



CHILD PROTECTION AND SAFEGUARDING POLICY

Last Review Date	March 2016	Next Review Date	November 2016
Leader of Policy Review	Mrs. J. Cooper, Mr. C. Ellis		
Associated Policies	Positive Handling and Intervention Policy, Bullying Policy, SEN Policy, PSE Policy		

The Alun School fully recognises the contribution it makes to child protection and safeguarding. This policy applies to all staff, governors and volunteers.

‘Everyone who works in education should share the same goals to keeping children and young people safe.’ *Keeping learners safe – Welsh Government 158/2015*

To fulfill this responsibility we work together to:

- Create and provide safe places to learn
- Identify where there are welfare concerns and take the right action
- Develop students awareness and understanding of how to be safe

We reach these goals by:

- Prevention through checking suitability of staff and effective curriculum
- Procedures for identifying and reporting cases, or suspected cases, of abuse
- Supporting and providing help to students where there is a welfare concern

It is recognised by the Alun school that all staff that come into contact with students 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 staff are aware of and implement the school procedures as noted in this policy.

1. Prevention

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

The school will therefore:

1.1 Establish and maintain an ethos where students feel secure, are encouraged to talk and share their concerns and will be listened to;

1.2 Ensure that students know that all adults in this school can be approached if they are worried or concerned.

1.3 Include in the curriculum, activities and opportunities for PSE which equip students with the skills they need to stay safe from abuse and to know that they can turn to staff for help;

1.4 Include in the curriculum, material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

1.5 Ensure that wherever possible we will establish effective working relationships with parents and colleagues from other agencies.

2. Roles and Responsibilities

The designated senior person (DSP) responsible for safeguarding and child protection is Deputy Headteacher Colin Ellis. In his absence Headteacher Jane Cooper has responsibility. Both have undertaken the appropriate training in line with agreed national and local requirements.

It is the role of the DSP to ensure that all child protection procedures are followed and for making child protection referrals according to guidance. Additionally it is their role to ensure all staff employed follow procedures and offer advice or support when necessary. The DSP will also liaise with the lead designated officer and or children's social services duty and assessment team if/when necessary.

The governor responsible for child protection is Mrs Beth Taylor who will 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.

3. Procedures

We will

3.1 Follow the All Wales Child Protection Procedures (April 2008) and the Keeping Learners safe – Welsh Government circular 158/2015. All staff follow procedures outlined in appendix 2 of the circular 158/2015 and the DSP follows the flow chart in appendix 3 of the same circular.

3.2 Provide training for all staff so that they understand their personal responsibility, to be vigilant and know the child protection procedures in order to support a student.

Notify Children's Social Services if:

3.3 A looked after pupil or a pupil on the child protection register is excluded for a fixed term or permanently;

3.4 If there is an unexplained absence of a looked after pupil or a pupil on the child protection register of more than two days duration from school (or one day following a weekend)

3.5 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.

3.6 Keep written records 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.

3.7 Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.

3.8 Adhere to the procedures set out in the Welsh Government guidance no 002/2013 'Disciplinary and dismissal procedures for school staff'

3.9 Ensure that all recruitment and selection procedures follow the 'Keeping Learners safe' circular 158/2015. If necessary we will seek further advice and guidance from the local authority's Human Resources Department.

4. Supporting the Student at Risk

At this school we recognise that students 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 student at risk.

The school will endeavour to support the student through:

4.1 The content of the curriculum to encourage self-esteem and self-motivation

4.2 The school ethos which promotes a positive, supportive and secure environment, and gives students a sense of being valued.

4.3 The implementation of the school's behaviour policy. A consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the student's sense of self-worth.

4.4 Liaison with other agencies who support the student.

This policy should be considered alongside other related policies

- Behaviour policy
- Anti Bullying – respecting others policy
- Health & Safety policy
- Substance use and misuse policy
- Prevent terrorism policy (launch May 2016)
- Physical intervention policy
- ALN policy
- Equality and diversity policy
- Out of school activities policy
- DBS checking policy
- Whistle blowing policy
- E - safety policy
- PSE policy

We recognise that students who enter the Looked After System (LAC) and/or have behavioural, and/or disabilities, are often the most vulnerable. School staff need to be particularly sensitive to their safeguarding issues.

5. Information for all staff

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

5.1 this is a listening role and must not interrupt the student. Limiting any questions to clarify understanding of what the student is saying.

5.2 report orally to the DSP immediately to inform them of what has been disclosed. Making a note of the discussion, as soon as is reasonably practical (but within 24 hours) with dates, times and the students responses.

5.3 Responsibility in terms of referring concerns ends at this point, but they may have a future role in terms of supporting or monitoring the student, contributing to an assessment or implementing child protection plans.

5.4 Where the allegation is against a member of staff, this will be investigated under the schools disciplinary procedures and the All Wales Child protection procedures. Advice would also be sought from the lead safeguarding officer in Flintshire Education.

6. Confidentiality

The school and staff are fully aware of confidentiality issues if a student divulges that they are /or have been abused. A student 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, staff have 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 student that they must inform the appropriate people who can help, but they will only tell those who need to know. Staff need to be aware that it may well have taken significant courage on the part of the student to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, and disloyalty.

7. Training

The school will ensure that the designated person for child protection will have received initial training when starting their role and continued professional updates as required.

All staff will be regularly updated during the year as appropriate by the designated person, but will receive specific awareness raising training within a 2 year period.

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.