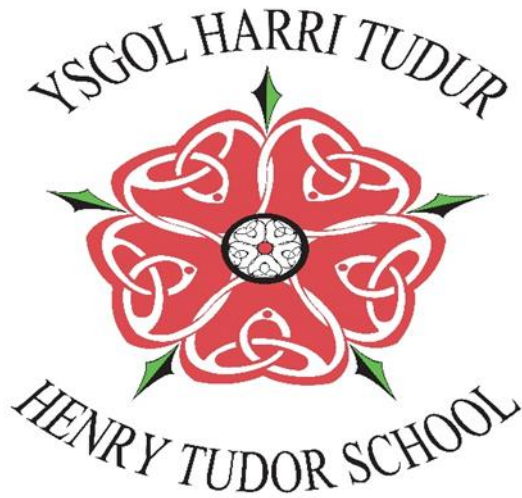


# Ysgol Harri Tudur



## Henry Tudor School

### Safeguarding Policy

Adopted by Resources Committee: Autumn 2018

Adopted by Governing Body: 14 November 2018

Last Reviewed: Autumn 2019

Review annually

Next Review: Autumn 2020

## Introduction

Ysgol Harri Tudur / Henry Tudor School fully recognises the contribution it makes to safeguarding. It is fully committed to adhering to section 175 of the Education Act, 2002, which requires Local Authorities and Governing Bodies of maintained schools and institutions to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children creating and maintaining a safe learning environment.

There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to pupils/students
- procedures for identifying and reporting alleged abuse as school staff are well placed to observe signs of abuse
- support to pupils/students who may have been abused.

We will also work together with other agencies in order to ensure there is a robust system for:

- preventing unsuitable people from working with children and young people;
- promoting safe practice and challenge poor and unsafe practice;
- risk assessment and ensuring safety of children whilst off site or on educational visits
- contributing to effective partnership working between all those involved in providing services for children and young people
- site security in and around the school including the admittance of visitors to the school

Our policy applies to all staff, governors and volunteers working in the school. Our school will annually review the policy and is committed to following any new guidance received from Welsh Government or the Mid and West Wales Regional Safeguarding Board (CYSUR).

## Confidentiality

Confidentiality need to be understood if a child or young person divulges information they are being abused. A child or young person may only feel confident to confide in a member of staff if they feel that the information will not be shared with 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 or young person is experiencing abuse or neglect.

It is important that every member of staff is sensitive and explains to the child or young person the need to inform the relevant people, but that they will only tell those who need

to know and it will not be shared generally. Be aware that it may well have taken significant courage on their part to share their abuse or neglect and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment and disloyalty if the abuser is someone close.

It is the responsibility of the school to ensure that only those with a professional involvement, e.g. the Designated Senior Person (DSP) and the Headteacher, have access to any safeguarding records. At all other times they should be kept securely locked and separate from the child or young person's main file.

The Designated Senior Person for child protection in this school is:  
Ann Andrews Assistant Headteacher/ ALNCO

The Governor responsible for Safeguarding is:  
Mrs S Fletcher

## **Prevention**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils/students.  
The 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 school whom they can approach if they are worried or in difficulty
- include activities and opportunities for Personal Social Education (PSE) in the curriculum, which equips children and young people with the skills they need to stay safe from abuse and to know to whom to turn for help
- include material in the curriculum which will help children and young people develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## **Safeguarding Allegation Procedures**

We adhere to the All Wales Child Protection Procedures that have been endorsed by the Mid and West Wales Regional Safeguarding Children Board (CYSUR). We acknowledge the 'Social Services and Well-being (Wales) Act (2014). The school:

- has a Designated Senior Person (DSP) for safeguarding who has undertaken relevant training. This person is Ann Andrews and designated cover people are Rob Ellis, Alyson James, Sarah Smith and Jon Jones.

- recognises the role of the DSP as outlined in Keeping Learners Safe. (See Appendix A) <http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf>
- ensures every member of staff and governor:
  - knows the name and role of the DSP and designated governor for safeguarding
  - knows that they have an individual responsibility for referring safeguarding concerns following the local process and protocols
  - knows how to refer concerns where the DSP is unavailable
- ensures that all staff are aware of and alert to signs of abuse and know how to respond to a pupil/student who makes an allegation
- ensures that parents/carers have an understanding of the school's safeguarding responsibility and this is outlined in the school prospectus
- ensures all staff undertake any agreed local authority safeguarding training relevant to their role
- provides a regular safeguarding briefing for all staff about:
  - their personal responsibility for safeguarding
  - local safeguarding referral procedures
  - identifying abuse and neglect
  - how to support a child who alleges abuse
  - any new safeguarding information or procedures
- notify local Social Care if:
  - a pupil/student subject to a child protection plan is excluded either for a fixed term or permanently
  - subject to a child protection plan of more than two days duration from school (or one day following a weekend)
  - if there is an unexplained absence of a pupil/student with a child in need care and support plan
- co-operates with relevant agencies regarding safeguarding enquiries as required including reporting and attendance at strategy meetings, initial/review child protection conferences and core group meetings.

- keeps 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 Care immediately.
- ensures all records are kept securely locked
- adheres to the Welsh Government circular '[Keeping Learners Safe](#)'.
- ensures that recruitment and selection procedures are made in accordance with any local authority protocol and Welsh Government guidance 'Keeping Learners Safe' above.
- designates a governor for safeguarding who oversees the school safeguarding policy and practice. (See pages Appendix B – Responsibilities of Governing Bodies/Proprietors)

## Making a Safeguarding referral

If a member of staff has concerns about the welfare of a child or young person, the DSP or Head should be informed immediately. They will take advice from the Child Care Assessment Team (CCAT) on 01437 776444 and take responsibility for making any subsequent referral to CCAT. If the DSP or Head is unavailable **THIS MUST NOT DELAY ACTION**. The member of staff should seek advice from the CCAT directly and notify the DSP or Head of the advice or referral as soon as possible.

Where there are differences of opinion, the member of staff should seek advice directly from the child care assessment team. If the child or young person is about to leave the premises, the DSP or the Head should be informed. The DSP or the Head, in consultation with the CCAT, will decide on the next steps.

If advice from CCAT is to make a written referral to the Child Care Assessment Team (CCAT), this must be completed on a Multi Agency Referral Form (MARF) within 48 hours.

