



St Cyres School

Safeguarding Policy

Jan 2021



Disclaimer

Please ensure that you are using the most up to date version of this policy.

If the review date has passed please contact the Reviewer.

OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED UPON



Document Version Control

Document	Safeguarding Policy
Reference	G11 Safeguarding Policy
Version	January 2021
Previous Document	Safeguarding Policy Aug 2020
Associated Documents	WG Guidance document no: 265/2020
Classification	Policy
Circulation	Learning and Skills
Author	Safeguarding Officer
Reviewer	Safeguarding Officer
Directorate Lead	Head of Service
Consultation	Safeguarding Consultation Group
Approval	Directorate Management Team
Date of Approval	15.03.21 - Governors
Date of Review	January 2022
Date of Publication	

Document Version History

Version Number	Date Review Approved	Date Published	Summary of Amendments



Safeguarding Policy for St Cyres School

1. Introduction

St Cyres School fully recognises the contribution it makes to safeguarding and child protection and that children have a right to be safeguarded and protected from harm.

Our policy is informed by a children's rights approach to safeguarding as a principled and practical framework for working with children, grounded in the UN Convention on the Rights of the Child.

There are three main elements to our policy:

- Prevention through the culture, teaching and pastoral support offered to learners;
- Procedures for identifying and reporting cases, or suspected cases, of abuse – because of our day-to-day contact with children our staff are well placed to observe the outward signs of abuse;
- Support to learners who may have been abused

Our policy applies to all staff and volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

Our policy should be read in conjunction with Welsh Government guidance document no: 265/2020 *Keeping Learners Safe*.

2. Prevention

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

Our school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- ensure children know that there are adults in the education setting whom they can approach if they are worried or in difficulty;
- include in the curriculum, activities and opportunities for Relationships and Sexuality Education which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;
- include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate.
- take a whole school approach to wellbeing which will incorporate safeguarding and preventative measures to support children and families.



Procedures

We will follow the Wales Safeguarding Procedures that have been endorsed by 58 Safeguarding Children Boards. Our school will:

- ensure it has a Designated Safeguarding Person (DSP) for safeguarding who has undertaken the appropriate training;
- recognise the role of the DSP and arrange support and training to include annual DSP training, WRAP and contextualised safeguarding training;
- ensure every member of staff and every governor knows:
 - the name of the DSP and their role and the designated governor for safeguarding;
 - that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board; and
 - how to take forward those concerns where the DSP is unavailable.
- ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a learner who may disclose abuse or neglect.
- ensure that members of staff who are Education Workforce Council of Wales registrants are aware of the Code of Professional Conduct and Practice for Registrants with the Education Workforce Council and the expectation within the Code that registrant has regard to the safety and well-being of learners in their care and related content;
- ensure that parents have an understanding of the responsibility placed on the school/college/setting and staff for safeguarding and child protection by setting out its obligations on the school website;
- provide training for all staff so that they:
 - understand their personal responsibility;
 - know the agreed local procedures and their duty to respond;
 - are aware of the need to be vigilant in identifying cases of abuse and neglect;
 - know how to support a child who discloses abuse or neglect; and
 - understand the role online behaviours may have in each of the above.
- notify the local authority's social services team if:
 - a learner on the child protection register is excluded, either for a fixed term or permanently; or
 - there is an unexplained absence of a learner on the child protection register of more than two days duration from school (or one day following a weekend).



- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences;
- keep written records of concerns about children using My Concern (Appendix A) (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately;
- ensure all records are kept secure and in locked locations;
- adhere to the procedures set out in the Welsh Government's Disciplinary and Dismissal Procedures for School Staff;
- ensure that recruitment and selection procedures are made in accordance with Welsh Government's guidance Keeping Learners Safe guidance; and
- designate a governor for safeguarding who will oversee the school's child protection policy and practice.

Within this school the Head Teacher retains overall responsibility for Safeguarding. The Named Senior Officer for Safeguarding in the Learning and Skills Directorate is David Davies (01446 709184).

