

Safeguarding Children Policy for Schools/All Educational Settings

(Bryn Primary School)



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Man gwyrddach



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Mae'r cyhoeddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.

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Safeguarding Children Policy for Bryn Primary School

1. School Policy Statement

- 1.1 Under the Safeguarding Children agenda, our school/setting recognises that a Safeguarding Policy requires a broader view than that of the traditional Child Protection Policy. The Welsh Government guidance *Keeping Learners Safe*, has been incorporated into this document. Robust consultation has been undertaken with Children's Services, Human Resources, the Legal Department, Health and Safety and the Parent Network in the construction of this policy. This policy applies to all educational settings including schools and Education Other Than at School Provisions (EOTAS). The aim of this document is to promote the protection and welfare of all children. Throughout the entirety of this document children are recognised as anyone under the age of 18.

This document should be read in conjunction with other school policies. Additionally, staff should be familiar with the Councils key policies, in particular:

- The Corporate Safeguarding Policy
- The Code of Conduct
- The Whistle Blowing Policy
- The Social Media Policy.

The council hosts safeguarding information pages on the Council website in order to provide information to the general public. The Council intranet site has direct links to the South East Wales Regional Safeguarding Board Website at www.sewsc.org.uk. Additional sources of information can be accessed via links provided in **Appendix 1**.

The Named Education Safeguarding Lead in the Directorate for Education and Life Long Learning is Sarah Ellis, Lead for Inclusion and ALN (01443 866618), It is important for all staff, volunteers, contractors and governors/management committee members to remember:

IT IS NOT the responsibility of any employee, volunteer, contractor or Governor/Management Committee Member to determine whether abuse or neglect is actually taking place.

However, IT IS the responsibility of any employee, volunteer, contractor or Governor/Management Committee Member to take the actions set out in this policy if they are concerned that abuse or neglect may be taking place.

1.2 Bryn Primary fully recognises the contribution it makes to Safeguarding Children.

There are three main elements to our policy:

- Prevention through the teaching and pastoral support offered to pupils
- Procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children, school staff are well placed to observe the outward signs of abuse.
- Support to pupils who give cause for concern, are vulnerable or may have been abused.

1.3 This policy applies to all staff and volunteers working within the school. Additionally this policy applies to all occasional workers, agency staff, volunteers, contractors and governors/management committee members involved with our school. All adults on school site must be aware of the school's Safeguarding Children Policy as any adult can be the first point of disclosure for a child. The Headteacher/Setting Leader requires a signature (with date) from all staff to indicate that they have read this document.

2. Prevention

Ethos, Culture and Curriculum

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

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 in the curriculum, activities and opportunities for Personal and Social Education (PSE) which equip children with the skills they need to stay safe from abuse or exploitation, both in their own communities and the cyber community, and to know to whom to turn for help;
- Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare, safe relationships and parenting skills.
- Exercise our duty as a school/setting to identify vulnerable pupils and keep pupils safe from the dangers of radicalisation and all forms of extremism.

Ethical Standards

- 2.2 All staff are clear regarding the importance of their role and responsibilities in regard to modelling appropriate behaviour and ensuring children feel supported. All adults in school hold a position of trust and must be clear that their professional and personal behaviour should not impact negatively upon the pupils, the school or the school community in any way. Guidance with regard to ethical standards is given in **Appendix 2**.

Effective Partnership Working with Parents

- 2.3 As a school we recognise the importance of working in partnership with parents/carers to avoid foreseeable risks to children. In order to ensure that parents and carers have an understanding of the responsibility placed on the school and staff for child protection, the school sets out its obligations in the school leaflet We recognise that children reside in a diversity of arrangements the terms parents and carers will be used to describe those with whom the child resides. The school will always keep clear note and pay due regard to the arrangements for parental responsibility for each child.
- 2.4 Whilst the school has a robust system of risk assessment in place for issues within school, risks outside the school gates must be managed in partnership with good communication. Parents/carers are required to make their wishes for the release or collection of their children explicit to the school in writing.
- 2.5 The Royal Society for the Prevention of Accidents and the NSPCC both recommend that no one under 16 years of age should be left to care for a younger child. Whilst there is no minimum age set in law, our school will implement suggested guidance and not routinely release younger children who require collection to anyone under the age of 16. Individual requests to consider a variation to this policy will be considered on its merits and clearly recorded; a parental signature will be required. Without an appropriate authorising signed request, the school will adhere to the guidance as listed above.