Although the age and verbal skills of a child or young person will always be considered, the Police and/or the Child Care Assessment Team may wish to interview a child or young person on the school premises and the DSP or Head can allow this request.

If an injury has occurred and whether or not there is reason to believe that it has been caused by abuse, the following action should be taken:

- a) If the injury is serious and warrants urgent medical attention, an ambulance should be called and the child or young person taken to the Accident and Emergency Department.

- b) If there is an allegation or reasonable cause to believe that the injury or abuse is caused by the parent or carer, the Child Care Assessment Team (CCAT) must be informed IMMEDIATELY as they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at hospital
- c) Discuss with CCAT or the Police as to who will make the decision as to when the parents/carers will be notified.

The DSP or Head must be immediately informed of the above course of action. Failure by staff to report suspected abuse to a child could result in disciplinary action being taken against them.

## Whistleblowing

Our school will ensure that all staff need are familiar with the local authority arrangements for whistleblowing and make them aware that 3.3 of the Whistleblowing policy states that where any concern relates to a safeguarding matter, they must consult the Child Care Assessment Team who will in turn inform the Designated Officer for Managing Professional Allegations (DOMPA) for the Authority.

## Safeguarding children in specific circumstances:

The definitions of abuse and neglect are found in the All Wales Child Protection Procedures but can also be found for easy reference in Appendix C, Definitions and Indicators of Child Abuse.

Our school acknowledges that some children or young people can be more vulnerable to abuse and neglect and we have specific safeguarding duties and responsibilities in relation to (but not exclusively):

- Children displaying sexually harmful or risk taking behaviour
- Child sexual exploitation (CSE)/Trafficking
- Children at risk of radicalisation
- Asylum seeking children
- Equality and Diversity/Racial abuse
- Anti bullying
- Children with disabilities
- Esafety/ Staying safe online/Sexting
- Looked after children
- Children living in homes with domestic violence/Gender based violence, domestic abuse & sexual violence/teenage partner violence

- Radicalisation
- Children living with parental substance misuse or mental health
- Children and young people in the youth justice system
- Forced marriage/FGM
- Young people who misuse substances
- Children Missing Education
- Pupils/students with Medical conditions

The wider ranges of specific safeguarding circumstances are outlined in more details in [Chapter 4](#) of the Welsh Government 'Keeping Learners Safe' guidance. It is imperative that staff are fully aware of wider safeguarding circumstances. The school also has its own policies in relation to some of these.

The school has a Health and Safety Policy which is monitored regularly by the school Governing Body. The Headteacher and Governors oversee the Policy and staff are required to report any concerns to the Headteacher who will either carry out or arrange an initial examination, assessing what action needs to take place.

## Dealing with an allegation made by a child or young person

### **Receive**

Listen carefully to what is being said, without displaying shock or disbelief. Accept what is said and even though the child or young person making the allegation may be known to you as someone who does not always tell the truth, this should not influence your judgement or invalidate their allegation. Do not attempt to investigate the allegation. Your duty will be to listen to what is being said and to pass on that information.

### **Reassure**

Provide re-assurance, be honest and do not make promises you cannot keep, e.g. "I'll stay with you", or, "Everything will be all right now".

Alleviate guilt, if the pupil/student refers to it, e.g. "You're not to blame. This is not your fault".

Do not promise confidentiality as you will be under a duty to pass the information on and the child needs to know this.

### **React**

You can ask questions but information gathering should not be more than necessary to clarify the allegation, and should normally only involve speaking to the child/ren directly involved. It is preferable if the child/ren can give a free narrative account without interruption to ask questions. You can encourage the child/ren to tell you what happened in their own words by the use of non-specific prompts and open ended questions such as "explain to me what happened", "describe to me what happened", "is there anything else you want to tell me?"

The most common open-ended questions are: What happened? When did it happen? Where did it happen? Who was there? Never ask Why as this can infer blame.



Do not gather "witness" statements unless requested by CCAT and don't ask the pupil/student to repeat their allegation to someone else as they may feel that they are not being believed and their recollection of what happened may change. Do not criticize the perpetrator as the pupil/student may still have a positive emotional attachment to this person.

### **Record**

Keep an accurate record of what the child has said in their own words and of any questions you have asked. Note the date/year and time on your written record and who took the record and keep your notes. Do not be offended by any offensive language or words used to describe the abuse. If you have seen any visible bruising, it is helpful to note the position of it but do not ask the child to remove any clothing for this purpose. Record statements and observable aspects rather than your interpretations or assumptions.

### **Final Steps**

Advice should then be sought from the DSP, Head who can refer to appropriate agencies or seek advice from the Child Care Assessment Team.

## **Managing allegations against adults who work with children**

In the event of a allegation being made against a member of staff by a child or young person the school will follow the local authority PSCB guidance '[The Management of Allegations against Adults who work with Children 2013](#)'. The person in receipt of that allegation must immediately pass details of the concern to the Head or in their absence a member of staff with senior leadership responsibilities. The Head will then contact the Child Care Assessment Team to discuss the next steps in line with local arrangements. The Head can also seek advice from The Designated Officer for Managing Professional Allegations (DOMPA) on 01437 776222.

If a potential safeguarding allegation is made against the Headteacher the member of staff in receipt of that allegation must contact the Chair of Governors who will then contact Child Care Assessment Team or the Designated Officer for Managing Professional Allegations (DOMPA).

Advice can always be sought from either CCAT or the DOMPA.

### **Abuse of position of trust**

Welsh Assembly Government Guidance indicates that all education staff need to know that inappropriate behaviour with, or towards, children is unacceptable. In particular, under the Sexual Offences Act, 2003, it is an offence for a person over 18 (for example teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child or young person is in full-time education and the person works in the same establishment, even if he/she does not teach the child or young person. (See Appendix D – Abuse of Trust)



## Supporting children and young people

Abuse and neglect is devastating for a child or young person and can also result in distress and anxiety for staff who are involved. We recognise that children who suffer abuse and neglect or witness violence may be deeply affected. School may be the only stable, secure and predictable element in the lives of children and young people who suffer abuse and neglect. However, their behaviour may be challenging at school or they may become withdrawn. The school will endeavour to support the pupil/student by:

- taking all allegations seriously
- ensuring the DSP keeps all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a child or young person, a separate link person will be nominated to avoid any conflict of interest
- responding sympathetically to any request from pupils/students or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- keeping and store records securely and notify Social Care as soon as there is a recurrence of a concern
- offering details of helplines, counselling or other avenues of external support
- cooperating fully with relevant statutory agencies

The content of the curriculum encourages self-esteem and self-motivation as outlined in [Chapter 2](#) of the Welsh Government 'Keeping Learners Safe' guidance and will promote a positive, supportive and secure environment and give children and young people a sense of being valued.

