

Y Bont Faen Primary School



Safeguarding Policy

February 2023

Disclaimer

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

If the review date has passed please contact the Reviewer.

OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED UPON

Document Version Control

Document	Safeguarding Policy
Reference	YBF Safeguarding
Version	3
Previous Document	Safeguarding Policy November 2022
Associated Documents	See links
Classification	Statutory Policy
Circulation	
Author	VoG & YBF Senior Leadership Team
Reviewer	YBF Senior Leadership Team
Directorate Lead	
Consultation	Staff and Governors
Approval	Mr T Williams
Date of Approval	2 nd February 2023
Date of Review	February 2024
Date of Publication	2 nd February 2023

Document Version History

Version No.	Date Review Approved	Date Published	Summary of Amendments
1	1 st Jul 2021	1 st Jan 2021	Minor typographical fixes
2	10 th Nov 2022	11 th Nov 2022	Typos and formatting changes to ensure consistency with KLS 2022
3	2 nd Feb 2023	2 nd Feb 2023	Updated in line with new VoG guidance
4	(Feb 2024)		

Contents

Key Contacts	4
Key Contacts Within the School.....	4
Designated Senior Person for Child Protection (DSP).....	4
Deputy DSP	4
Nominated Governor for Child Protection and Safeguarding (DSG)	4
Key Contacts within the Local Authority	4
Referral to Vale of Glamorgan Children & Young People's Service (CYPS).....	4
Police (Child Protection)	4
Learning & Skills Safeguarding Team	4
1. Introduction	5
2. Prevention.....	5
3. Procedures	5
Definitions of Child Abuse and Neglect	7
4. School Governing Body.....	8
5. Supporting those at risk.....	8
6. Anti-Bullying.....	9
7. Physical Intervention	9
8. Children with Additional Learning Needs.....	9
9. Prevent Duty	9
10. Online Learning	9
11. The Use of Images.....	9
12. Recruitment and Selection	10
13. Self-Evaluation and Audit	10
14. Allegations Against Employees and Volunteers.....	10
15. Safeguarding Training.....	11
16. MyConcern	11

Key Contacts

Key Contacts Within the School

Designated Senior Person for Child Protection (DSP)

Mrs Julia Adams

01446 772374; adamsj8@hwbcymru.net

Deputy DSP

Mrs Harriet Maidment

maidmenth@hwbcymru.net

Chair of Governors

Mr. Terry Williams

williamst1254@hwbcymru.net

Nominated Governor for Child Protection and Safeguarding (DSG)

Mrs Carolyn Lyons

lyonsc32@hwbcymru.net

Key Contacts within the Local Authority

Referral to Vale of Glamorgan Children & Young People's Service (CYPS)

Where schools have **urgent** and **immediate** concerns for the safety and welfare of a child or young person during office hours telephone 01446 725202.

To make **urgent** referrals **out of office hours** telephone 029 2078 8570.

Police (Child Protection)

101; in an emergency, 999

Vale of Glamorgan Council Learning & Skills Safeguarding Team

Jason Redrup

jredrup@valeofglamorgan.gov.uk

Sarah Collier

scollier@valeofglamorgan.gov.uk

01446 709867

Local Authority Designated Officer (LADO)

Natasha James

01446 700111

Designated Officer for Safeguarding (DOS)

Helen Anderson

01446 700111

Safeguarding Lead for Learning and Skills

David Davies

01446 700111

Enquiries and referrals in relation to safeguarding concerns about practitioners or persons in positions of trust should be sent to Jason Redrup, Sarah Collier and Helen Anderson of the Vale of Glamorgan Council Learning and Skills Safeguarding Team.

1. Introduction

Y Bont Faen Primary School fully recognises the contribution it makes to safeguarding and child protection and that children have a right to be safeguarded and protected from harm.

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

There are three main elements to our policy:

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

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

Our policy should be read in conjunction with Welsh Government guidance document no. 283/2022, [*Keeping learners safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002*](#).

2. Prevention

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

Our school will therefore:

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

3. Procedures

We will follow the [*Wales Safeguarding Procedures*](#) that have been endorsed by 58 Safeguarding Children Boards. Our school will:

- ensure it has a Designated Safeguarding Person (DSP) for safeguarding who has undertaken the appropriate training;
- recognise the role of the DSP and arrange support and training;

