a duty to identify early the needs of all children/young people with the purpose of prevention and protection. Concerns should be discussed with the Education Support Worker (ESW) on duty in SPOA on 01978 295505.

5.2. We recognise that good self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children. The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure that they know all adults in the school who can be approached if they are worried or in difficulty
- Include in the curriculum activities and opportunities for PSD which equip children with the skills they need to stay safe from abuse and to know who to turn to for help

5.3. 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 (as appropriate). There should be a private place where children/young persons can talk to the appropriate adult. Professionals should not go to this private place alone with the child/young person.

5.4. Staff in schools should also be aware of the services available to their pupils in the form of counselling via The Info Shop or support from dedicated services such as Youth Work in Education and Youth Justice Prevention Support (Secondary)

# 6 Procedures

6.1 Everyone will comply with the Wales Safeguarding Procedures 2019 that have been endorsed by the Local Safeguarding Children Board. An electronic copy of the Wales Safeguarding Procedures may be viewed via searching Wales Safeguarding Procedures on your App Store or viewed here Safeguarding Wales

6.2 Safeguarding responsibilities will be considered in specific circumstances outlined in the Wales Safeguarding Procedures and practice guidance from Welsh Government found here Safeguarding Wales.

- Keeping Learners Safe – available at: https://gov.wales/keeping-learners-safe.
- Female Genital Mutilation – available at: https://gov.wales/female-genital-mutilation-guidance-professionals
- Handling allegations of abuse against teachers and staff – available at: https://gov.wales/sharing-information-safeguard-children and Section 5 of the Wales Safeguarding procedures.
- Safeguarding Children at risk of abuse or neglect – available at: https://gov.wales/safeguarding-children-risk-abuse-or-neglect.
- Information sharing to safeguard children – available at: https://gov.wales/sharing-information-safeguard-children.

- Safe and Effective Intervention: Use of reasonable force and searching for weapons – available at: https://gov.wales/safe-and-effective-intervention-guidance-schools-and-local-authorities.
- Responding to issues of self-harm and thoughts of suicide in young people – available at: https://gov.wales/responding-issues-self-harm-and-thoughts-suicide-young-people.
- Keeping Young Performers Safe: Performance Licences for children available at: https://gov.wales/keeping-young-performers-safe-performance-licences-children.

6.3 Staff and governors should be aware of the following individual Wales Safeguarding Procedures All Wales Practice Guides found here Safeguarding Wales:

- Safeguarding Children from Child Criminal Exploitation (CCE).
  - Safeguarding children from abuse related to culture and religious beliefs.
  - Safeguarding children who may be trafficked
  - Safeguarding children affected by Domestic Abuse.
  - Safeguarding children from child neglect.
  - Safeguarding children from Online Abuse.
  - Safeguarding children where there are concerns about Harmful Sexual Behaviour.
  - Safeguarding children who are home educated.
  - Safeguarding children who go missing from home or care.
  - Safeguarding Children from Child Sexual Exploitation (CSE).
  - Safeguarding Children in Relation to the Children (abolition of defense of reasonable punishment) (Wales) Act 2020.
  - Safeguarding Children from Radicalisation
  - All Wales Flowchart for practitioners when dealing with a Disclosure of concern identified of Forced Marriage.
  - Revised Home Office “Prevent Duty” Guidance for England and Wales.
  - The Modern Slavery Act 2015 was introduced to criminalise slavery, forced servitude and human trafficking in the UK.

6.4 All children who are interviewed as part of any safeguarding investigation should be allowed to express their views as to who (if any) will be the appropriate adult in an interview situation. Advice must be sought from SPOA in relation to the appropriate involvement of family or school staff in the attendance of any interview with the child or young person.

# 7 Support

7.1 Under the Social Services and Wellbeing (Wales) Act 2014 schools have a duty to assess and support the child in terms of both strengths and weaknesses in keeping the child safe. Relevant partners which include school staff have a duty to report to the Local Authority if it has reasonable cause to suspect that a child is at risk.