The school will employ positive behaviour strategies aimed at supporting vulnerable children and young people as we recognise that some children may adopt abusive behaviours which should be referred for appropriate internal support and intervention.

The school will endeavour to ensure that the children and young people know that some behaviour is unacceptable but they are valued and not blamed for any abuse which has occurred. The school will:

- agree on a consistent approach which focuses on the behaviour of the child or young person but does not damage their sense of self-worth
- liaise with other agencies such as Social Care, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, Pupil Support Service and possible advocacy services if required

When a child or young person is subject to a child protection plan transfers to another school, the DSP will make immediate contact with relevant officer in the new school to arrange transfer of any relevant safeguarding information or child protection plan (after agreement from the Child Protection Conference Chair).

### **Use of physical intervention**

Our policy on physical intervention is set out in our local authority policy [‘Positive Handling and Use of Time Out Areas for Schools/Educational Settings’](#) and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on [‘Safe and effective intervention – use of reasonable force and searching for weapons 097/2013’](#)

## **Complaints**

The school has a Complaints Procedure, which is based on the model included in the [Complaints Procedures for School Governing Bodies in Wales](#), and, in addition, has complaints information for children so that children, staff and the public are able to submit their complaints, in respect of the school, including Safeguarding complaints and concerns that Safeguarding action has not been taken.

## Appendix A

### Responsibilities of the Designated Senior Person (DSP) for safeguarding

**1.00** Each school should identify a Designated Senior Person (DSP) with lead responsibility for managing safeguarding. The DSP should know how to recognise and identify the signs of abuse and neglect and know when it is appropriate to make a referral to the relevant agencies. The role involves providing advice and support to other staff, making referrals to and working with other agencies as necessary. The DSP role is not to investigate allegations, but they must keep the head teacher informed of all safeguarding issues.

**1.01** The DSP need not be a teacher, but must be a member of the senior leadership team with the status and authority within the organisation to carry out the duties of the post, including committing resources to safeguarding, and where appropriate directing other staff.

**1.02** In many schools a single DSP will be sufficient, but a deputy should be available to act in their absence. In establishments which are organised on different sites or with separate management structures, there should be a DSP for each part or site. In large organisations, or those with a large number of safeguarding concerns, it may be necessary to have a number of deputies or a safeguarding team to deal with the responsibilities.

**1.03** The DSP does not have to be an expert in the area of safeguarding but will take responsibility for the establishment's safeguarding practice, policy, procedures and professional development working with other agencies as necessary. The head teacher should ensure that the DSP:

- is given sufficient time and resources to carry out the role effectively, which should be explicitly defined in the post holder's job description
- has access to required levels of training and support to undertake the role
- has time to attend and provide reports and advice to child protection conferences and other interagency meetings as required.

### Referrals

**1.04** The DSP should act as a point of contact and a source of support, advice and expertise within the establishment when deciding whether to make a referral by liaising with relevant agencies.

**1.05** The DSP is responsible for making referrals about allegations of abuse to the relevant investigating agencies. Where these relate to cases of alleged abuse or allegations against staff, the process is set out in the Welsh Government guidance [Safeguarding children in education: handling allegations of professional abuse against teachers and other staff](#) and the local authority '[The Management of Allegations against Adults who work with Children 2013](#)'.

## **Record keeping**

**1.06** It is the responsibility of the DSP to keep detailed, accurate and secure written/electronic records of children and young people where there are safeguarding concerns. These records are confidential and should be kept separately from pupil/student records. They should include a chronology of concerns, referrals, meetings, phone calls and emails.

**1.07** Where children or young people leave the establishment, the DSP should ensure their safeguarding file is copied to the new establishment as soon as possible but transferred separately from the main pupil/student file.

## **Raising awareness**

**1.08** The DSP is responsible for ensuring that parents/carers or carers are aware of the school safeguarding policy. This avoids potential for conflict by alerting them to the role of the establishment and the duty to report concerns. Many schools include information about this at induction meetings for new parents/carers, in their prospectus and on their website.

**1.09** It is good practice for the DSP to provide an annual briefing and regular updates at staff meetings on any new safeguarding information or changes in local procedures. This ensures that all staff are updated and regularly reminded of their responsibilities, and the school's policies and procedures. Many schools find it helpful to discuss safeguarding regularly at staff meetings so that awareness remains high.

**1.10** The DSP should liaise with the Designated Governor for safeguarding, so that the safeguarding issues are reported at the governing body meetings. Reports to the governing body should not be about specific children and young people, but should review the safeguarding policies and procedures. It is good practice for the nominated governor and the DSP to present the report together.

**1.11** The DSP and safeguarding governor should ensure the establishment's safeguarding policy is reviewed annually.

## **Policy review**

**1.12** As well as the school safeguarding policy, there are other policies which have relevance to safeguarding and the DSP may be involved in monitoring the effectiveness of these other policies to ensure the school safeguards its pupils/students. Other relevant policies can include:

- safer working practice
- attendance and behaviour
- positive handling/physical intervention
- staff code of conduct
- anti-bullying
- intimate care
- recruitment and selection
- e-safety
- confidentiality
- radicalisation
- strategic equality plan

Other safeguarding policies can be found on the local authority safeguarding area on HWB (Cymyl Addysg) .

**1.13** Further support and guidance for the DSP may be obtained from the local authority. The NSPCC also provides helpful resources and guidance.