3. Procedures

- 3.1 As required in the Keeping Learners Safe guidance the school will designate a specific governor for Child Protection who will oversee the school's Safeguarding policy and practice and provide a supporting link for the Designated Senior Person for Child Protection. The Designated Governor for Safeguarding is the Chair of the Governing body, **Mrs D. Gronow**, Mrs D Gronow contact details can be requested from the main school office on 01495 225690. The Designated Governor responsibilities will also include ensuring that the Governing Body/Management Committee undertake an annual review of safeguarding policy and procedures and how the schools safeguarding duties have been discharged. The Designated Governor will ensure that they attend specific safeguarding training for governors a minimum of every 3 years. They will also

publicise this training amongst their governing body and encourage their colleague's attendance as safeguarding is everyone's business.

The Designated Senior Person for Child Protection

3.2 We will follow the All Wales Child Protection Procedures (AWCPP) and all local protocols in relation to safeguarding that have been endorsed by the South East Wales Safeguarding Children Board.

3.3 The school will ensure it has a Designated Senior Person (DSP) for Child Protection, who has undertaken the appropriate training, plus identify clear arrangements for a substitute in the DSP's absence. This substitute will also be a senior member of staff and can be introduced as the Shadow DSP. The shadow DSP for child protection is **Michelle Ward, Deputy Headteacher** – Bryn Primary School, Forest Hill, Pontllanfraith, NP12 2PL 01495 225690.

These arrangements will be replicated for Looked After Children, the roles are definably different but may be undertaken by the same person.

Within this school the Headteacher/Setting Leader retains overall responsibility for Safeguarding. Our named DSP for Child Protection is **Mrs Jodi Khan – Bryn Primary School, Forest Hill, Pontllanfraith, NP12 2PL 01495 225690**

- The DSP is responsible for ensuring:
- The smooth running of safeguarding processes within their school/settings
- That all staff are compliant with safeguarding training requirements
- That all staff are made aware of their safeguarding responsibilities as part of their induction to their employment
- That all staff have an annual reminder of the importance of safeguarding awareness, the procedures to follow and the expected ethical standards of behaviour of staff in relation to pupil safety and welfare
- Appropriate interactions with Children's Services and other partners with effective sharing of information
- That all multi agency meetings for children are attended and that appropriate written information is shared with the meeting in accordance with timescales
- That support and advice is provided to all staff with regard to concerns for the welfare and safety of children
- The accuracy and efficiency of children's safeguarding records

3.4 The school is responsible for ensuring that every member of staff and every governor/management committee member knows:

- The name of the DSP and their role and responsibilities as indicated above; and the shadow arrangements in place
- That they have an individual responsibility for referring child protection concerns in accordance with the All Wales Child Protection Procedures

- How to take forward those concerns with the Shadow DSP when the DSP is unavailable
- That all Looked After Children continue to be vulnerable and will require a consistent level of support, care and monitoring even though they may no longer reside in inappropriate circumstances.

4. Recognition: Definitions of Child Abuse and Neglect

- 4.1 All members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse, the definitions of abuse in accordance with the AWCPP can be found in **Appendix 4**.
- 4.2 The school also recognises that the Corporate Safeguarding Policy gives further guidance as to the signs and symptoms of abuse and neglect.

