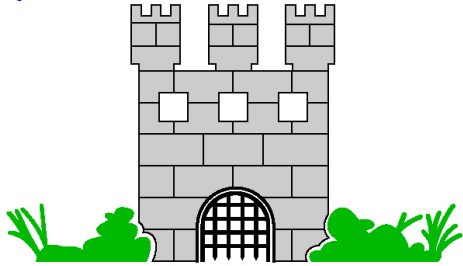


**The Rofft County Primary School
Marford
Wrexham**

The Rofft School



Marford

Reviewed
March 2017
Next Review Date
March 2019

**SAFEGUARDING POLICY INCL
CHILD PROTECTION PROCEDURE**

SECTION ONE

INTRODUCTION

We acknowledge the original legislation together with information provided by Wrexham County Borough Council and the Welsh Assembly Government which underpins this policy. It is in line with the All Wales Child Protection Procedures (2008) and the Wrexham County Borough Council Child Protection Procedures.

Safeguarding children is the responsibility of everyone, with the interests of the child being paramount in all considerations of welfare, safety and protection.

This policy applies to all adults, including volunteers, working in or on behalf of The Rofft School.

Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting

We recognise that we have a duty to ensure arrangements are in place for promoting the welfare of children by creating a positive school atmosphere; through our teaching and learning; providing pastoral support and care for both pupils and school personnel including volunteers; applying safer recruitment guidance; having appropriately trained school personnel and volunteers and importantly through effective partnerships with parents and guardians.

Aims

To have in place policies and procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children

To ensure that all school personnel are aware of what action to take when dealing with a safeguarding issue

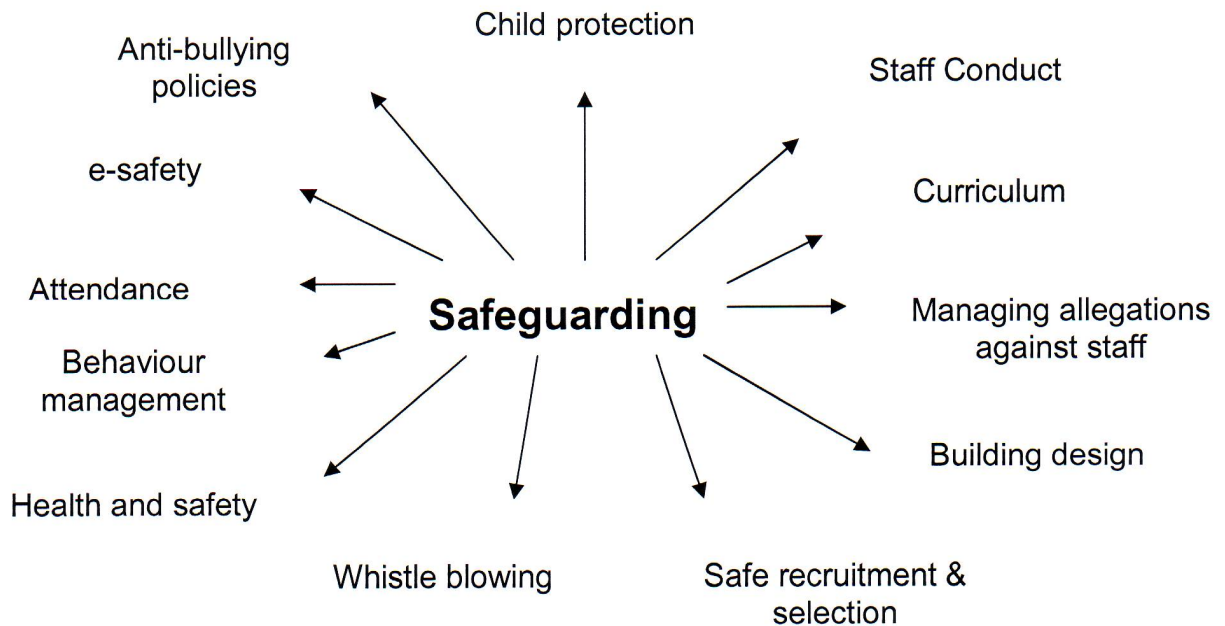
To create and provide a learning environment that is safe, secure, warm and welcoming for children to support their learning, development and personal resilience

To ensure a safe environment where children and adults feel secure in being able to talk to school personnel about any concerns or fears they may have knowing that they will be taken seriously and actioned appropriately

To work with other schools and organisations to share good practice to improve this policy and our internal procedures and practice

SECTION TWO THE ROFFT SCHOOL COMMITMENT

The school is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.