## **Safeguarding and multi-agency training**

**1.14** It is the role of the DSP, working with the head teacher, to ensure all staff and volunteers:

- have access to and understand the school's safeguarding policy especially new, part-time or supply staff who may work with different educational establishments
- have induction and safeguarding training
- are able to recognise the signs and indicators of abuse and neglect
- know how to respond effectively when they have concerns

- know how to respond to an allegation appropriately
- know that they have a responsibility to report any concerns immediately

**1.15** Records should be kept by the DSP of the training dates, the provider and a record of staff attendance.

**1.16** In addition to the requirement for the Chair of Governors and the Designated Governor to undertake safeguarding training, all governors should be given access to safeguarding to ensure a basic and consistent level of awareness. Governing bodies are responsible for ensuring the school's policies and procedures for safeguarding meet statutory requirements and all governors should know what to do if they have concerns about a child.

**1.17** Teachers should receive training in safeguarding as part of Qualified Teaching training but this will need to be reinforced by training on local procedures when they are first appointed. The QTS Standards are a set of outcome statements that trainee teachers have to meet which are linked to other publications and statutory requirements as appropriate.

**1.18** Teacher trainees are also required to demonstrate professionalism to ensure that relationships with learners are built on mutual trust and respect, and to recognise that this will help maximise their learning potential. They are expected to evidence this standard by being able to demonstrate knowledge and awareness of the rights and entitlements of all learners, as laid out in the United Nations Convention on the Rights of the Child (UNCRC) and key Welsh Government policies.

**1.19** Other staff and governors should receive training when they are first appointed. All staff who do not have designated responsibility for safeguarding, including teachers, should undertake suitable local training at regular intervals thereafter, to keep their knowledge and skills up-to-date.

**1.20** Individual schools are responsible for ensuring that staff have the competence and confidence to carry out their responsibilities for safeguarding and promoting children's wellbeing. The local authority will be able to provide advice on the minimum levels of training required by staff.

**1.21** Further information on inter-agency training and development is set out in chapter 11 of [Safeguarding Children: Working Together Under the Children Act 2004](#).

**1.22** The purpose of multi-agency training is to achieve better outcomes for children and young people including:

- a shared understanding of the tasks, processes, principles, and roles

and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare

- more effective and integrated services at both the strategic and individual level
- improved communications between professionals including a common understanding of key terms, definitions, and thresholds
- effective working relationships, including an ability to work in multidisciplinary groups or teams
- sound decision-making based on information sharing, thorough assessment, critical analysis, and professional judgement.

**1.23** The DSP should receive training in inter-agency procedures that enables them to work in partnership with other agencies, and gives them the knowledge and skills needed to fulfill their responsibilities. They should also undertake regular training to keep their knowledge and skills updated.

**1.24** Other staff should receive training when they are first appointed and undertake regular updated training to keep their knowledge and skills up to date.

**1.25** The revised [Becoming a Qualified Teacher: Handbook of Guidance](#) was published by the Welsh Government in January 2014. This reflected recent changes to the initial teacher training (ITT) entry requirements in Section 2 of the document – Requirements for the Provision of ITT Courses. This section provides information for ITT providers on the latest guidance on safeguarding children in education.



### Responsibilities of governing bodies/proprietors

**2.00** Governing bodies are accountable for ensuring effective policies and procedures are in place to safeguard and promote the wellbeing of children in accordance with this guidance, and monitoring its compliance with them.

**2.01** Governing bodies of maintained schools and proprietors of independent schools should ensure that their respective organisations:

- have effective safeguarding policies and procedures in place that are:
  - in accordance with local authority guidance and locally agreed interagency procedures
  - inclusive of services that extend beyond the school day (e.g. boarding accommodation, community activities on school premises, etc.)
  - reviewed at least annually
  - made available to parents or carers on request
  - provided in a format appropriate to the understanding of children, particularly where schools cater for children with additional needs
- operate safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out on new staff and unsupervised volunteers who will work with children, including relevant DBS checks
- ensure that the head teacher and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for safeguarding effectively, which is kept up-to-date by regular training
- give clear guidance to temporary staff and volunteers providing cover during short-term absences and who will be working with children and young people on the organisation's arrangements for safeguarding and their responsibilities

- ensure that the governing body remedies any deficiencies or weaknesses in regard to safeguarding arrangements that are raised without delay
- ensure that the DSP, the designated governor and the chair of governors undertakes training in inter-agency working that is in line with local authority arrangements and refreshes their knowledge and skills regularly , in addition to safeguarding training

## **Designated governor**

### **2.02 Identify a Designated Governor for Safeguarding to:**

- take responsibility for safeguarding matters
- ensure the governing body reviews the school's policies and procedures annually
- be the designated governor to maintain contact with the statutory authorities in relation to the disciplinary process as set out in Welsh Government guidance [Disciplinary and Dismissal Procedures for School Staff \(002/2013\)](#), and
- ensure that the governing body/proprietor undertakes an annual review of safeguarding policies and procedures and how the above duties have been discharged.

**2.03** While governing bodies have a role in exercising their disciplinary functions in respect of safeguarding allegations against a member of staff, they do not have a role in the consideration of individual cases which will be investigated under arrangements set out in [Safeguarding children in education: handling allegations of professional abuse against teachers and other staff](#) (Welsh Government circular 009/2014).

**2.04** Whether the governing body acts collectively or an individual member takes the lead, it is helpful if all members of governing bodies undertake relevant safeguarding training to ensure they have the knowledge and information needed to perform their functions and understand their wider safeguarding responsibilities. Other useful information on the role of governors in safeguarding can also be found on the Governors Wales website.

### Definitions and indicators of abuse

#### What is abuse?

A 'child at risk' is a child who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- who has needs for care and support (whether or not the authority is meeting any of those needs).

A child is abused and neglected when someone inflicts injury, or fails to act to prevent harm. Children may be abused in a family, or in an institutional or community setting, by those known to them, or more rarely, by a stranger. A child is anyone who has not yet reached their 18<sup>th</sup> birthday. "Children", therefore, means "children and young people" throughout. The fact that a child has become 16 years of age and may be living independently does not change their status or their entitlement to services or protection under the Children Act, 1989.

Everybody should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks that abusers may pose to children;
- share their concerns so that information can be gathered to assist in the assessment of the child's needs and circumstances;
- work with agencies to contribute to actions that are needed to safeguard and promote the child's wellbeing
- support the child and their family.