- ensure every member of staff and every governor knows:
 - the name of the DSP and their role and the designated governor for safeguarding (DSG);
 - that they have an individual responsibility for reporting children at risk and protection concerns to social services or to the police within the timescales agreed with the Regional Safeguarding Board; and
 - how to take forward those concerns where the DSP is unavailable.
- ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect and know how to respond to a child who may disclose abuse or neglect;
- ensure that members of staff who are Education Workforce Council of Wales registrants are aware of the [*Code of Professional Conduct and Practice for Registrants with the Education Workforce Council*](#) and the expectation within the Code that registrant has regard to the safety and well-being of children in their care and related content;
- ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding and child protection by setting out its obligations in the school prospectus;
- provide training for all staff so that they:
 - understand their personal responsibility;
 - know the agreed local procedures and their duty to respond;
 - are aware of the need to be vigilant in identifying cases of abuse and neglect;
 - know how to support a child who discloses abuse or neglect; and
 - understand the role online behaviours may have in each of the above
- notify the local authority's social services team if:
 - a child on the child protection register is excluded, either for a fixed term or permanently; or
 - there is an unexplained absence of a child on the child protection register of more than two days duration from school (or one day following a weekend).
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences;
- keep digital records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately;
- ensure that all safeguarding records are kept securely in locked locations or managed securely on an approved safeguarding software platform;
- adhere to the procedures set out in the Welsh Government's [*Disciplinary and Dismissal Procedures for School Staff*](#);
- ensure that recruitment and selection procedures are made in accordance with Welsh Government's [*Keeping Learners Safe*](#) guidance; and
- designate a governor for safeguarding (DSG) who will oversee the school's safeguarding policy and practice and ensure that this governor attends the Local Authority Designated Safeguarding Governor training on an annual basis.

When a member of staff, teaching or non-teaching, is alerted to signs of abuse or neglect s/he should discuss the issue with the school's DSP or in their absence the Deputy DSP or other Level 2 trained staff member.

If the decision is taken that the incident needs to be referred, **the DSP in the case of an emergency where there are immediate child protection concerns must without**

delay make a telephone referral to CYPS by telephoning the Duty Officer on 01446 725202, or out of hours on 029 2078 8570; in the unlikely event that they are unable to contact CYPS then the referrer needs to dial 999 and report the matter to police as an emergency. This must be followed within two working days by completing the Multi-Agency Referral Form (MARF) via e-mail to dutymarfs@valeofglamorgan.gov.uk. Cases which do not require immediate child protection can be referred through submission of a MARF. If the “Child in Need” referral box is ticked, the MARF must be accompanied with parental consent. No parental consent is needed for the “CP” referral box.

Advice may be sought prior to referral by discussing concern with CYPS duty desk, or the Safeguarding Officer for Learning and Skills (01446 709867).

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014 defines abuse as follows:

‘A child is abused or neglected when somebody inflicts harm, 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 or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan.’

Physical Abuse

Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions

Emotional/Psychological Abuse

Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others

Sexual Abuse

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, including:

- physical contact, including penetrative or non-penetrative acts;
- 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

Financial Abuse

This category will be less prevalent for a child but indicators could be:

- not meeting their needs for care and support which are provided through direct payments; or
- complaints that personal property is missing

Neglect

Failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)

- Child sexual exploitation
- Radicalisation
- Female genital mutilation
- Modern slavery
- Honour Based Abuse

For further information on these types of harm visit the [Safeguarding Wales](#) website for further explanation in the glossary of terms.

4. School Governing Body

Y Bont Faen Primary School Governing Body is responsible for ensuring that:

- the school has an effective Safeguarding Policy and safeguarding procedures in place that are in accordance with local authority model guidance and Keeping Learners Safe 2022;
- the school's safeguarding policy and safeguarding procedures are:
 - available to parents and carers; and
 - provided in a format appropriate to the understanding of children, and in particular for children with additional needs;
- the school operates safer 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 for new staff and volunteers who will work with children, including relevant DBS checks;
- 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 child protection effectively: and is kept up-to-date by refresher training;
- any identified areas for improvement in regard to child protection arrangements that are brought to its attention are addressed; and
- the designated senior person (DSP), designated governor for child protection and safeguarding (DSG) and the chair of governors undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

5. Supporting those at risk

We recognise that children who are at risk, suffer abuse or experience violence may be deeply affected by this.

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

Our school will endeavour to support the child through:

- the content of the curriculum, to encourage self-esteem and self-motivation;
- our school ethos, which:
 - promotes a positive, supportive and secure environment; and
 - gives children a sense of being valued ([see section 2 on Prevention](#));
- our school Behaviour and Relationships Policy, which is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on needs of the child. The school will endeavour to ensure that the child knows that some behaviour is unacceptable, but s/he is valued and not to be blamed for any abuse which has occurred;

- liaison with other agencies who support the child, including:
 - Educational Psychology Service, Engagement Services or the Education Welfare Service;
 - Child and Adolescent Mental Health Services and advocacy services;
- keeping records and notifying the local authority as soon as there is a recurrence of a concern;
- when a child on the child protection register leaves, transferring information to the new provider immediately and informing Social Services; and
- having a suitable secure email address in order for notifications to be received as part of Operation Encompass, and to support the child subject of that notification.

6. Anti-Bullying

We have an Anti-Bullying Policy which is reviewed annually by the governing body and consistent with Vale of Glamorgan Directorate of Learning and Skills [*Policy and updated Guidance on Anti-Bullying in Schools/Educational Settings \(2014\)*](#) and the Welsh Government Guidance Document [*Rights, respect, equality: Statutory guidance for governing bodies of maintained schools*](#).

