

LLISWERRY HIGH SCHOOL



SAFEGUARDING AND CHILD PROTECTION POLICY

Policy Owner:	Mr D Jackson
Reviewed:	November 2021
Next Review Date:	September 2022
Reviewed by:	Mrs L Evans
Updated:	Mrs L Evans
Update by:	Mrs L Evans

This Policy was presented and accepted by the Governing Body on 11th July 2019
The staff were made aware of this Policy and or updates on 13th October 2020
Policy was updated November 2019 to reflect updated dates for staff training.
Policy was updated April 2020 to reflect COVID 19 outbreak.
Policy was updated October 2020 to reflect changes to live support lessons during cases where
year groups are self-isolating due to Covid-19
Policy was updated September 2021 to reflect change in DSP
Policy was updated November 2021 to reflect change in national policy.

Llisserry High School fully acknowledges the contribution it makes and will continue to make with regard to child protection.

The policy, as set below, focuses on three main elements.

- a) Prevention through the teaching and pastoral support offered to all our pupils.
- b) Procedures for identifying and reporting cases, suspected cases of abuse. Due to the nature of our daily contact with pupils the staff are well placed to observe any outward signs of abuse e.g. physical injuries, changes in moods or friendship patterns.
- c) Support to pupils who may have been abused.

The policy applies to all staff and volunteers working in our school along with governors, support staff, caretakers and lunchtime supervisors. Equally all these colleagues can be the point of contact for an initial disclosure by a pupil.

Prevention

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

As a consequence the school will therefore:-

- a) Establish, maintain and promote an ethos where children feel safe, secure and are encouraged to talk, and are listened to;
- b) Ensure that children know that there are adults in school whom they can approach if they are worried or in difficulty;
- c) Include in the curriculum, activities and opportunities for PSHE which equip children with the skills needed to stay safe from abuse and to know whom to turn to for help; and
- d) 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.

Procedures

The school will follow the Wales Safeguarding Procedures (2019) and other guidance and protocols that have been endorsed and agreed by the Newport Safeguarding Children Board (NSCB)

The school will:-

- a) Ensure it has a designated member of senior staff, who has undertaken appropriate training, this is currently Mr David Jackson. The nominated Deputies are Mrs L. Evans and Mr P. White if Mr Jackson is absent.
- b) Recognise the role of the designated person and arrange support and training. The training is carried out by the Local Authority accredited trainer, Nicola Davies CPO. Annual refresher courses are provided together with additional training when new or

updated legislation is passed (currently the staff who are Level 2 Child Protection trained are, Mr D. Jackson, Mrs L Evans, Mr N Davies and Mr P White).

- c) Ensure that every member of staff and all governors know the name of the designated person and their role:-
That they have individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the NSCB; and how to take forward those concerns where the designated person is unavailable.
In the event that the Designated Safeguarding Person (DSP) and their Deputy are both not available, then the Headteacher will seek advice from Social Services Duty and Assessment Team if necessary when a referral is being considered. If in doubt a referral **MUST BE SENT**. The referring person will ensure that the DSP will be sent a copy of the referral as soon as it is practically possible and a copy to both the Child Protection Duty Team at Social Services and Education Safeguarding.
- d) Ensure that members of staff are aware of the need to be alert and vigilant to the signs of abuse and to know how to respond to a pupil who may disclose abuse. (All staff carry a prompt card concerning the steps to take if a pupil makes a disclosure.)
- e) Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus. (this will name the designated staff member Mr D. Jackson and refer to duties and responsibilities).
- f) Provide training for all staff so that they know:-
- their personal responsibility
 - the agreed local procedures
 - the need to be vigilant in identifying cases of abuse; and
 - how to support a child who discloses abuse particularly do's and don'ts.
- g) Notify the local social services if:-
A pupil on the child protection register is excluded either for a fixed term or permanently; and tell the Head of Key Stage and Head of Year 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 review and child protection conferences and core groups and the submission of written reports to the conferences. (NOTE This may not always be possible during holiday periods but the school will seek to assist whenever and wherever possible within the context of the request and staff availability)
- i) Keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately;
- j) Ensure all records are kept secure and in locked locations, adhere to the Authorities agreed protocol and procedures for the transfer of sensitive information.
- k) Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools;
- l) Ensure that recruitment and selection procedures are made in accordance with the Welsh Assembly Government guidance circular 34/2002 "Child Protection: Preventing Unsuitable People from working with Children in the education Sector"; and
- m) Designate a governor for child protection who will oversee the school's child protection policy and practice.