7.2 The school should support the pupil through a safety plan which is clearly developed and understood by all parties recording decisive actions. This includes:

- The content of the curriculum to encourage self-esteem and self-motivation with liaison and support from the appropriate commissioned services.
- The school ethos will promote a positive, supportive and secure environment and give pupils a sense of being valued.
- The School's behaviour policy is aimed at supporting vulnerable pupils in school. All staff will agree on a consistent approach, which focuses on the behaviour of 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 that has occurred.
- The liaison with other relevant agencies. This could include, but is not limited to Social Services and other support agencies such as Child and Adolescent Mental Health Service, Educational Psychology Service, Behaviour Support Services, Education Welfare Service, Youth Work in Education, Youth Justice Service and Advocacy Service (Info Shop)
- Keeping records and notifying Children's Services as soon as there is a concern.

7.3 When a pupil on the Child Protection register leaves the school, the school **must** transfer the child protection/safeguarding information file to the new school **immediately** and inform the Headteacher of the new school and the allocated Social Worker in Children's Services. Any safeguarding file on a child must be **sent separately** to the child's school file to ensure confidentiality and mark the safeguarding file for the attention of the Head Teacher of the new school.

7.4 The Wales Accord on the Sharing of Personal Information (WASPI) WASPI Home - Welsh Accord on Sharing of Personal Information (gov.wales) outlines organisational responsibilities in relation to the sharing of sensitive information.

# 8 Children with Additional Learning Needs (ALN)

8.1 Statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with varying disabilities, sensory impairment and/or emotional and behaviour problems will be particularly sensitive to signs of abuse.

8.2 School staff need to have a high level of awareness with children who have ALN and promote a culture where children are able to make their wishes and feelings known in respect of their care and treatment.

8.3 Making sure all children with ALN know how to raise concerns if they are worried or angry about something and giving them access to a range of adults with whom they can communicate. Children with communication difficulties should have available to them at all times a means of being heard.

8.4 Children with ALN who are interviewed as part of any safeguarding investigation should be allowed to express their views as to who will be the appropriate adult in an interview

situation. Advice must be sought from Social Services SPOA in relation to the appropriate involvement of family or school staff in the attendance of any interview with the child or young person.

# 9 Supporting Staff

9.1 Staff working in the school, who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation upsetting and/or professionally and morally difficult. Staff will be supported - by providing an opportunity and the time to talk through their anxieties either with their supervisor who may consider further support from the school the Designated Safeguarding Lead who has access to and knowledge of support available in school and through the local authority.

9.2 The professional supervision / support of the Designated Safeguarding Lead is the responsibility of the school headteacher. The Local Authority can help to facilitate specific networking support through school when requested.

# 10 Allegations Made Against a Member of Staff

10.1 The school will follow the Welsh Government Circular No: 009/2014 Safeguarding Children in Education - Handling allegations of abuse against teachers and other staff.

10.2 The Headteacher and Designated Safeguarding Person will ensure that they are fully aware of the relevant legislation and guidance in relation to procedures required when an allegation is made against a professional and in particular:

- Welsh Government Guidance: Circular No: 009/2014 - Safeguarding Children in Education - Handling allegations of abuse against teachers & other staff.
- Welsh Government Guidance: Circular No: 002/2020 - Disciplinary and Dismissal Procedures for School Staff
- Education Workforce Council (EWC) Code of Conduct.
- Section 5 of The Wales Safeguarding Procedures.

10.3 The above guidance may be found on www.wales.gov.uk The Headteacher and Designated Safeguarding Person will have their own individual copies of Circulars: 009/2014 and Circular: 002/2020 listed above and will have fully read and understood the guidance. Advice and guidance is also available from SPOA and/or the Local Authority Safeguarding Officer for Education.

10.4 All staff must ensure that any allegation regarding an adult who is working with children is reported immediately to the **Headteacher or the Designated Safeguarding Person**, this will include all school staff, volunteers, governors, occasional workers or contractors and those staff who are not on the school site but come into contact with children i.e. those who transport children to/from school, school crossing patrols etc.