7. Physical Intervention

Our policy on physical intervention is set out in our Restrictive Practices Policy. This is reviewed annually by the governing body and is consistent with the Welsh Government's Guidance Document no. 097/2013, [*Safe and Effective Intervention – use of reasonable force and searching for weapons*](#).

8. Children with Additional Learning Needs

We recognise that statistically children with learning difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and/or social emotional and mental health difficulties need to be particularly sensitive to signs of abuse.

9. Prevent Duty

Our policy to protect pupils from radicalisation and extremism complies with the [*Revised Prevent Duty Guidance: for England and Wales \(2015\)*](#) and Welsh Government guidance document no. 196/2016, [*Respect and resilience: Developing community cohesion*](#), and is informed by [*the self-assessment tool*](#) accompanying the latter document.

We ensure that staff are compliant with Home Office Prevent E-learning and that the school ensures ongoing security and safety measures are in place to help keep the whole school community safe.

10. Online Learning

As a school we will take the guidance and advice laid out in [*Live streaming and video conferencing: safeguarding principles and practice*](#) to ensure that our whole school community is kept safe whilst learning online.

11. The Use of Images

Photographic and video images of children may be recorded for a variety of purposes. Staff will be required to take pictures of pupils for curriculum purposes, extra-curricular activities, publicity and celebrating achievement.

Particular care should be taken regarding the use of images which may include children who are looked after or children of other vulnerable groups, for example asylum seekers.

Every parent/carer must give specific written consent for any image of their child to be recorded and reminded this should not be shared.

Staff should never use their own personal equipment to capture images.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the child;
- If the child is named, avoid using the photograph;
- Establish and record whether the image will be retained for further use;
- Ensure that images are stored securely and used only by those authorised to do so; they should be available for scrutiny to ensure acceptability.

12. Recruitment and Selection

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

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

The school's policy on safer recruitment complies with the with the Vale of Glamorgan Council's [Safer Recruitment Policy \(2013\)](#) and Welsh Government Guidance Document no. 283/2022, [Keeping Learners Safe](#).

13. Self-Evaluation and Audit

Our school maintains an up-to-date safeguarding self-evaluation report which is reviewed annually by the governing body and is consistent with the Estyn [Self-evaluation form for Safeguarding and Child Protection](#) and the Welsh Government's [Safeguarding Audit Tool](#) that accompanies Guidance Document no. 283/2022, [Keeping Learners Safe](#), as a tool for continuous improvement in safeguarding practice.

14. Allegations Against Employees and Volunteers

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

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

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

When an allegation has been made against a member of staff the Head Teacher must be informed immediately. The Head Teacher will then manage the allegation by informing the Local Authority Designated Officer (LADO) with support from the Learning & Skills Safeguarding Officer.

When an allegation has been made against the Head Teacher, the Chair of Governors must be informed immediately. The Chair of Governors will then manage the allegation by informing the Local Authority Designated Officer (LADO) with support from the Learning & Skills Safeguarding Officer.

15. Safeguarding Training

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

Our school ensures that the Designated Senior Person (DSP), Deputy Designated Senior Person (DDSP) for safeguarding, the Designated Safeguarding Governor and the Chair of Governors undertake training to standards agreed by the Regional Safeguarding Board. In addition to basic level 1 training, it is a requirement that the DSP, DDSP and relevant Governors also undertake an annual refresher training, known as level 2. In addition, the DSP and DDSP complete full multi-agency training every 3 years as per the requirements of [*Keeping Learners Safe*](#).

16. MyConcern

MyConcern safeguarding software is used by the school and Local Authority. It is a simple and safe system for recording and managing all safeguarding, pastoral and wellbeing concerns.

Staff record and manage any safeguarding concerns as they occur. Integrated with SIMS, MyConcern pulls through the relevant student information across from SIMS to create the student profile in MyConcern. Automatic notifications are sent to the designated safeguarding lead when any new concerns are added by users.

MyConcern allows schools to facilitate joint working and information sharing with trusted partners and colleagues such as the school's youth mentors or a child's social worker, by adding them as team members to a specific concern or student profile in MyConcern. This promotes a complete picture of an individual's well-being and enables the relevant team members to act when required without having to send additional updates by email.

Documents, minutes, MARFs and other referral forms and other types of media can be uploaded and linked to the pupil's record. This minimises the need for paper records and centralises all relevant and supporting information. It enables our school to manage and prioritise actions and evidence the effectiveness of safeguarding arrangements to Estyn, Governors and Senior Leaders and drive improved outcomes for students.

Reports can be created on any combination of categories of concern or student information over a fixed or dynamic time period. Typical reports that schools can run include a breakdown of 'total concerns by month', 'concerns by category', 'termly governor report', etc.

Schools have an equal responsibility to ensure that relevant documentation and information is shared in a secure and timely manner with all relevant safeguarding partners.