Lead VoG Safeguarding Officer – **Jason Redrup (01446 725 202)**

Key safeguarding personnel within St Cyres School are:

- The Designated Senior Person Child Protection – **Usha Hirani.**
- The Deputy Designated Senior Persons Child Protection – **Leslie Jones and Simon Morris.**
- The Link Governor for Child Protection – **Julie Thompson.**

4. Supporting those at risk

- We recognise that children/young people who are at risk, suffer abuse or experience violence may be deeply affected by this.
- Our school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school/college/setting their behaviour may be challenging and defiant or they may be withdrawn.
- Our school will endeavour to support the learner through:
 - the content of the curriculum to encourage self-esteem and self-motivation
 - our school ethos which:
 - promotes a positive, supportive and secure environment; and
 - gives learners a sense of being valued (see section 2 on Prevention)
- Our school behaviour policy, which is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the



behavioural outcome of the child but does not damage the individual's sense of self-worth. The school will endeavour to ensure that the learner knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;

- liaison with other agencies who support the learner such as local authority officers – such as the Educational Psychology Service, Behaviour Support Services or the Education Welfare Service – Child and Adolescent Mental Health Services and advocacy services;
- keeping records and notifying the local authority as soon as there is a recurrence of a concern.
- When a learner on the child protection register leaves, we will transfer information to the new provider immediately and inform Social Services.
- having a suitable secure email address in order for notifications to be received as part of Operation Encompass, and to support the child subject of that notification.

5. Anti-Bullying

Our policy on bullying is set out in *G10 - Antibullying Policy* and is reviewed annually by the governing body and consistent with Vale of Glamorgan Directorate of Learning and Skills *Policy and Guidance on Anti-Bullying in Schools/Educational Settings* (2014) and the Welsh Government Guidance document No: 050/2011 *Respecting others: Anti-bullying overview*.

6. Physical intervention

Our policy on physical intervention is set out in *G50 - Physical Intervention Policy* and is reviewed annually by the governing body and is consistent with the Welsh Government's guidance on Safe and effective intervention – use of reasonable force and searching for weapons.

7. Children with Additional Learning Needs

We recognise 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.

8. Prevent Duty

Our school is committed to protect pupils from radicalisation and extremism. WRAP training is conducted annually by all staff in line with the *Revised Prevent Duty Guidance: for England and Wales* (2015) and Welsh Government guidance document No: 045/2011 *Respect and resilience* and informed by the *Respect and resilience Self-assessment tool 2016*.



9. Recruitment and Selection

Our school is committed to safeguarding and promoting the welfare of children and expects all employees, agency workers, contractors and volunteers to share this commitment.

Safer Recruitment is the first step to safeguarding and promoting the welfare of children in our school by the implementation of a policy and procedures that help deter, reject, prevent or detect people who might abuse children or are otherwise unsuited to working in a school environment.

Our policy on safer recruitment is set out in *G38 – Safer Recruitment Policy* and is reviewed annually by the governing body and consistent with the Vale of Glamorgan Council's *Safer Recruitment Policy* (2013) and *Safer Recruitment Guidelines* and Welsh Government guidance document no: 265/2020 *Keeping Learners Safe*.

10. Safeguarding Responsibilities in Other Specific Circumstances

Our school is aware of the duty and responsibility to safeguard pupils in specific circumstances and has adopted statutory and good practice guidance, consistent with Welsh Government guidance document no: 265/2020 *Keeping Learners Safe*. In particular, our school has developed the following additional policies, procedures and guidance that should be considered in conjunction with this policy:

• G8 – Attendance	• G1 - Health and safety	• D21- New professionalism
• G9 - Exclusion	• C1 - Behaviour for Learning	• G20 – Strategic Equality
• G57 - Online safety	• G47 - Data Protection	• G58 - Healthcare needs
• G51 - Social Networking	• G56 - CCTV	• G13 – Education Visits
• G35 - whistleblowing		

11. Self-Evaluation and Audit

Our school maintains an up-to-date safeguarding self-evaluation report reviewed annually by the governing body and consistent with the Estyn *Self-evaluation form for Safeguarding and Child Protection*. Our school also uses the Welsh Government safeguarding self-evaluation *Audit Tool and Guidance* that accompanies *Keeping learners safe (Annex 3)* as tool for continuous improvement in safeguarding practice.

12. Allegations Against Employees and Volunteers

Any allegation of abuse made by or on behalf of a child will be taken seriously and the child will be listened to and dealt with sensitively.

Our school also has a duty of care to our employees and volunteers and will support individuals subject to an allegation to manage and minimise the stress inherent in the allegations process.