10.5 **Allegations against members of staff should be brought immediately to the attention of the Headteacher, Deputy Headteacher or the Chair of Governors if allegation is against the Headteacher (KLSiE)**. If the allegation is against the Headteacher, then the Chair of Governors/SPOA must be informed who in turn must immediately inform the Local Authority Education Safeguarding Officer within Education (If the allegations against a member of staff are reported to the Designated Safeguarding Person, then the Headteacher must immediately be informed.)

10.6 The Headteacher (or Chair of Governors), has overall responsibility for any safeguarding allegation against teachers and other staff.

10.7 In the first instance the Headteacher (or Chair of Governors) should immediately discuss the allegation with SPoA and the Local Authority Education Safeguarding Officer within Education who will also support the school with how to adhere to the Welsh Government guidance listed above. The Local Authority Safeguarding Officer for Education should be informed of **all** allegations that come to a school's attention and appear to meet the criteria set out above so they can consult with the Local Authority Designated Office (LADO) within Children's Services and the police, as appropriate.

10.8 Governing Bodies are responsible for dealing with staff disciplinary matters in all maintained schools and should refer to Welsh Government Guidance: Circular No: 002/2020 - Disciplinary and Dismissal Procedures for School Staff and the Safeguarding Children in Education: handling allegations of abuse against teachers and other staff

# 11 Safer Recruitment

11.1 The school will adhere to the Welsh Government Circular: 283/2022 Keeping Learners Safe/Chapter 9. All members of staff and volunteers will be required to hold an up to date Disclosure and Barring Service (DBS) disclosure certificate. The school will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely.

11.2 A written log of all daily supply staff, volunteers and contractors (KLSiE 19.9) will be kept clearly listing where the DBS disclosure is available or a risk assessment will be formulated in lieu of an available DBS disclosure.

11.3 The Headteacher retains responsibility for ensuring that all persons attending the school site are appropriately risk assessed in circumstances where DBS disclosures are unavailable.

11.4 The school will also adhere to safer recruitment practices with regard to publicity materials, recruitment websites, advertisements, candidate information packs, person specifications, job descriptions, competency frameworks, interviews and induction training.

11.5 The school will adhere to the Local Authority Recruitment Procedures and the Welsh Government Safer Recruitment Guidance.

## 12 School Site Security

12.1 The school is a safe and secure place for pupils to learn and develop learning and 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. This must include regular planned auditing of the school site.

12.2 A safeguarding school site audit must be undertaken annually alongside Health and Safety and discussed and recorded formally through the governing body of the school. The school's Health and Safety Policy is available and accessible on the school website or on request from the office.

12.3 All daily visitors and users of the school site are required to sign in and out of school premises and will be provided with a visitor's badge. They will clearly list the company for whom they work and the reason for the visit or use of the school site.

12.4 Staff challenge the reasons of unfamiliar adults being on school site and ensure doors/gates are closed to prevent intrusion.

## 13. Equality and Diversity

13.1 The school is committed to ensuring that all children and young people gain maximum benefit from their education regardless of ethnic origin, sex, age, sexual orientation, disability, religious belief or non-belief, use of BSL or other languages, nationality, responsibility for dependents or any other reason which cannot be shown to be justified.

13.2 In order to make sensitive and well informed professional judgments about a child's needs and a parent's capacity to respond to their child's needs, it is important that school staff will be sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups.

# 14. Confidentiality and Information Sharing

14.1 The school recognises that all matters relating to child protection and safeguarding are confidential, however there is a balance between child protection and the right to privacy, as outlined below.

14.2 The Head Teacher and/or the Child Protection Officer will disclose any information about a pupil to other members of staff on a need-to-know basis only. There is a professional responsibility to share information with other agencies in order to safeguard children.

14.3 Staff will understand that they cannot promise a child to keep secrets, which might compromise the child's safety or wellbeing.

14.4 In order to make soundly based decisions there is a need to understand the general principles of sharing information identifiable to a child and/or young persons or their parents/carers. The safety and welfare of a child or young person must be the first consideration when making decisions about sharing information about them.