5. Reporting and Recording Disclosure or Concerns for a Child

- 5.1 As stated in the Corporate Safeguarding Policy, all employees working for or on behalf of the Council have a duty to report any concerns they may have for the welfare and/or protection of children. The duty to report is a legal requirement and may have serious consequences for the employee who fails to report appropriately. Concerns of a safeguarding nature may relate to a member of the community or a member of staff, volunteer or any person in the position of trust within our school/setting.
- 5.2 If a child has an injury incompatible with an explanation or has made a disclosure indicating an immediate risk of harm, a referral to the Information, Advice and Assistance Team, Children's Services (IAA), should be made verbally, immediately via telephone. The Multi-agency Referral Form (MARF) must be sent to the IAA within the locally agreed guidance timescale of 24 hours following the telephone discussion. The AWCPP lists that a MARF must be submitted within two working days but local arrangements take precedence. Consent to share information with Children Services is not needed from the parents/carers if there are concerns indicating an immediate risk of harm. The named staff member who initially provided the information should be clearly recorded on the referral form. In exceptional circumstances referrers may wish to discuss the option of remaining anonymous. **Appendix 5** provides guidance regarding the process to follow when a child makes a disclosure and a referral needs to be made by this school/setting to Social Services.

6. Effective Record Keeping and Transfer of Information

- 6.1 Written records of concerns about children will be maintained in line with the Significant Event Record, as provided and recommended by the Caerphilly Education Safeguarding Team even where there is no need to refer the matter to social services immediately. All records will be kept secure and in locked locations.

- 6.2 Clear records of concerns for children will be maintained in a chronological format. This will assist in identifying patterns of concern and document parental responses to concerns as and when they arise. In cases of ongoing concern, where parents fail to acknowledge the effects upon the child or take meaningful action to protect the child, a referral can still be made to Children's Services without parental consent. However, the parents/carers should be informed of the schools intention to make a referral and told the reasons why. It is important to document these discussions with parent(s)/carer(s) to evidence the efforts made to engage parents/carers in the process.
- 6.3 Each professional involved in making a record of concern will write and sign their own account, and will understand that they cannot sign and agree a colleagues recording.
- 6.4 All records are kept secure and in locked locations, and children's files are kept individually in line with the Safeguarding Pupil Information Record system as supplied and recommended by the Education Safeguarding Team. Concerns will be shared with relevant professionals involved with the child, but records will not be available without the authority of the DSP or the Headteacher/Setting Leader.
- 6.5 The school will transfer any existing Safeguarding information for a pupil leaving to the new school immediately and if appropriate, inform Children's Services of the pupil's transfer. Children's Services should be informed for any pupil who is on the Child Protection Register, a Looked After Child or a pupil currently known to Children's Services. The DSP will ensure that the receiving school is fully aware of any safeguarding concerns and that the file is transferred in a secure appropriate manner. The transfer of records will comply with requirements of the Local Authority Retention and Transfer of Safeguarding Records Guidance.

7. Supporting Pupils at Risk

The School's Behaviour Policy and PREVENT Duty (Radicalisation)

- 7.1 We recognise that children who are at risk, suffer abuse, neglect or witness violence may be deeply affected by this. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. The school recognises that any pupil who is currently or previously Looked After by the Local Authority, is still extremely vulnerable and may require additional support and monitoring.

The school will endeavour to support the pupil through:-

- The content of the curriculum to encourage self esteem and self motivation
- The school ethos which:
 - Promotes a positive, supportive and secure environment
 - Gives pupils a sense of being valued.