Our school has procedures adhere to the procedures set out in Welsh Government circular no: 009/2014 *Safeguarding children in education: handling allegations of abuse against teachers and other staff and the Wales Safeguarding Procedures: Section 5, allegations/concerns about practitioners and those in positions of trust*.



Any allegation of abuse made by or on behalf of a child will be reported to the Vale of Glamorgan Safeguarding Lead/ Principal Officer and CYPS. The Local Authority Safeguarding Officer, together with the Principal Officer for Child Protection, will give urgent consideration as to whether or not there is sufficient substance to the allegation to warrant an investigation. A strategy meeting may be held involving the Headteacher, Senior Safeguarding Lead at the school, VoG safeguarding lead/lead/principal officer, HR, CYPS and Police. This meeting will agree the actions to be taken.

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

13. Safeguarding Training

Our school is committed to ensuring that all staff (permanent and non-permanent) and volunteers undertake the appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for safeguarding children effectively, which is kept up-to-date by annual refresher training, this is known as Level 1 training.

Our school ensures that the Designated Senior Person (DSP), Deputy Designated Senior Person (DDSP) for safeguarding, the Designated Safeguarding Governor and the Chair of Governors undertake training in inter-agency working that is provided by, or to standards agreed by the Regional Safeguarding Board and refresher training to keep their knowledge and skills up to date, in addition to basic safeguarding training.

All Governors also receive appropriate training on their safeguarding responsibilities and in handling allegations of abuse against school staff.

Records are kept by the DSP of the dates of training, details of the provider and a record of staff attendance at the training.

It is a requirement that the DSP, DDSP and relevant Governors undertake an annual refresher training, known as level 2. As well as full multi agency training as per the requirements of *Keeping Learners safe*, every 3 years, in relation to their safeguarding duties.



Appendix A - My Concern

My Concern is a safe and secure software that allows schools to record a child's involvement with outside agencies such as social services and those on the Child protection register. Staff record any concerns that have arisen and any disclosures made using My Concern.

If a member of staff has a concern or a child has made a disclosure, in the first instance the DSP/DDSP's should be notified immediately. Following advice from the DSP/DDSP's, this will then be recorded on My Concern using a secure login password.

Staff will be provided with annual refresher sessions on how to use My Concern accurately. New staff to school must attend these sessions. A record of staff attendance will be maintained by the DSP. These sessions are delivered by the DSP. Training resources and attendance logs will be stored in the DSP safeguarding file.

During transition from Primary School, all feeder primary schools will be expected to transfer safeguarding files via My Concern using the St Cyres School unique identification number. Any paper files transferred will be scanned into an electronic format and uploaded on to My Concern by the DSP.

When a child leaves your school, this confidential information must be securely transferred to the new school and signed for by the new Head Teacher or Designate Teacher. The receiving school must be made aware of the existence of a Safeguarding file prior to the child transferring.

Following successful admission to St Cyres School, the DSP will request all safeguarding information from the previous school using the following template:



ST CYRES SCHOOL

Strive Together Challenge Yourself Realise Everyone can Succeed

**Mr P Lewis, BSc (Hons) MA Ed
Headteacher/Prifathro**

For the attention of the Designated Senior Person,

Request for the transfer of Child Protection Records:

Student Name:

DOB:

Admission date:

Dear

In accordance with Child Protection and Safeguarding Policy I am writing to enquire as to the existence of any Child Protection records for the above named pupil who has recently joined St Cyres School.

I would be grateful if you could complete the attached form to confirm whether you hold any Child Protection Records for the named pupil and if so, please could these be transferred over via My Concern using code **6734067** or via a secure post with all documents marked 'CONFIDENTIAL'.

If there are particular concerns that require a further discussion, I would be grateful for your communication so that we can ensure a fully supported start for this student.

I can be contacted on 07778 160 290 or uhirani@stcyres.org

Any information provided will be stored securely and accessed by designated staff only.

In cases where there are no concerns, please complete the 'nil return' section of the attached form.

Yours sincerely,

Ms Usha Hirani
Assistant Headteacher
Designated Senior Person



Student Name:
DOB:
Previous School:

Please complete the form below as appropriate:

	There are no Child Protection records held for the pupil named above.
	There are Child Protection records held for the pupil named above. These will be transferred over via 'My Concern'.
	There are Child Protection records held for the pupil named above. These will be sent via secure post and marked as CONFIDENTIAL.

Signed: _____

Print Name: _____

Position: _____

Date: _____