14.5 There must be a legal basis for sharing information and a legitimate purpose for doing so. When dealing with confidential information we will need to be satisfied that there is either:

- a statutory obligation to disclose
- expressed or implied consent from the persons involved or
- an overriding public interest in disclosing information

14.6 The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

14.7 Until the development of inter-agency information-sharing protocols all staff will seek advice from the Designated Safeguarding Person and/or the Headteacher with regard to the sharing of any information.

14.8 The Headteacher and DSP will be fully aware of the guidance surrounding the Data Protection Act and the guidance surrounding the sharing of information:
Wales Accord on the Sharing of Public Information (WASPI) framework www.waspi.org/

14.9 For ease of reference the Seven Golden Rules for Information Sharing may be viewed at **Appendix E.**

**NOTE:** that the 7 golden rules are taken from the gov.uk web site and covers the information contained in the Welsh Government WASPI information.

## 15. Compliance with this Policy

15.1 All staff must read and understand the contents of this policy, the appendices, and related policies outlined in this policy. The policy is stored on the admin drive with all other polices and is shared on Google Classroom for all staff to read and respond to confirm that they have read the policy. Any new staff are added to Google Classroom and recorded in the same way. Staff who do not have access to Google Classroom (ie: kitchen staff, cleaning staff) are all given the policy to read and they must sign to confirm. This is then recorded by the School Administrator.

# Appendix A – When a Child Discloses about another Child.

**Wales Safeguarding Procedures -** What to do if a child tells you that they or another young person is being abused?

**It is important to recognise that children may 'tell' verbally, through play or through their behaviour**

- Keep the child at risk safe; safeguarding is paramount

- Show the child that you have heard what they are saying, and that you take their allegations seriously - The way in which the practitioner responds to these initial disclosures determines whether the child continues to describe what has happened to them or shuts down and retracts anything they may already have said.

  As these accounts can prove crucial in legal proceedings the way in which practitioners manage them is important.

- Encourage the child to talk, but do not prompt or ask leading questions.
  Questions to possibly ask:
  - What's happened?
  - When did it happen?
  - Where did it happen?
  - How did it happen?
  - Who did it?

- Don't interrupt when the child is recalling significant events. Don't make the child repeat their account. Listen and observe.

- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child

- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust

- Write down **as soon as you can** and no later than 24 hours what you have been told, using exact words, if possible and refer to Designated Safeguarding Lead.

- Record and Report your concerns to the Designated Safeguarding Person and if not available contact social services. **Do not delay!**

- Ask the Designated Safeguarding Person what action they intend to take and record the response. If you are not satisfied with the action taken, consult with Social Services

- Do not worry that you may be mistaken. You will always be taken seriously by social services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment

- Do not confront the alleged abuser (may be a young person themselves)
- Make a written note including what you did and the response that you received e. g. from the Designated Safeguarding Person and record any follow up considerations, decisions and actions that you may take
- Review any action taken - RECORD, REPORT AND REVIEW

**REVIEW**

Factual observations to include child's comments verbatim:

**Child's Comments**

What did they actually say, quote their words, do not put asterisk instead of swear words or difficult words. Use actual words if you can remember or state that they were similar words used and that you are being approximate

**Situation and Task**

Where was the incident, what was the child supposed to be doing, was this usual task/situation for the child to be in, was this something that the child would not have experienced before. Were clear instructions given?

**Others present**

How many other children were present, were any involved, what was their contribution to the incident?

**Environmental Factors**

Was there anything about the child's physical surroundings that affected their behaviour?

**Other adults present**

Do you need to cross-reference your account of the incident with anyone else's?

**Adult's Comments**

What words were actually spoken to the child at the end of the incident/event?

**Written Record**

Record the Time, Day and Place of the incident, any disclosure and the time that the notes were made. Recordings must be:

| | |
|---|---|
| Timely | As soon as possible and within the same working day and if a child protection concern or referral as soon as practicably possible. |
| Factual | Do not record your opinion - imagine that you are a video camera watching the incident and write a narrative that is descriptive but not over complicated. |

**Event/Incident Conclusion**

How did the matter end, what was the child's behaviour like at the end of and after the incident? Describe your follow up actions e.g. informed the Designated Safeguarding Person and provide him/her with my notes of the incident. Where appropriate, provide a rationale for your decision.