- 7.2 Since the introduction of the Counter – Terrorism and Security Act 2015, specific duties have been placed on Local Authorities and education providers to have due regard to

the need to prevent people being drawn into terrorism. Staff within this school have undertaken relevant PREVENT training including Welsh Government guidance relating to Respect and Resilience. The school's DSP for Child Protection is clear regarding the referral process to Channel Panel. Our school/Setting values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. We always seek to protect our pupils and staff from all messages and forms of extremism and ideologies. Our School/Setting is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

- 7.3 The school acknowledges that as children grow and develop they will increase in independence and autonomy. However, the school also recognises that pupils remain children until they are 18 years of age and will continue to require support in developing in all aspects of their lives. This would include forming positive relationships, and being aware of their own safety.
- 7.4 The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach that focuses on the behaviour of the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.
- 7.5 Where necessary/appropriate, the school will provide support and advice to pupils and parents/carers in line with multi-agency guidance in relation to Self Harm and Child Sexual Exploitation. Referrals to Children's Services will be made where a child requires protection as appropriate.
- 7.6 We will liaise with other agencies that support our pupils, such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service.

De-escalation and Positive Handling

- 7.7 Physical contact can range from leading a child to safety by the hand, to a pupil being restrained to prevent violence of injury to themselves or others. There is no legal definition of reasonable force but it should be the minimum needed to achieve the desired result.
- 7.8 This school adopts the Local Authority's policy in relation to de-escalation, positive handling and restrictive physical intervention. In this respect, the Policy is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons 097/2013. Our school will ensure that all school staff who physically intervene with any pupil have had appropriate levels of Local Authority training and advice.
- 7.9 The school will ensure that every physical restraint is recorded appropriately and sent to the Local Authority mailbox restraint@caerphilly.gov.uk within 24 hours of the incident

taking place. This will ensure an audit overview can be maintained centrally. The school will inform parents/carers if and when physical interventions have taken place as part of the pupil's individual behavior plan.

- 7.10 The techniques adopted by the Local Authority are those endorsed by the Team Teach system of de-escalation and restricted physical intervention. Any allegation of inappropriate physical intervention with a child must be reported to Children's Services in line with local guidance relating to allegations against professionals. This process complies with the requirements listed in the All Wales Child Protection Procedures – 4.3 Allegations of the abuse of children by professionals/staff members.

Bullying

- 7.11 Everyone has the right to learn, free from the fear of bullying, whatever form that bullying may take. Bullying can be: physical like hitting or kicking; taking belongings; sexual harassment; name-calling; insulting and/or spreading rumours.
- 7.12 This school/setting is aware that, at a national level, cyber-bullying is on the increase and includes texting, social media comments or sending malicious e-mails.
- 7.13 Our policy on bullying is set out in **the school's behaviour policy** and is reviewed annually by the governing body
- 7.14 Discriminatory bullying links safeguarding issues with the wider Equalities agenda, see **Section 15** for further details.

A Multi-Agency Approach

- 7.15 In accordance with Welsh Government guidance in *Keeping Learners Safe*, the school will notify Children's Services if:
- A pupil with current involvement with Social Services is excluded either for a fixed term or permanently; and
 - A pupil with current involvement with Social Services has an unexplained absence.
- 7.16 This school will work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at initial and review child protection conferences and core groups, and the submission of written reports to such meetings.

Vulnerable Groups of Children

- 7.17 All staff at this school recognises the potential dangers associated with specific:

- Vulnerable groups of children
- Behaviours
- Circumstances

Key issues relating to the above with references to sources of information are given in **Appendix 1**.