Categories of Abuse are Physical, Sexual, Emotional, and Neglect. The Social Services and Wellbeing Act (2014) introduces a new category of Financial Abuse which can also occur in relation to children. It can include includes:

- theft of children's or young people's trust funds
- pressure or coercive control on a child or young person to part with money
- misuse of money provided to children to meet their specific needs such as disability benefits etc.

## Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

### Indicators of Physical Abuse:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns / human bite marks
- broken bones
- scalds, with upward splash marks,
- multiple burns with a clearly demarcated edge.

### Changes in behaviour that can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- going missing or running away from home.

## Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Indicators of Sexual Abuse:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains / pregnancy
- discomfort when walking or sitting down

### Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

## Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### Indicators of Emotional Abuse:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

### Changes in behaviour which can also indicate neglect may include:

- extremes of passivity or aggression
- overreaction to mistakes
- self-depreciation ('I'm stupid, ugly, worthless, etc')
- inappropriate response to pain ('I deserve this')

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

### Indicators of Neglect:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.

### Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.

## Appendix D

### Abuse of Trust

Welsh Government Guidance indicates that all staff need to know that inappropriate behaviour with, or towards, children is unacceptable. In particular, under the Sexual Offences Act, 2003, it is an offence for a person over 18 (for example teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child.

All relationships between staff and pupils/students are founded on trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of trust or influence over the other, by virtue of their work or the nature of their activity. The individual in the position of trust may have the power to confer advancement or failure. The relationship may be distorted by fear or favour. It is vital for all those in such positions of trust to understand the power it gives them over those they care for and the responsibility they must exercise as a consequence. While such a relationship of trust exists, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship itself will be intrinsically unequal in a relationship of trust, and is therefore unacceptable. It is also inappropriate since the 'professional' relationship of trust would be altered.

The Sexual Offences (Amendment) Act, 2000, set out a series of occupations to which the Abuse of Position of Trust laws apply. This includes anyone working in an educational institution. The primary purpose of the Abuse of Trust provisions is to provide protection for young people aged 16 and 17, who are considered particularly vulnerable to exploitation by those who hold a position of trust or authority in their lives.

Subject to a number of limited definitions, it is a criminal offence for a person, in a position of trust, to engage in any sexual activity with a person aged under 18 with whom they have a relationship of trust, irrespective of the age of consent even if the basis of their relationship is consensual. A relationship exists where a member of staff or volunteer is in a position of power or influence over young people aged 16 or 17 by virtue of the work or nature of the activity being undertaken.

The principles apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. They apply equally to all, without regard to gender, race, religion, sexual orientation or disability. This is an area where it is very important to avoid any sexual or other stereotyping. In addition, it is important to recognise that women as well as men may abuse a position of trust.

All staff should ensure that their relationships with young people are appropriate to their age and gender, and take care that their language and conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.

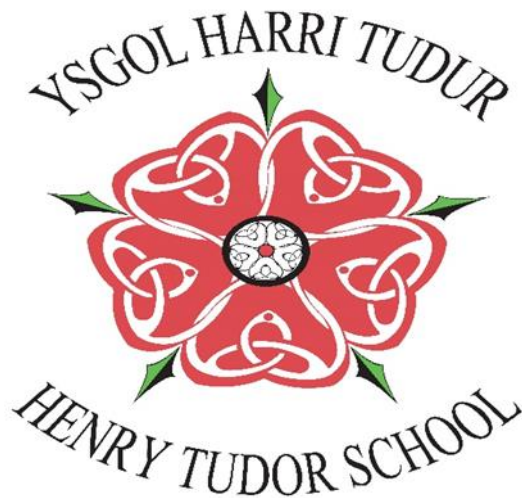
## Policy Review

This policy will be reviewed and ratified annually at a full governing body meeting at least once a year and recorded in the minutes. The DSP or Head may wish to provide the Governing Body with information on the following:-

- changes to safeguarding procedures;
- training undertaken by all staff and governors in the preceding 12 months;
- the number of incidents of a safeguarding nature in the school within the preceding 12 months (without details or names);
- where and how safeguarding appears in the curriculum;
- lessons learned from child practice reviews or local practice.



# Ysgol Harri Tudur



Henry Tudor School

## Safeguarding Guidance for Staff

2019 / 2020

Safeguarding is everyone's business. We share a responsibility for safeguarding and promoting the welfare of all pupils at Ysgol Harri Tudur/ Henry Tudor School.

Staff must ensure that they have also read, and are familiar with the following policies.

- Child Protection Policy
- Preventing Extremism Radicalisation Policy
- Positive Holding Policy
- Anti-Bullying Policy
- Behaviour Policy
- Attendance Policy
- Whistleblowing Policy

Other key documents that are referred to are:

- School Beat Advice and Guidance
- Sexting Advice and Guidance.

The purpose of this guidance does not replace a full understanding of the above policies and documents but is to give staff a clear understanding of what action needs to be taken in relation to day to day dealings with safeguarding, child protection and welfare concerns.

**All Multi Agency Referral Forms must be submitted by the Senior Staff dealing with the incident and must have their contact details on the form (This is in particular reference to where there is an allegation of abuse, and/or a criminal offence has been committed). The MARF will form part of any police investigation if this occurs.**

**If a member of the safeguarding team submits a MARF with parental consent regarding a request for support they must again ensure that the contact details are those of the person submitting the MARF**

## Safeguarding Team at Ysgol Harri Tudur / Henry Tudor School

*Safeguarding is Everyone's Business*

### Key Contact extensions and mobiles

#### Key Staff Contact details

Please note this is not an extensive list of all key staff. Phones have the facility for staff to look up an extension. Mentors will also need to communicate regularly with Heads of Key Stage and Heads of House by email