**Note:** Not all items above will be relevant for all recordings, just be mindful of the headings and record information that is available, do not feel compelled to 'tick every box'

## Appendix B – Steps to take where a child is to be spoken with to ascertain whether a child protection concern exists

Subject to any expressions of opinion by the Welsh Government in revised guidance, Designated Safeguarding Persons are advised to take the following steps where a child is to be spoken to in order to ascertain whether a child protection concern exists:

1. The child should be offered the opportunity to have support from an adult of their choice at the meeting ("The Accompanying Adult" or "AA"), whether it is a member of school staff or a parent or other relative.

2. The child's wish should normally be respected if it is practicable to comply with it (or unless the adult named is involved in some way in the concern being investigated). If it is not feasible to have that adult present, the child should be invited to nominate another adult. If the child does not feel able to make a choice, the COP should suggest someone appropriate.

3. As stated above, the AA should be told of the purpose of the meeting in advance and be given a chance to discuss matters with the pupil. The AA should make it clear that he/she is there to support and advise the pupil, but should not promise that discussions between the pupil and him/her will be kept confidential, as there may be situations in which the AA is told matters that must be made known to the CPS, social services or the police.

4. The AA should be made aware that he/she should not hesitate to intervene on behalf of the pupil if any aspect of the meeting is considered inappropriate.

5. The AA should speak to the pupil after the meeting to seek to provide reassurance and support.

## Appendix C – Steps to Take when Meeting with a Young Person to Ascertain Whether the Harmful Sexual Behaviour (HSB) Protocol Applies or a Sexual Relationship Presents a Risk of Harm to Them

Subject to any expressions of opinion by the Welsh Government in revised guidance, Designated Safeguarding Persons are advised to take the following steps when speaking to a young person in a safeguarding and child protection context:

1. Consideration needs to be given as to whether the meeting is appropriate under the applicable guidance and what its objective is.

2. Consideration needs to be given to whether the pupil is likely to be vulnerable and any particular support needs identified.

3. The number and identity of adults present at the meeting should be considered, and consideration given to whether their presence is necessary

4. Consideration should be given to ensuring that the location of the meeting ensures sufficient privacy and confidentiality.

5. Before the meeting starts, the pupil and any Accompanying Adult should be informed of the purpose of the meeting and the pupil given an opportunity to speak to an Accompanying Adult before the meeting starts. The pupil should be told that he/she can speak to the Accompanying Adult at any time.

6. The pupil should be asked about matters in a sensitive way and invited to give an account. They should not be put under any pressure to do so.

7. If at any stage it becomes clear that a formal referral to social services or the police needs to be made, the meeting must stop.

8. Advice may need to be given to the pupil about how to conduct themselves in the future. Such advice should be given in a sensitive non-judgmental way.

9. The meeting should conclude with reassurance being given to the pupil.

   **A full record should be made by the Designated Safeguarding Person of the meeting.**

# Appendix D – Daily Contractor/Visitor Log

- All contractors/visitors to sign in via the main entrance.
- Safeguarding information given to all contractors/visitors on arrival.
- Contractors are only allowed to enter during school hours in emergency cases. They are then accompanied on site and will not be in areas where there are any lone pupils. In non-emergency cases, contractors will be asked to come to site outside of school hours.
- Regular contractors, ie: Hertel, Cathedral Hygiene, produce a DBS and this is recorded centrally.

# Appendix E – Information Sharing

7 Golden Rules for Information Sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

2. Be open and honest with the person (and/or their family, where appropriate) from the outset about why, what, how and with whom information will or could be shared, and seek their agreement unless it is unsafe or inappropriate to do so.

3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

4. Share with consent where appropriate and where possible respect the wishes of those who do not consent to share confidential information. You may still share the information without consent if in your judgement that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

5. Consider safety and well-being: Base your information-sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share then record what you have shared, with whom and for what purpose.