Supporting pupils at Risk

Llswerry High school recognises that children who are at risk and suffer abuse or witness violence may be deeply affected by this.

It may be that the school is the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

At Lliswerry we will endeavour to support the pupil through:-

- a) The content of the curriculum to encourage self-esteem and self-motivation;
- b) The school ethos which:-
 - i. Promotes a positive, supportive and secure environment; and
 - ii. Give pupils a sense of being valued and belonging.
- c) The school's Behaviour for Learning Policy is aimed at supporting all pupils. All staffs agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupils' self-esteem. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but that the pupil is valued and not to be blamed for any abuse which has occurred.
- d) Liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services (CAMHS), the Educational Psychology Service, Behaviour Support Services, Educational Welfare services and in Newport services such as Youth Offending Team (YOT), Preventative Services Group (PSG) and Early Intervention Team.
- e) Keeping records and notifying Social Services as soon as there is a recurrence of concern.

When a pupil on the child protection register leaves, the school will transfer information to the new school immediately and inform Social Services.

Operation Encompass

- a) 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 safeguarding lead prior to the start of the next 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.
- b) 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 to be put in place by school staff.

Behaviour

This school has a behaviour policy which clear states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body and is placed in the staff handbook and can be viewed from the school website.

Bullying

Our policy on bullying is set out in the appropriate section of the staff handbook and is reviewed annually by the governing body, including any amendments or additions as advised by the Welsh Government.

Physical Intervention

The school policy on physical intervention is set out in the staff handbook and is reviewed annually by the governing body.

Children with Statements of Special Educational Needs

On balance we recognise that 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/ behavioural problems need to be particularly sensitive to signs of abuse.

This policy reflects and implements guidance as given by the Welsh Government: Safeguarding Children in Education 005/2008.

Lliswerry High School Pupils Studying at Other Centres/Schools

Pupils on the collaboration courses at other schools/colleges within Newport City will be covered by the policy in that centre regarding CP issues. All educational establishments in the City of Newport have CP policies.

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.

Mandatory reporting of FGM

The school is aware of its duty to report known cases of FGM to the police (*section 74 of the Serious Crime Act 2015*). Where staff *suspect* FGM may have been carried out or think a girl *may be at risk* then the school will follow existing safeguarding procedures in these cases.

Lliswerry High School Guidance note for Parents regarding Pupil Wellbeing.

Parents and Carers should be aware that Lliswerry High School has a responsibility and duty of care to all its pupils. This responsibility requires that the school:-

- Will have a child protection policy and procedures.
- Will make parents or carers aware of its policy through the school prospectus, school website or through other written/electronic media. This may require the school to refer the child to statutory child welfare agencies if we believe the child or other children may be at risk of significant harm, neglect or abuse.
- Will endeavour to work with parents or carers regarding the welfare of their child and remain impartial if their child is being or has been referred.

- Should help parents or carers understand that if a referral is made to social services or the police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or police investigation in relation to their child's welfare and educational progress; and
- Will keep the parents or carers informed of the welfare and educational progress of their child wherever it is in the child's interest to do so.

Where the school has a concern about a child they will attempt to discuss this with the family, and where possible seek their agreement in making a referral. Please remember this will only be done where such a discussion does not place the child at an increased risk of significant harm.