<u>Name</u>	<u>Role</u>	<u>Extension</u>	<u>Mobile</u>
<u>Ann Andrews</u>	<u>Designated Child Protection Officer / Assistant Headteacher</u>	<u>2230</u>	<u>07375 392 001</u>
<u>Rob Ellis</u>	<u>Designated Child Protection Cover / Assistant Headteacher</u>	<u>2237</u>	<u>07375391791</u>
<u>Alyson James</u>	<u>Designated Child Protection Cover / Assistant Headteacher</u>	<u>2283</u>	<u>07375 393 838</u>
<u>Sarah Smith</u>	<u>Designated Child Protection Cover / Assistant Headteacher</u>	<u>2225</u>	<u>07375 392 141</u>
<u>Tanya Newton</u>	<u>Welfare/Attendance Officer years 7, 8, 12 &amp;13</u>	<u>3307</u>	<u>07375 392 651</u>
<u>Tina Smith</u>	<u>Welfare/Attendance Officer years 9,10 &amp; 11</u>	<u>3310</u>	<u>07375 392 609</u>
<u>Neil Truman</u>	<u>Head of LRC</u>	<u>2259</u>	<u>07375 392 434</u>
<u>Cath Liddell</u>	<u>Assistant ALNCO</u>	<u>2253</u>	<u>07375373979</u>
<u>Sue Beasley</u>	<u>Assistant ALNCO</u>	<u>2267</u>	<u>07375 392 346</u>

<b><u>Andrew Barlow</u></b>	<b><u>Deputy Headteacher</u></b>	<b><u>2294</u></b>	<b><u>07375393962</u></b>
<b><u>Pupil Support Officers</u></b>	<b><u>Pupil Support for Behaviour</u></b>	<b><u>2287</u></b>	
<b><u>Mandy Griffiths</u></b>	<b><u>Pupil Counsellor</u></b>	<b><u>2300</u></b>	<b><u>07879 694 943</u></b>
<b><u>Emergency Medical</u></b>		<b><u>2222</u></b>	<b><u>07375 394 850</u></b>
<b><u>Reception</u></b>		<b><u>2000</u></b>	<b><u>07375 391 753</u></b>
<b><u>Tom Crichton</u></b>	<b><u>Deputy Headteacher</u></b>	<b><u>2360</u></b>	<b><u>07375 392 024</u></b>
<b><u>Cath Cumine</u></b>	<b><u>PDG champion</u></b>	<b><u>2303</u></b>	<b><u>07375 391 756</u></b>
<b><u>Jon Jones</u></b>	<b><u>Head of Key Stage 5</u></b>	<b><u>2223</u></b>	<b><u>07900 143 715</u> <b><u>(Same as last year)</u></b></b>
<b><u>Stephanie Martin</u></b>	<b><u>Head of Key Stage 3 years 7 and 8</u></b>	<b><u>2226</u></b>	
<b><u>Clare Jones</u></b>	<b><u>Head of Key Stage 4 years 9, 10 &amp; 11</u></b>	<b><u>2238</u></b>	
<b><u>Ross Harries</u></b>	<b><u>IT manager</u></b>	<b><u>2248</u></b>	<b><u>07496672581</u></b>
<b><u>Nick Makin</u></b>	<b><u>Business Manager</u></b>	<b><u>2246</u></b>	<b><u>07375393312</u></b>

### **Heads of House**

Rose Probert – Carew  
Rachel Sander – Upton  
Graham Batchelor – Picton  
Louise Kitts – Manorbier  
Pete Kingdom – Narberth

The following sections give guidance on how to respond to a variety of situations.

### **Disclosure of Physical or Sexual Abuse (Referred to as Section 47 of the Children Act)**

If a pupil discloses information about child abuse including an allegation against a member of staff, you must inform the pupil that the information will be passed onto colleagues who can provide the appropriate support and guidance. Pupils **must not be interviewed or challenged** when making the disclosure. The information must be passed to the Designated Child Protection Officer as a matter of urgency in the first instance Ann Andrews, or if she is not available Rob Ellis, Sarah Smith or Alyson James. If none of these are available the member of staff needs to contact any other member of the senior management team including the Headteacher, Fiona Kite. **The concern must be reported verbally (not only by email). The member of staff with the concern must ensure they speak with the Designated Child Protection Officer or Cover.**

In all cases the DCPO and DCPC must follow this procedure.

1. Phone Child Care Assessment Team on 01437 776444
2. Submit a Multi-Agency Referral Form, MARF to CCATS via email and copy the DCPO in, who will save this on the secure drive for Child Protection and copy the appropriate Welfare and Attendance Officer who will record all details on the secure Safeguarding log.
3. Ensure that the Head of Key Stage is informed.
4. Make arrangements for the pupil to be supported by the Welfare and Attendance Officer when police and social care arrive to conduct a joint investigation
5. CCATS will advise whether to inform the parent. If the allegation of abuse is against a family member, they will advise that the parent is not informed but if it is not a family member the DCPO and DCPC must check with CCATS whether the parent should be notified.

Please be aware that pupils sometimes make disclosures in a flippant way e.g. they may appear to be laughing and say for example 'My Dad is always hitting me!' This is still a disclosure and must be reported, although it needs to be highlighted to the DCPO or DCPC the manner in which it was expressed.

### **Disclosure of an Allegation of Abuse against a Member of staff**

**This must be referred to the DCPO. If DCPO is teaching cover will need to be provided immediately. If the DCPO is not on site, then it must be referred to one of the DCPC's. If all are teaching cover must be provided for one of them to deal with the incident.**

The following procedure will be followed by either the DCPO or DCPC.

1. The Headteacher informed immediately and kept updated of all actions.
2. The DOMPA informed and advice sought immediately and if not available CCATS should be contacted.
3. According to the advice given by DOMPA/CCATS, with support from the Pupil Support Officers statements will be taken from the pupil and other pupils or staff if witnessed.
4. Staff dealing with the incident must note if there are any visible marks on the pupil.
5. The Pupil must be seen by first aid if injured. Parents must be informed immediately and it must be explained that the incident will now be investigated and referred to the Designated Officer for Professional Allegations at the Local Authority. If the DOMPA is unavailable, the DCPO or DCPC should speak to another member of the safeguarding team at the Local Authority and /or ring CCATS.
6. All precautions must be taken to ensure that the pupil and member of staff accused are not in the same area.
7. If a physical assault or sexual abuse has occurred, it must be reported to 101, the police and the Headteacher will need to complete a Risk Assessment and suspend without prejudice until the investigation is complete. The member of staff will need to be notified as soon as possible. HR must be informed and the risk assessment emailed.
8. The Headteacher will ensure that appropriate support is provided for the member of staff and will advise them to contact their union.

### **Disclosure of Emotional Abuse or Neglect**

If a pupil discloses they are being emotionally abused or neglected staff must report their concerns to the relevant Welfare and Attendance Officer who will follow this procedure.