# Appendix F – Process for all Central Education Service Staff

**Safeguarding – Reporting Safeguarding Concerns - Process to be followed by all Central Education Service Staff.**

**Section 1**

When you are concerned about a ‘child’ whilst you are working in a Wrexham

School staff must report their concern immediately to the School Designated Safeguarding Person for advice/possible action and referral to Children Services SPOA - 01978 292039.

**It is the responsibility of the person that received the disclosure to make the referral and this should not be delegated to other school staff.**

All staff should keep up to date with who the Designated Safeguarding Person is in the schools you support.

Your concerns should also be reported to your Team Leader/Manager where a report should be recorded and any additional actions agreed - (communication should be recorded via e-mail).

**Section 2**

When central staff become aware of a concern about a child out of school i.e. home visit, joint agency working, external provider working these concerns must be reported immediately to the SPOA (292039) and your Team Leader/Manager without delay.

In the absence of your Team Leader/Manager you must report your concerns to one of the following officers –

Safeguarding Officer for Education – Rebecca Phillips 01978 295411 / 07435 654007

School ESW or Education Representative on SPOA 01978 295505

Emergency Duty Team - Out of Hours (before 8:30am and after 5pm, weekends and bank holidays) – 0345 053 3116

**If the child is in immediate danger, you should call the police immediately on 999**

## Appendix G – What is Safeguarding?



# Appendix H - North Wales Safeguarding Children Board (NWSCB)

North Wales Safeguarding Board (NWSB) is a statutory body which coordinates, monitors and challenges its partner agencies in safeguarding children in North Wales. The objectives of the NWSB are to PROTECT children in its area who are experiencing or at risk of abuse, neglect or other kinds of harm and PREVENT children who are experiencing or at risk of experiencing abuse, neglect or other kind of harm.

Wrexham County Borough Council is a statutory partner of this Board with representatives from both Education and Social Care. Members of the Board are referred to as relevant partners under Part 7 of the Social Services and Well- being (Wales) Act 2014

Schools should be aware of the work of the Safeguarding Board. Each school should be updated through subscribing to the NWSB's website.

Schools are encouraged to attend events and training by the NWSB. On -line Training is also offered by NWSB.

Schools may need to be involved in the Child Practice Review process. Schools will work closely with Children Services and Education in such circumstances to ensure that requests for information and documentation is responded to timely. School may also need to attend Learning Events during a review process. School staff will receive support and guidance from Education and Children's Services in order to participate fully in these events.

# Appendix I - Related Polices/Documents (ALL POLICIES MUST BE FOLLOWED ALONGSIDE THIS POLICY)

**NB. Schools will need to ensure they quote the full title of the school policies for this section. Advice and guidance on model policies is available from the LA.**

- Behaviour & Anti-Bullying
- ICT Acceptable Use
- Tackling Extremism/Prevent
- School Risk Assessments
- Health & Safety/Site Security
- Attendance
- Induction booklets for NQT, New Staff, Supply Staff
- The Design of the curriculum
- Internet safety
- Equal Opportunities
- Whistleblowing
- School Equality Plan

**Local Authority**

- WCBC Recruitment and Selection Procedure (which includes safer recruitment practices) covering new starters, contractors and volunteers.
- Common Attendance Policy/Procedure
- Whistle Blowing Policy
- Restrictive Practices Model Policy for Schools

**National**

**Welsh Government Website -** Home | GOV.WALES

- Welsh Government Circular: 283/2022 Keeping Learners Safe
- Welsh Government Circular No: 009/2014 Safeguarding Children in Education - Handling allegations of abuse against teachers and other staff.
- Welsh Government Circular: 002/2020 Disciplinary and Dismissal Procedures for School Based Staff
- Safeguarding Procedures 2019
- Information Sharing and Data Protection - WASPI Framework and North Wales Inter-Agency Information Sharing Protocol for the Assessment of Children in Need & Children in Need of Child Protection 2014 www.waspi.org/