Preventing Students from being drawn into terrorism

The School will ensure that the Prevent Duty as outlined in the Counter Terrorism and Security Act (2015) is implemented and will act in accordance with local policies, protocols and procedures.

1. The objectives are that:

- All governors, teachers, teaching assistants and non-teaching staff will have an understanding of what radicalisation and extremism is and why we need to be vigilant in school.
- All governors, teachers, teaching assistants and non-teaching staff will know what the school policy is on tackling extremism and radicalisation and will follow the policy guidance swiftly when issues arise.
- All pupils will understand the dangers of radicalisation and exposure to extremist views; building resilience against these and knowing what to do if they experience them.

All parents/carers and pupils will know that the school policies in place to keep pupils safe from harm and that the school regularly reviews its systems to ensure they are appropriate and effective

Any concern should be reported to the schools designated senior person for Child Protection.

Children Missing Education

The school will ensure that it complies with its statutory responsibilities in respect of children missing from education.

It will follow the procedures as set out in the Wrexham County Borough Council guidance Children Missing Education 2010.

SECTION THREE PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safe Recruitment and Selection

The School complies with current WAG guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007 in partnership with Wrexham County Borough Council. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll, from October 2009 it is a criminal offence for employers to take on an individual in Independent Safeguarding Authority regulated activity whom they know to have been barred and/or not refer to the DBS details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the Personnel and Payroll Unit, Wrexham County Borough Council
- all new appointments to our School's workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy. New Directions will be used as a Supply agency along with staff through Wrexham's ETEACH system
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.

Headteacher and Governors will have the opportunity to undertake Wrexham County Council's Safer Recruitment in Education Training. One person so trained will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2. Safe Practice

- Our school will comply with the current Safe Practice guidance to be found in Wrexham County Borough Council Safeguarding Procedures.
- Safe working practice ensures that pupils are safe and that all staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for pupils

We will ensure that all pupils in our school are aware of members of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils should know that we have a senior member of staff with responsibility for child protection. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. In addition we make use of external support services including NSPCC, Childline and the Police (PCSO) Our school will ensure that pupils are made aware that information can be found at the following – NSPCC and Childline.

School's arrangements for consulting with and listening to pupils are through classteachers, Teaching Assistants, SAP Trained counsellors, as well as through circle time within classes.

We make pupils aware of these arrangements by class based activities, circle time, collective worship and external support agencies.

4. Partnership with Parents and Guardians

The school shares a purpose with parents and guardians to educate and keep children safe from harm and to have their welfare promoted.

We are committed to working with parents and guardians positively, openly and honestly. We ensure that all parents and guardians are treated with respect, dignity and courtesy. We respect their rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents and guardians any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents and guardians to discuss any concerns they may have with their child. We make them aware of our policy and parents are made aware that they can view this policy on request or on the school website.

Information regarding the Schools' duty to report any concerns re Child Protection are stated clearly in the Prospectus.

Confidentiality

5. Partnerships with others

The School recognises that it is essential to establish positive and effective working relationships with other agencies who are partners with the school, Wrexham Local Authority (e.g. Children & Young Peoples' Department, Social Services, Police, Health, District Council, Childline in Partnership with schools, NSPCC, TAC, Attendance Officer etc.) There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

6. School Training and Staff Induction

The school has a designated co-ordinator for Child Protection

- The school has a designated governor for Child Protection
- The Chair of Governors is the nominated deputy should the Child Protection governor not be available.
- The Deputy Headteacher will deputise if the designated coordinator is off site
- All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.
- New members of staff are made aware of our school policy and are trained as soon as can be arranged.

All staff (including temporary staff and volunteers) are provided with the school's safeguarding policy and informed of school's child protection procedures on induction and it is made available to all volunteers.

7. Support, Advice and Guidance for Staff

Staff will be supported by the Headteacher/ Deputy Head as well as professional associations.

The Child Protection Co-ordinator will be supported by the Senior Educational Social Worker. Advice is available from Wrexham County Borough Council Duty Single Point Of Contact Children's Social Care and the Police Child Abuse Investigation Team as well as from the Safeguarding Officer for Schools.

8. Related School Support

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population. These may include anti social behaviour, fire safety, kerb craft and cycling proficiency.

Other related school arrangements e.g. confidentiality, admissions, exclusions, work experience can be found in the relevant school Policies. .

9. Pupil Information

The School will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Child Arrangement Orders, Care Order, Injunctions etc.)
- If the child is or has been on the Child Protection Register or subject to a care and support plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information which will be stored on the administration computer system.

