

Child Protection Policy and Procedures Llanishen High School

This document contains the specific policy and procedures relating to
Child Protection at Llanishen High School

Responsible staff member: Rachel Evans
Approved by Governing Body: October 2021
To be reviewed: October 2022



Child Protection Policy And Procedures For Llanishen High School

KEY CONTACTS WITHIN THE SCHOOL – SEPTEMBER 2021

The Designated Child Protection Team (DCPT) members are:

Mrs Sarah Parry – Headteacher – Designated Senior Person (DSP)
Miss Rachel Evans - Asst Head Inclusion & Wellbeing - Deputy DSP
Mrs Julie Purbrick – Wellbeing Centre – Deputy DSP
Mrs Lisa Greene – Wellbeing Centre
Mrs Angela Allwood -Attendance Officer, Wellbeing Centre
Mrs Ellen Pawar – Additional Learning Needs Co-ordinator
Mrs Estelle Williams – Hearing Impaired Resource Base
Mr Darrel James – Year 11 Pupil Achievement Leader

The Designated Governor for Child Protection is **Mrs Ellen Parker**

Chair of Governors - **Mrs Karen Dell'Armi**

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

Where the school has an urgent and immediate concern for the safety and welfare of a child or young person, during office hours the school contacts the Multi Agency Safeguarding Hub (MASH) on 029 2053 6490 (Option 3).

For pupils who already have an allocated social worker the contact will be made with Cardiff County Council Children's Services on 029 2053 6400.

For urgent referrals out of office hours the number is 029 2078 8570.

Non urgent cases should be referred to Cardiff County Council's Education Safeguarding Team who are able to provide advice and support:

Contact email: educationsafeguarding@cardiff.gov.uk

Lynda Gallagher, Designated Officer for Safeguarding (DOS). Contact number: 07778 574107

Nicola Bond – Social Worker for Professional Concerns Team
Nicola.bond@cardiff.gov.uk

POLICE (CHILD PROTECTION) Telephone 101 or in an emergency 999

Enquiries/referrals in relation to safeguarding concerns about practitioners or persons in position of trust should be sent to professionalstrategy.meetings@cardiff.gov.uk meeting – central mail box

Cardiff Council Prevent Contacts

Stephanie Kendrick-Doyle - Prevent Co-ordinator

Stephanie.Kendrick-Doyle@cardiff.gov.uk/

02920 873281 07779961266

Tom Noaks - Prevent Education Officer

Thomas.noaks3@cardiff.gov.uk

02920 872727 07811980031

Andrew Jones - Prevent Community Engagement Officer

Andrew.jones7@cardiff.gov.uk

07773753208

Nic Winstanley - Prevent Project Manager

Nicola.Winstanley@cardiff.gov.uk

029 20873854

Child Protection Policy Statement

- **At Llanishen High School the welfare of the child is paramount.**
- **Staff have a responsibility to provide a safe environment and to identify pupils who may be in need of extra help or who are suffering, or are likely to suffer, significant harm.**
- **All pupils, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse.**
- **All suspicions and allegations of abuse are taken seriously and are responded to swiftly and appropriately.**
- **All adults involved in the life of school have a duty to report any concerns to a member of the designated child protection team.**

Section 1. Introduction

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child's welfare”
Safeguarding Children: Working Together under the Children Act (2004).

‘Safeguarding and protecting is everyone’s responsibility’
Welsh Safeguarding Procedures 2019 for Children at risk of Abuse and Neglect (2019)

1.1 Llanishen High School has a duty to safeguard and promote the welfare of its pupils. We are committed to ensuring their safety and protection. Through the general ethos of the school, we encourage pupils in need of support to seek that support and we take action to safeguard their wellbeing.