8. Safe use of the Internet and Digital Technology

- 8.1 The school recognises that in a modern learning environment, use of the Internet, multimedia devices and digital imaging facilities are part of everyday requirements. However, pupil safety will remain the priority of the school. All staff are required to sign the Local Authority Safe use of the Internet Policy and be aware of the safety mechanisms and requirements built into all IT within school.
- 8.2 All staff are aware that any items that have capability for use of the Internet or the creation of digital images must only be used by pupils when appropriate supervision and audit mechanisms are in place.
- 8.3 All digital devices utilised to capture, store or process images of children must belong to the school and comply with IT security requirements. All educational activities involving use of IT will be undertaken only on school issued equipment. Pupils will not be permitted to directly access items that are not subject to school IT security. All items of school IT must be properly disposed of in line with Local Authority policy when they are no longer in use.
- 8.4 Staff are only permitted to email pupils about school related matters. This must be when using an email account that is part of the secure school network domain and should be via a work related device. If staff do not have access to a work related device then communication about school related matters must be via an email account that is part of the secure school network domain. Staff are not permitted to use personal email accounts to communicate with pupils nor will they be permitted to utilise school equipment for personal use. This provides an additional safeguard for the security of pupils' images and reaffirms for staff the stringent responsibilities that come with the creation of digital images of children.
- 8.5 If any IT item (including mobile phones) that belongs to a member of staff is brought onto school site, it is the responsibility of the staff member to ensure that these items contain nothing of an inappropriate nature. Should personal items be lost or stolen, the contents of the item remain the responsibility of the member of staff that brought it onto school site.
- 8.6 All staff are required to familiarise themselves with the Councils Social Media Policy. Social networking sites are part of everyday culture within the cyber environment and all staff will promote safe use of the internet to all pupils. The school curriculum will include the input of appropriately trained personnel around Internet Safety and safe use of media items. Staff will ensure that any personal use of social networking sites does not in any way impinge upon the school or their professional standards. Any concerns

regarding a staff member's conduct should be brought to the immediate attention of the Headteacher.

- 8.7 Any attempt by a pupil to contact staff via such internet sites will immediately be reported to the Headteacher or DSP. Appropriate advice will then be given to pupils and parents/carers regarding professional boundaries and pupil safety.
- 8.8 If there is any suspicion that any multimedia device or computer contains images or content of an inappropriate nature, the Headteacher/setting leader or DSP should be informed immediately. Immediate advice should be sought from the Education Safeguarding Manager or Corporate IT, who can then implement the relevant Safeguarding Incident Reporting Procedures. **Appendix 8**

Permission for the creation of digital or media images

- 8.9 All parents/carers will be requested to give specific consent for any image of their child to be recorded in school on an annual basis. Permission slips will clearly identify the range of images i.e. Photographs or digital filming/video images. In addition the permission will also be specific in listing the use of any digital or multimedia images i.e. Photographs in a local news paper, school leaflets or posters or DVD's for sale to parents/carers and others.
- 8.10 School will issue a further request for permission (either negative or positive consent) if there is an opportunity for images to be produced of children that was NOT specifically listed in the initial permission request.
- 8.11 School will inform parents/carers that they can only record photographic or digital images of children in school based activities i.e. school concerts, with the permission of the parents/carers of every child involved in that activity. School will never condone the posting of pupil's images on the internet or social networking sites, and will actively challenge parents/carers who do so. The school cannot control the use of such images taken by parents/carers after school events, and therefore could not assure other parents/carers of the appropriateness of that use.
- 8.12 The school reserves the right to refuse any digital recording of school based events if they fear the security of the images can later be compromised by being posted on social media or internet sites. Parents/carers who do not respect the policy of the school in regards to safeguarding may be prevented from attending future events.

9. Contact with Pupils

- 9.1 All staff, volunteers and governors/management committee members will maintain an awareness of the position they hold with the School and the power of their position as perceived by pupils and their families. All contact with pupils outside the school environment must be managed appropriately and be clearly communicated within school and to the parents/carers of the pupil. If there is a requirement to contact a pupil via telephone, parents/carers will be informed prior to contact being made with the pupil.

- 9.2 All school staff will ensure that their personal telephone numbers and contact details are not known to or used by pupils. Should a pupil gain access to any such details the member of staff will inform the DSP or the Headteacher as a matter of urgency. Should any staff member, volunteer or governor become aware that outside of school time there is direct contact between adults within school and pupils that is not for school purposes, the DSP or Headteacher is to be informed immediately, this may result in the instigation of procedures in relation to allegations against a professional/person in a position of trust.
- 9.3 Should members of staff have contact with pupils outside of school due to an employment or volunteering position they will report this contact to the Headteacher as listed in **Section 12**.

