



**Ysgol Gynradd Llanmartin
Primary School**

Child Protection and
Safeguarding Policy

October 2023

Llanmartin Primary School fully recognizes the contribution it makes to child protection.

There are three main elements to our policy: -

- 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 outward signs of abuse; and
- C. **Support** to those pupils who may have been abused.

This policy applies to all staff and volunteers working in the school and its governors. It is recognised by this school that all staff that come in to contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process, and it is essential that all staffs are aware of and implements the school's procedures as noted in this policy.

Prevention

This school recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard children at our school.

The school will therefore: -

- A. Establish and maintain an ethos where children feel secure and encouraged to talk and share their concerns and will be listened to;
- B. Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- C. Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help; and
- D. Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life,
- E. Particularly with regard to childcare and parenting skills.

Procedures

At this school we will use the Wales Safeguarding Procedures 2019 and other guidance and protocols that have been endorsed and agreed by the Safeguarding Children Board (SCB).

All professionals who are working with children are now referred to by the blanket term of 'Practitioners' which emphasises that it is everyone's duty to safeguard children. There is a duty to all individuals working with children to play their part and contribute to safeguarding and the promotion of wellbeing of the child.

The term Practitioner is used to describe anyone who, through their work, has contact with children:

- In paid employment (temporary staff, students, trainees, casual staff, agency staff)

- Unpaid/voluntary work
- Self-employed workers
- A person contracted to provide services

The school will: -

- A. Ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements. This school will also nominate a named deputy who will be the central contact in times when the designated person is absent. In the unlikely event that both are absent or unavailable the most senior person will act as contact point for other staff.
- B. Recognize the role of designated person and arrange support and training. The school will look to the SCB and in particular the local authority's Designated Officer for Safeguarding in Education for guidance and support in all child protection matters in assisting the school's designated person.
- C. Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows: -
 - the name and contact details of both the designated and deputy person responsible for child protection;
 - that it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within timescales, by completing the agreed multi-agency form. That the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty and Assessment Team if necessary when a referral is being considered; if in doubt a referral must be sent.
- D. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school.
- E. Ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with Wales Safeguarding Procedures guidance.
- F. Provide annual training for all staff so that they know: -
 - i) their personal responsibility;
 - ii) to be cognisant of agreed local procedures
 - iii) the need to be vigilant in identifying suspected cases of abuse; and
 - iv) how to support a child who discloses abuse, particularly the do's and don'ts
- G. Notify Social Services if: -

- a pupil on the child protection register is excluded either for a fixed term or permanently; and
 - if there is an unexplained absence of a pupil on the child protection register of more than two days' duration from school (or one day following a weekend)
- H. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups and support these with the submission of written reports.
- I. Keep written records on Safeguard my School of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- J. Ensure that all records and files are recorded on Safeguard my School. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.
- K. Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- L. Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the local authority's Human Resources Department on recruitment and selection.
- M. Seek to designate a governor for child protection who will champion and oversee the school's child protection policy and practice. This governor will feed back to the Governing body on child protection matters as and when required but will be required to write an annual report to the Governing Body on the school's child protection activities.
- N. All school staff employed after 2001 will have a DBS. The school will follow the LA Safe Recruitment Policy when employing new staff. Governors are not required to have a DBS but will always be accompanied around the school during the working day.

Supporting the pupil at Risk

At Llanmartin Primary School we recognise that children who are at risk, suffer abuse or witness violence are often affected by these in adverse ways, some may be deeply troubled by these events.

This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school due to these adverse factors their behaviour may be challenging and defiant or they may be withdrawn. At this school we will endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the pupil through: -

- A. The content of the curriculum to encourage self-esteem and self-motivation (see section 2 of this policy on Prevention);

- B. The school ethos which: -
 - i) promotes a positive, supportive and secure environment; and
 - ii) Gives pupils a sense of being valued (see section 2 on Prevention);
- C. The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will follow a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self-worth. The school will express and explain to all pupils that some behaviour is unacceptable, (shared with parents via school brochures and other points of communication) but each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the school's Behaviour Policy in conjunction with this and other named policies noted in this policy. All school staff will use Restorative Approach to support Behaviour management
- D. Liaison with other agencies who support the student such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others; and
- E. Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.

When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately (Using the agreed policy and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process) and if not already done, to inform Social Services of the move.

Behaviour

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.

Bullying

The school's policy on Bullying has been set out in the school's behaviour policy. There is a separate Anti-bullying policy.

The school will take part in the annual Anti-bullying event and pupils will take part in planned teaching and learning activities throughout the week. The school will create a whole school display each year, linked to this work.

Physical Intervention

The school's policy on physical intervention has been set out in Physical Restraint and Positive Handling Policy.

E-Safety

The school's policy on e-Safety has been set out in the school's IT policy. It would be useful to note any guidance, support and training provided by the Authority within any documentation. This policy/information can be located on the shared teacher drive and in the HT office.

Children with Additional Learning Needs (ALN)

This school recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. This is included in the school Additional Learning Needs Policy.

Children who enter the Looked after System

This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school has a responsibility to support the council in its role as corporate parent. The school's policy on Children who are Looked After (CLA) has been set out in the ALN Policy.

Encompass Alerts

Operation Encompass is a police and education early information sharing partnership, enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with the school's Designated Safeguarding Lead prior to the start of each school day after officers have attended a domestic abuse incident. This enables appropriate support to be put in place, dependent upon the needs and wishes of the child.

Children experiencing domestic abuse are negatively impacted by this exposure; domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm. Operation Encompass aims to mitigate this harm by enabling immediate support for the child.