1. Speak to the pupil and gain a picture of what is going on.
2. Ring the CCATS team for advice.
3. CCATS will either request that an unsigned MARF is submitted or will advise to ring the parent and request they sign the MARF in order to access support or a Team Around the Family Referral TAF.
4. Submit the MARF to CCATS via email and copy the DCPO in who will save this on the secure drive for Child Protection and the Welfare and Attendance Officer will record all details on the secure Safeguarding log.
5. Ensure that the Head of Key Stage is informed.
6. Advise the Vertical Mentor and ask them to monitor well-being daily and report on any concerns.



### **Wider Welfare Concerns expressed by either staff, pupils or parents**

If a pupil, parent or staff member has concerns relating to the welfare of a pupil e.g. Pupil reports being hungry all the time, appears dirty and uncared for, seems constantly upset or complains that there are a lot of arguments at home (these are just examples not an exhaustive list), the following procedure should take place.

1. The member of staff should report their concerns to the Vertical Mentor.
2. The Vertical Mentor will phone the parents and share the concerns. They should deal with this tactfully and sensitively and try to offer support.
3. The Vertical Mentor will notify by email the Head of Key Stage and the Welfare and Attendance Officer appropriate to the pupil's year. They should ensure that they detail the concern and the outcome of the call to parents. They must copy the DCPO (Ann Andrews) into the email.
4. The Welfare and Attendance Officer will log this on safeguarding.
5. The Welfare and Attendance Officer may seek advice from CCATS if they are still concerned and log and action any advice given.
6. If concerns continue about this pupil the Welfare and Attendance Officer and/or the Head of Key Stage will contact the parent and offer to make a MARF with their consent or a referral to TAF. They will invite the parent into a meeting to discuss. All actions logged on safeguarding.

### **Sexual activity between pupils**

If a pupil reports they have had consensual under the age of consent sexual activity the following procedure must be followed.

1. Welfare and Attendance Officer and Head of Key Stage informed.
2. Welfare and Attendance Officer rings incident through to 101 and reference recorded
3. Parent informed and requested to sign the MARF
4. Submit MARF (with or without signature) to CCATS and copied in to DCPO.
5. Welfare and Attendance Officer records all details and actions on the safeguarding log.

### **Suicidal Thoughts/ self-harm either expressed by the pupil or friends of the pupil.**

The pupil must be taken to the Welfare and Attendance Officer (not sent) and the member of staff reporting the issue must ensure that a detailed account of how they become aware of the issue is submitted to the Welfare and Attendance Officer who will follow this procedure.

1. Assess the pupil to find out if they have a plan, how frequently they are feeling like this, who they may have told, any injuries etc.
2. Welfare and Attendance Officer will contact the parent immediately and advise them to take the pupil to the GP or A&E whichever is quickest or appropriate at the time.
3. Pupil must not be left or allowed to leave. If pupil runs off the Pupil Support Officers must be informed and a search undertaken. Parent informed at all stages and advised on how to keep pupil safe (e.g. make sure the pupil cannot get hold of any pills in the house or any potential dangerous item and monitor closely)
4. After the parent has arrived and taken the pupil, a risk assessment must be completed, circulated to staff and saved in the shared area.
5. All details recorded on safeguarding log and DCPO and Head of Key Stage informed.
6. Maureen Osborne and Mel Brown school nurses and Cath Liddell must be informed who can make referrals to CAMHS and EHWPB respectively.
7. Parents must be offered Emotional Health and Well Being Referral (signature required)
8. Emotional Support Officer informed and pupil picked up for an appointment (providing parents agree)
9. Pupil advised to speak with School Counsellor and a referral made to Amanda Griffiths School Counsellor with relevant details.

If concerns persist and the parent has not acted on advice and taken the pupil to GP or A&E then WM will submit a MARF and inform the parent, copying DCPO in.

### **Sending/Receiving of indecent pictures**

This should be reported to the Welfare and Attendance Officer who will refer it immediately to the Pupil Support Officers for investigation. PSOs will be guided by the Sexting Guidelines and the School Beat Advice.

1. If a crime has been committed i.e. the circulation of indecent material, then all details must be passed to police 101. PSOs will record on Safeguarding along with the outcomes and crime reference number and email the DCPO, Head of Key Stage and appropriate Welfare Officer.
2. Parents must be informed. If the police wish to question the pupil, they cannot do so unless we have parental consent to do so in school. Otherwise the police will visit the pupil at home. The police will confiscate and wipe the phone and reset.
3. If indecent pictures have been passed between two pupils and it is clearly non malicious, PSOs should refer to **the Sexting Guidelines** and inform the parents and Carolyn Davies our community liaison police officer and arrange a time for both pupils to be spoken. Pupils must be advised to delete all pictures and parents should be advised to check the pupils' phones. PSOs must advise on the dangers of their actions and the effect on their future life. If the images have been circulated or there is any suggestion that this is malicious it must be reported to 101.

### **Concerns over Potential Risk of Radicalisation**

All Staff must ensure they have read the Preventing Extremism and Radicalisation Policy. Staff may become aware of the following in relation to the risk of radicalisation.

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organizations;
- Significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

If staff have any concerns about the above or any other issue which suggests a pupil might be at risk of radicalization they must inform the Welfare and Attendance Officers who will proceed as follows:

1. Inform DCPO or cover
2. Contact CCATS for advice
3. Inform Parent
4. Complete MARF if advised by CCATS making it clear in the body of the form that this is a referral to PREVENT (the prevent radicalization strategy) CCATS will then pass this to the Prevent branch of the Police.
5. All details and action must be recorded on safeguarding log by the Welfare and Attendance Officer or DCPO or DCPC.