10. Allegations against staff

- 10.1 The DSP and the Headteacher will ensure that they are fully aware of the relevant legislation and guidance in relation to procedures required when an allegation is made against a professional. The following documents offer legislation and guidance for this matter:
- Education Act 2002
 - WAG circular 009/2014 – Safeguarding Children in Education: Handling Allegations of Abuse against teachers and other members of staff
 - Safeguarding Children: Working Together Under the Children Act 2004
 - All Wales Child Protection Procedures 2008 – Section 4.3
 - Keeping Learners Safe 158/2015
 - Disciplinary and Dismissal Procedures for School Staff 002/2013, specifically the schools adopted / noted procedures dated 1st September 2014
- 10.2 Any allegation of a safeguarding nature against a professional/person in a position of trust, will be discussed outside of the school with relevant professionals for objective advice and compliance with procedure. When allegations are made against a professional/person in a position of trust that are not obviously safeguarding issues, advice should be sought from the Education Safeguarding Manager to agree a way forward. If the Education Safeguarding Manager is unavailable, advice can be sought from the Information, Advice and Assistance Team Manager, Children's Services.
- 10.3 Where there is evidence of a clear concern regarding the behaviour of a member of staff in relation to children's welfare or safety the matter must be referred to Children's Services without delay. In this respect a MARF will be completed and submitted to Children's Services, and copied to the Education Safeguarding mailbox without delay. Any professional/person in a position of trust, subject to an allegation of a child protection nature will require an immediate risk assessment. This school/setting will seek advice from colleagues in Education Safeguarding and HR and complete the risk assessment form given in **Appendix 9**.

The Headteacher will nominate a person within the school to act as the designated point of contact for the staff member whom allegations are made. This designated person will keep the staff member up to date with information at scheduled times throughout the process to ensure a duty of care to the staff members wellbeing.

- 10.4 All staff must ensure that any allegation regarding an adult who is working with children, this will include staff, volunteers, governors/management committee members, occasional workers or contractors, and those staff that are not on school site but come into contact with children i.e. those who transport children to and from school, school crossing patrol etc is reported immediately to the Headteacher/Setting Leader. If an allegation is made about the Headteacher/Setting Leader, the Chair of Governors/Management Committee should be informed. A flowchart of reporting responsibility is given in **Appendix 5**.
- 10.5 Our Governing body/management committee is responsible for dealing with staff disciplinary matters, matters of lesser misconduct can be dealt with by the Headteacher

11. Safer recruitment

- 11.1 In accordance with Welsh Government Guidance (Keeping Learners Safe 3.2.14, Chapter 5: Safer Recruitment Practice), this school/setting will follow the HR management processes, which include a criminal record check and barred list check from Disclosure and Barring Services (DBS). Timely DBS renewal checks will also be completed for existing staff members.
- 11.2 All members of staff, volunteers and governors/management committee members will be required to hold an up to date DBS disclosure certificate, where applicable, in line with DBS regulations. Further guidance on this can be obtained from Human Resources. The school will maintain a record of all staff DBS disclosure dates and ensure that renewals are timely in accordance with HR policies.
- 11.3 The engagement of daily staff within schools should be subject to the same rigorous requirements as employed for permanent members of staff. The Headteacher will ensure that any person engaged to work in the school has satisfactory qualifications, references and checks. A written log of all daily staff will be kept, clearly listing where a DBS disclosure is available or a risk assessment is formulated in lieu of an available DBS disclosure. **Appendix 10**
- 11.4 The Headteacher retains responsibility for ensuring that all persons attending school site are appropriately risk assessed in circumstances where current DBS disclosures are unavailable.
- 11.5 In the event that any member of staff holds an additional role of employment or volunteering that is not specifically linked to school but whereby there is a possibility of contact with pupils i.e. private tutoring arrangements, sport clubs etc. the member of staff will ensure they clearly inform the Headteacher of their role and remit in this regard. The Headteacher will keep clear written records of the agreed arrangements.