SECTION FIVE ROLES AND RESPONSIBILITIES

Our Governing Body will ensure that:

- the school has a Safeguarding policy and procedures in place that are in accordance with local authority guidance and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that appropriate checks are carried out on staff and volunteers who work with children; e.g. references are required.
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority (in the Staff Disciplinary Policy).
- a senior member of the school's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies;
- staff including the Head Teacher/ Deputy Head undertake appropriate child protection training which is updated on a regular basis;
- will recommend that all Governors undertake Safeguarding Training
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher;
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate;
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection will:

Referrals

- refer cases of suspected abuse or allegations to the relevant investigating

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Wrexham County Council operate, the conduct of a child protection case conference and be able to attend and contribute to these and ongoing child protection plans;
- ensure that all staff have access to and understand the school's safeguarding policy;
- ensure that all staff have safeguarding training as part of their induction;
- keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every three years.

Raising Awareness

- ensure the safeguarding policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the school, ensure the child protection file is copied for the new school as soon as possible and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.
- where the parents inform school that they wish to 'home educate' their child, the ESW Service will be informed and will endeavour to undertake a home visit to discuss this with the parents

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns
- be prepared to attend and contribute to a Strategy Meeting, Child Protection Case Conference or Core Group meeting
- be aware of the names of the designated and deputy senior person Child Protection and nominated governor

SECTION SIX THE ROFFT SCHOOL CHILD PROTECTION PROCEDURES

The following Child Protection Procedures will be followed by all Staff working in The Rofft School

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing 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. They may be abused by an adult or adults or another child or children.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve

seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision;
- ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs;

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow Wrexham County Council Child Protection Procedures which are consistent with 'Working Together to Safeguard Children 2010' and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

Staff must immediately report to the Head/ Deputy Head:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- any explanation given which appears inconsistent or suspicious;
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play);
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- any concerns that a child is presenting signs or symptoms of abuse or neglect;
- any significant changes in a child's presentation, including non-attendance;
- any hint or disclosure of abuse from any person;
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak, accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a record of the incident or declaration and hand to the Head/ Deputy Head.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated senior person in order that the person can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- try to ensure that the person disclosing does not have to speak to another member of school staff;
- clarify the information;
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?';
- try not to show signs of shock, horror or surprise;
- not express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person;
- reassure and support the person as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and that the person will be involved as appropriate.

3. Action by the Designated Senior Person Child Protection Officer, or Headteacher their absence.

Following any information raising concern, the designated senior person will consider:

- any urgent medical needs of the child;
- consulting with appropriate persons e.g. Safeguarding Officer and/or Social Care;
- discussing the matter with other agencies involved with the family;
- the child's wishes.

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk;
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR

- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be followed up in writing within 24 hours using a standard referral form (See appendix)

4. Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with the social worker involved to stay informed;
- wherever possible, contribute to the Strategy Discussion;
- provide a report for, attend and contribute to any subsequent Child Protection Conference;
- if the child or children are made the subject of a Child Protection Care and Support Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Conferences;
- where possible, share all reports with parents prior to meetings.

Where in disagreement with a decision made by social care e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, follow the guidance in Wrexham County Council procedures 8.2 Resolving Professional Disagreements

- where a child subject to a child protection care and support plan, moves from the school or goes missing, immediately inform the key worker in Social Care.

5. Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main education file. This will be locked away and only accessible to the Headteacher and designated senior person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Education Social Work Service. Original copies will be retained until the child's 25th birthday.

6. Supporting the Child and Partnership with Parents

- The School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school, that he or she has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child or
- Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow Wrexham County Borough Council procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Designated Senior Person or the Headteacher in their absence and make a record.
- In the event that an allegation is made against the Headteacher the matter will be reported to LA child Safeguarding Officer (01978 295426) who will proceed as the 'Headteacher'.
- The designated Senior Person will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The designated Senior Person or Headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.
- The designated Senior Person or Headteacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation.

Consideration will be given throughout to the support and information needs of pupils, parents and staff. The designated Senior Person or Headteacher will inform the Chair of Governors of any allegation.

Appendix 1

Staff :

Important Telephone Numbers

Wrexham County Borough Council Childrens Social Care DUTY	01978 292039
Wrexham County Borough Council http://www.wrexham.gov.uk/english/education/ Child_Protection.htm	01978 292000
North Wales Police	101
Out of Hours the Emergency Duty Team can be contacted on	0345 053 3116