### Critical Advice to all staff relating to Safeguarding. Keeping pupils and staff safe.

- Staff must be familiar with the Child Protection Policy, Attendance Policy, Whistleblowing Policy, Positive Holding Policy, Behaviour Policy and Anti Bullying Policy.
- They must be tier 1 trained as a minimum and they must hold a current DBS. They need to ensure that they have completed all Tier 1 PoD training. It is the responsibility of staff to check that these are current.
- Senior Staff, Pupil Support Officers, Welfare and Attendance Officers and any of the safeguarding team should phone CCATS for advice if they are unsure of how to deal with a situation. However, they must be aware that CCATS is not an emergency service and have not power to go into a pupils' home or remove a pupil. If staff believe a pupil to be an immediate and significant risk they need to contact the police.
- Concerns by staff must always be discussed directly with DCPO or DCPC or Welfare and Attendance Officers/Head of Key Stage/Wider Senior Staff team. Concerns must never **only** be made by email as they may not be read until later and a child may be left at risk because the correct action was not taken immediately.
- In the unlikely event that staff cannot get hold of any of the safeguarding team, then they should ring CCATS directly. (All numbers are on staff safeguarding cards and leaflets)
- The Headteacher and Deputy Headteachers must be kept informed by the DCPO and the safeguarding team of any allegations made against staff.
- **All staff are strongly advised not to physically intervene or block pupils.** They are also advised not to try and physically take an item from a pupil e.g. a phone, bottle, etc. Staff should refer to the Positively Holding policy for more detailed guidance. There may be times when staff have to intervene in their duty of care to prevent harm to a pupil. They should be mindful that their action is **necessary, proportionate and reasonable**. It should always be a last resort and in the best interests of the pupils. If a member of staff has had to use any physical intervention they should contact Pupil Support and record it in the bound and number book. Pupil Support Officers will report the incident to the parent and DCPO.
- Do not take a photograph of a pupil or their work on a personal device.
- Do not communicate with pupils via social media e.g. Facebook, SnapChat, Instagram etc. this is a disciplinary matter.
- Staff must not put any comments about pupils, staff, parents or any aspect of school life on social media.
- Do not take a pupil in your car at any time. If a pupil has to be taken home under exceptional circumstances, then the safeguarding team should be contacted and arrangements must be made for the pupil to go in an appropriately insured vehicle with two members of staff. DCPO or DCPC must be made aware.
- **Confidentiality is vital at all times. Staff must not discuss any issues pertaining to pupils in front of other pupils, in corridors where they may be overheard. They must not discuss any information about pupils outside of school. Sensitive information**

relating to pupil should only be shared with appropriate members of the safeguarding team.

### Useful Numbers

#### Child Protection Contact Numbers

Duty Social Worker: 01437 776444

Emergency Out of Hours: 0300 3332222

Police: Dial 101 and ask for the Public Protection Unit or in an emergency dial 999

If a referral is made directly to Social Services, the details must be shared with the school's child protection staff (unless they are implicated) for record keeping and follow up.

#### Other useful telephone numbers:

NSPCC	0808 800 5000
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Childline	08001111
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Domestic Abuse Helpline	0808 8010800
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## Ysgol Harri Tudur / Henry Tudor School



### Child Protection Contact Numbers

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Emergency Out of Hours: 0300 3332222

Police: Dial 101 and ask for the Public Protection Unit or in an emergency dial 999

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### Other useful telephone numbers:

NSPCC 0808 800 5000  
Childline 08001111  
Domestic Abuse Helpline 0808 8010800

### IMPORTANT

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- Neglect
- Physical injury
- Sexual abuse
- Emotional abuse

If you have any concerns about any of these regarding Pembroke School pupils, contact the Child Protection Staff

If you have concerns regarding children and young people in the wider community, contact the Child Care Assessment Team (CCAT)

## DIOGELU Cyfrifoldeb Pawb SAFEGUARDING Everyone's Responsibility

Ysgol Harri Tudur/Henry Tudor School operates its Child Protection Policy within the guidelines of Pembrokeshire County Council with some adaptations for use in school. The policy is available on P:drive or on the school website.

<p><b>Important roles and responsibilities at Ysgol Harri Tudur School</b></p> <ul style="list-style-type: none"> <li>• <b>Designated Child Protection Person (DCPO)</b> Ann Andrews Ext: 2230 Mobile: 07375392001</li> <li>• <b>Designated Child Protection Cover (DCPC)</b> Rob Ellis Ext: 2237 Mobile: 07375391791</li> <li>Alyson James Ext: 2283 Mobile: 07375393838</li> <li>Sarah Smith Ext: 2225 Mobile: 07375392141</li> </ul> <p>Any problems making contact ring reception (Ext 0) and ask them to contact the above.</p> <p>Be vigilant - never hesitate to seek advice if unsure. (this also applies to welfare concerns or any other worries - always share them)</p>	<p><b>Under normal circumstances, follow the following instructions:</b></p> <p>Child protection concerns can arise in a number of ways.</p> <p><b>Responding to a child raising a concern/making a disclosure</b></p> <ul style="list-style-type: none"> <li>• Listen and keep on listening.</li> <li>• Don't question.</li> <li>• Don't pass judgement on what you are told.</li> <li>• Never promise confidentiality.</li> <li>• Explain that you will have to pass on your concerns and don't delay taking action.</li> <li>• Contact Ann Andrews, Rob Ellis, Alyson James or Sarah Smith</li> <li>• Ensure that you report a disclosure of abuse verbally (by phone or in person) - do not rely on an email.</li> <li>• Record the details of the concern and who you passed it on to as soon as possible, state the time/date you received the information and sign and date your account.</li> <li>• If you require support contact the child protection staff above.</li> </ul>	<p><b>Concerns against a member of staff:</b></p> <ul style="list-style-type: none"> <li>• Follow the same process as above.</li> <li>• Do not alert/inform the member of staff.</li> </ul> <p><b>Concerns against any of the child protection staff above:</b></p> <ul style="list-style-type: none"> <li>• Contact the Headteacher.</li> <li>• Do not alert/inform the member of staff.</li> </ul> <p><b>In unusual circumstances, it may not be possible or appropriate to follow the instructions above, e.g.</b></p> <ul style="list-style-type: none"> <li>• A disclosure/concern outside school hours when the named child protection staff are unavailable,</li> <li>• The disclosure/concern relates to all the named child protection staff,</li> <li>• You are not happy that appropriate action has been taken through the normal route.</li> </ul> <p><b>In such circumstances, you must contact the Child Care Assessment Team using the contact details overleaf</b></p>
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All child protection concerns, queries or referrals should be passed to Ann Andrews

	Name	Signature	Date
Chair of Governors	Pam Thomas		13 November 2019
Head Teacher	Fiona Kite		13 November 2019

Review Date	13 November 2019
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