12. School Site Security

- 12.1 Our school is a safe and secure place for pupils to learn and develop learning and social skills. The physical safety of pupils when on school site is of paramount importance. Access to the school site is strictly monitored and reviewed in line with the Local Authority guidance on the Health and safety of school premises. The School's Health and Safety Policy is available to review on request from the Headteacher
- 12.2 All daily contractors to our site are requested to sign in and out of school premises. They will clearly list the company for whom they work and the reason for their visit. As a daily contractor is unlikely to have a DBS disclosure available to be viewed by the school, an alternative method of risk assessment will be employed. A risk assessment is formulated by the School, using the Daily Staff / Contractors Log sheets (**Appendix 10**), which clearly list the control measures employed by the school to safeguard pupils.
- 12.3 All visitors to school site will be issued with, and required to clearly display, an identification badge listing their status within the school i.e. visitor, contractor, governors/member of management committee etc. Clear instruction on how to report a safeguarding concern will be available to all persons visiting school site on the reverse of their school issued identity badge. All pupils will be continually reminded that any person seen on school site without an appropriate identity badge must be reported to staff, and staff will challenge the individual concerned.

13. The South East Wales Safeguarding Children Board (SEWSCB)

- 13.1 The South East Wales Safeguarding Children Board provides ongoing training, advice and guidance on all matters of Safeguarding children. Our school welcomes partnership working that promotes the health and welfare of our pupils and considers the SEWSCB information to be of enormous value to our school and staff development.
- 13.2 Research and case reviews have consistently emphasised the need for good inter-agency communication, constructive professional challenge and the swift resolution of professional differences of opinion. Our school remain committed to playing a full and active part in contributing to children's multi-agency plans. We will openly and constructively challenge colleagues under the Resolving Professional Differences guidance to achieve best outcomes for children
- 13.3 Our school are fully committed to the protection and development of all our pupils and view the SEWSCB information as a vital tool with which to forward this agenda. All staff are aware that full information on various themes are available on the SEWSCB Website – www.sewsc.org.uk

14. Equalities and Welsh Language

- 14.1 This school is committed to ensuring that all children gain maximum benefit from their education regardless of ethnic origin, sex, age, sexual orientation, disability, gender reassignment (transgender issues), religious belief or non belief, use of Welsh language, British Sigh Language or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.
- 14.2 We will also ensure, in line with current Welsh Language and Equalities legislation that all parties involved in any Safeguarding issues have their language choice and individual characteristics respected and taken into account at every stage.
- 14.3 Discriminatory bullying incidents, which cross-cut Safeguarding and Equalities issues, are monitored and reported termly to the Directorate of Education who, together with

the Council's Equalities and Welsh Language team, can assist with support in terms of training needs and complaints resolution.

15. Monitoring the Policy

- 15.1 All staff are required to provide a signature to indicate that they have read and understood this policy. Daily staff / contactors will complete the daily staff / contractors log as indicated in sections 12 and 13, as a written confirmation of their knowledge of child protection requirements.
- 15.2 The Headteacher ensures that written records are maintained of any incidents. Regular reports will be shared with the Child Protection link Governor/Management Committee Member.
- 15.3 Effective monitoring of the Policy will ensure that observations of the Substance Misuse Education lessons have taken place and that any input via external providers is appropriately evaluated. The Headteacher is responsible for the oversight of the completion of this process.
- 15.4 An annual report is submitted to the Governing Body/Management Committee at the end of the academic year.

Policy adopted by D Gronow

Chair of Governors/Management Committee

Policy Implemented by Jodi Khan

Headteacher

Date of Implementation 03.02.22

Date of Review 03.02.23

This Policy will be reviewed bi-annually and updated in the light of any changes in legislation.

Immediate actions required in reporting concerns.