Radicalisation

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 appropriate 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 in school, including having in place appropriate levels of filtering.

COVID Safeguarding Procedures

Information on the Safeguarding procedures to be adhered to during COVID school closure/partial closure can be seen in Appendix 1 of this document.

Key Guidance for Staff

What to do if a child tells you they have been abused by a member of staff or any adult working with children:

- If an allegation of abuse is made against a member of staff or any adult working with children this must be reported to the Headteacher without delay.
- If the concern is about the Headteacher this must be reported to the Chair of Governors. If in doubt you can contact the Council's Education Safeguarding Officer for guidance and advice or the Social Services Duty and Assessment Team (see contact details below).

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

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child, remember to use the TED approach; Tell me what happened; Explain to me what happened; Describe to me what happened;
- You must report verbally to the school's Designated Senior Person for child protection immediately (or in their absence, their Deputy), to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the school;
- Make a record of the discussion, as soon as is reasonably practical (**within 24 hours**) and record on Safeguard my School, which will then be shared with the DSP. The record should be clear in its use of terminology and should record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This record will in most cases be the only written record of what has been disclosed, and as it is the initial contact, an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;

- Do not give undertakings of absolute confidentiality. (See note following this section for more details.) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the DSP. Often what is initially shared is the tip of an iceberg;
- That a child may be waiting for a case to go to criminal court, may have to give evidence or may be awaiting care proceedings.

Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the DSP for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know, but whatever is shared is strictly confidential and not for general consumption with others.

Confidentiality

The school and staff are fully aware of confidentiality issues if a child divulges that they are or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff (that is all staff at this school) has a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. (I.E. not discussed with other staff) Staffs need to be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Training

The school will be cognizant of national and local training requirements and guidance, which will include Safeguarding Children Board guidance, advice and training opportunities.

The school will ensure that the Designated Person for Child Protection (DSP) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DSP's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.

All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training in the Autumn Term of each school year.

It will be a recommendation that the governing body will also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

The Designated Safeguarding Person (DSP) for child protection at this school is:-

Mrs Victoria Curtis, Headteacher

The Deputy Designated Safeguarding Person for child protection at this school is:-

Mrs Helen McCormick, Deputy Headteacher

The nominated governor for child protection at this school is:-

Anke Hillman, Chair of Governors

The Newport Education Safeguarding Officer are:-

Nicola Davies and Sarah Todd who can be contacted on:-

Civic Centre - 01633 656656

Newport Children's Services can be contacted as follows:-

Phone: 01633 656656

Out of hours: 0800 3284432

Headteacher: 

Date: 4.12.23

Chair of Governors: 

Date: 4.12.23

Next review September 2023

| Revision and Amendment Record | | |
|-------------------------------|---|------------------|
| Review Date | Amendment Made | Name of Reviewee |
| September 2020 | Changed Policy to reflect the new Wales Safeguarding Procedures 2019 Added use of Restorative Justice Approaches in dealing with Behaviour Management Addition of COVID safeguarding procedures | Victoria Curtis |

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|-----------------------|---|------------------------|
| | Change of Chair of Governors | |
| September 2023 | Change of wording to the timing of annual training to 'Autumn Term each school year'. Change of term from LAC to CLA pupils Addition of school safeguarding poster (end of document) Addition of Anti-bullying week work Addition of Operation Encompass information | Victoria Curtis |

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

Schools should include their guidance for practitioners on remote learning and information for learners/parents and carers.

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

Refer to: <https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/>

Further guidance can be found on the **Online safety zone on Hwb**.

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 the school. 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:

- 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>

SAFEGUARDING STATEMENT

The following statement was agreed by the Headteacher, staff and governors on 4th December 2023.

The Headteacher, staff and Governors of Llanmartin Primary School recognise their responsibility to safeguard all the pupils in our care.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of our pupils and to report any such abuse that we discover or suspect.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of pupils, and staff, and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children.

We are committed to:

- Following the guidance in the Wales Safeguarding Procedures
- Respecting the rights of children
- Nurturing, protecting and safeguarding all of our pupils
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any local authority guidelines in relation to safeguarding children and adults in need of protection.
- Supporting parents and families.
- Sharing information with partner agencies where this is necessary to safeguard and promote the well-being of children.

We recognise:

- Newport Children's Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or family then speak to one of the following who are designated to take the lead in safeguarding in this school:

The Designated Safeguarding Person for child protection at this school is:-

Mrs Victoria Curtis, Headteacher

The Deputy Designated Safeguarding Person for child protection at this school is:-

Mrs Helen McCormick, Deputy Headteacher

The nominated governor for child protection at this school is:-

Anke Hillman, Chair of Governors

Llanmartin Primary School



Keeping You Safe

Keeping you safe is our priority! While you are visiting our school, if you see or hear anything that concerns you about the welfare of any or our children or staff you **MUST** report it to the DSP. If our DSP is not available, please report it to our Deputy DSP.

Here are some important people you need to know about, who help with this.



Mrs V Curtis
Headteacher
Designated
Safeguarding Person (DSP)



Mrs H McCormick
Deputy Headteacher
Deputy Designated
Safeguarding Person



Mrs A Hillman
Chair of Governors
Governor Responsible for
Child Protection

Procedure to follow:

- A listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child, remember to use the TED approach; **Tell** me what happened; **Explain** to me what happened; **Describe** to me what happened
- Report verbally to the school's Designated Senior Person for child protection immediately (or in their absence, their Deputy)
- Record the incident on Safeguard my School