The designated safeguarding person will clarify with these statutory agencies as to when, how and by whom, the parents or carers will be told about any referral. They should also seek advice from these agencies as to whether the child should be told of the process.

Llisserry High School recognises that caring for children can be challenging, demanding and at times unrewarding. If you are struggling to cope you may need to ask for help and support to protect and care for your child.

In school you can contact the Head of Key Stage, the Head of Year or the Assistant Head responsible for Welfare, Mr d. Jackson. You can also seek help from our Learning Support Centre Officer Mr. White, the school's "Families First" Youth worker, our counsellor or other external agencies such as Preventions. In any case you can always contact the school Educational Welfare Officer, Mrs Michelle Miles.

The following ideas/thoughts may be helpful:-

- Make time to talk and listen to your child
- Familiarise yourself with your child's friends and their routines
- Be alert to and sensitive about changes in behaviour
- Teach your child to feel confident to refuse to do anything they feel is wrong
- Be aware of your child's use of the internet and mobile phone to ensure they don't place themselves or their friends at risk.

DEFINITIONS OF CHILD ABUSE

Neglect

The persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which could result in serious impairment of the child's health or development including failure to thrive.

Physical Abuse

Physical injury to a child, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Sexual Abuse

The involvement of children and adolescents in sexual activities to violate the social taboos of family roles.

Emotional Abuse

The severe adverse effect on the behaviour or emotional development of a child by persistent or severe emotional ill-treatment or rejection. (All abuse involves some emotional ill-treatment -this category should be used only where it is the main or sole form of abuse)

Children whose situations do not currently fit the above categories, but where social and medical assessments indicate that they are at significant risk of abuse (these could include situations where another child in the household has been harmed or the household contains a known abuser) are a grave concern. Close monitoring should be maintained and appropriate actions taken if necessary.

INFORMATION FOR ALL STAFF

What to do if a child tells you they have been abused.

Where the allegation is against a member of staff you should refer to authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004.

The staff can also find guidance in raising concerns via the N.C.C. Whistle Blowing Policy and Procedures these can be accessed by contacting the Civic Centre 01633-656 656 and asking to speak to Human Resources Department.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Authority's CPO for guidance and advice.

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;
- Using the Safeguarding section of Class Charts log your concerns and report orally to the school's **Designated Safeguarding Person or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the school (if in doubt you can always contact the Authority's Child Protection Officer).
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology 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 note will in most case be the only written record of what has been disclosed and as it being 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 a shared a concern with you to the designated person. Often what is initially shared is the tip of an iceberg;

- 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 designated person 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**) 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 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). Staff 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 cognisant of national and local training requirements and guidance, which will include Newport Safeguarding Children Board's (NSCB) guidance, advice and training opportunities.

The school will ensure that the Designated Safeguarding Person (DSP) and Deputy 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 within a 2-3 year period.

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

Last CP Training for Staff was done on 5th November 2019

Next CP Training for Staff is due on or before 5th November 2022

Last Training (Level 2) for DSP was 14th October 2020 Deputies Mrs I. Evans was 21st November 2018 and Mr Paul White 27th June 2018.

The designated person for safeguarding at this school is:- **Mr D Jackson**

The deputy designated persons for safeguarding at this school are:- **Mrs L. Evans and Mr. P. White**

The nominated governor for safeguarding at this school is:- **Mrs E Ford**

The Authority's Child Protection Officer is:- **Mrs Nicola Davies** and can be contacted by:-

Phone 01633 656656

Social Services can be contacted as follows:-

Phone 01633 851423

When making a referral this needs to be e-mailed to both:- children.duty@newport.gov.uk;
Education.Safeguarding@newport.gov.uk This will then go to the Social Service Duty and Assessment Team and you will receive an e-mail acknowledgement.

Remember a copy of the referral must be sent to the DSP.

Appendix 1:

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

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

Please refer to the Blended Learning for Deep Learning and Rapid Progress Policy for further information about safeguarding learners during live support lessons.

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>