1.2 We work with multi-disciplinary partners within the statutory framework established by:

- Wales Safeguarding Procedures
- Safeguarding Children: Working Together Under the Children Act 2004 Section 28
- Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
- Section 5 of the WSP Safeguarding Allegations/concerns about practitioners and those in positions of trust.
- Welsh Government Guidance 0900/2014 Handling Allegations Against Teachers & Staff – LG and JB to review
- Keeping Learners Safe 158/2015 (Currently in consultation)
- The Counter – Terrorism and Security Act 2015
- Social Services and Well-being (Wales) Act 2014
- Cardiff and Vale Regional Safeguarding Board

- Welsh Government Guidance for Governing Bodies on the Disciplinary and Dismissal Procedures for School Staff (revised 2020 replaces 2013)

1.3 This child protection policy applies to all adults involved in the life of Llanishen High School including teachers, supply staff, agency staff, teaching assistants, the estates team, kitchen staff, administrative staff, support staff, community education staff, governors and volunteers. Any of these people may observe pupil behaviour or appearance giving rise to concern, receive a disclosure by a pupil, or be contacted by a concerned parent. The policy will be reviewed annually taking into account feedback from the Governing body and any new policy documentation or guidance.

1.4 Any individual coming onto the school site to work with pupils is asked to provide evidence of identity and verification that they are disclosure and barring service (DBS) checked. Such individuals are required to read the school's Safeguarding Statement and sign it to confirm that they will comply with its requirements.

1.5 All contractors working on site during school hours are required to be aware that the school has a child protection policy in place and that any concerns should be referred to a member of the Designated Child Protection Team.

1.6 There are four main elements to our policy:-

Prevention through the teaching and pastoral support offered to pupils and the creation and maintenance of a safe environment where pupils know their rights and know who to approach with any concerns about their welfare.

Procedures for identifying and reporting concerns about the welfare of a pupil

Support for pupils who have/may have been abused.

Preventing Unsuitable People from Working with Children through robust vetting and recruitment processes

Section 2. Prevention

2.1 We recognise that high self-esteem, confidence, a supportive pastoral system and good lines of communication with a trusted adult help to safeguard pupils. The school therefore:

- expects all staff to ensure they provide a safe learning environment complying with both the school's pupil behaviour policy and Team Teach principles;

- has established and maintains an ethos where pupils feel secure, are encouraged to talk and are listened to; this includes support from their form tutor, Year Team Leader and Pupil Achievement Leader (PAL).
- ensures pupils know that there are adults in school, including the staff of the wellbeing centre, that they can approach if they are worried or in difficulty;
- includes in the curriculum, activities and opportunities for personal and social education, including internet safety, which equip pupils with the skills they need to stay safe from abuse and the knowledge of who to turn to for help;
- includes in the curriculum material which will help pupils to develop realistic attitudes to the responsibilities of adult life – particularly with regard to childcare, healthy relationships and parenting skills;
- ensures that every effort is made to establish effective working relationships with parents and partner agencies.

Section 3. Procedures

3.1 We follow the **Wales Child Protection Procedures 2019** that have been endorsed by the Cardiff and the Vale Children Safeguarding Board (CVSCB). These reinforce the principle that safeguarding is everyone's business and that the effective protection of children cannot be achieved by a single agency acting in isolation.

3.2 While child protection is the business of all adults involved in school life, Llanishen High School staff and governors have the specific responsibilities outlined below.

- The Designated Child Protection Team (DCPT), Designated Senior Person (DSP) and Deputy Designated Senior Person (DDSP) must ensure that all child protection procedures are followed within the school and make appropriate and timely referrals in accordance with school procedures
- If for any reason the DSP is unavailable, the DDSPs may act in their absence. If the DSP and Deputies are unavailable a member of the extended DCPT will act in their stead.
- The DCPT, DSP and DDSP must ensure all staff, temporary staff, agency staff, governors and volunteers are aware of the school's child protection procedures, are aware that they have a personal responsibility for child protection and know the names of the DCPT, DSP and DDSP
- The DCPT, DSP and DDSP should provide advice and support to individual staff, governors and volunteers as necessary
- The Governing Body and the Senior Leadership Team are responsible for ensuring that the school follows safe recruitment processes
- The designated Governor for Child Protection and the Governing Body as a whole must ensure that the school has effective policies and procedures to

safeguard and promote the welfare of children and monitor compliance with them

- The Designated Governor must maintain contact with the statutory authorities in relation to child protection staff disciplinary cases
- The DSP, DDSP, Headteacher and Governing Body must review and update the policy and procedures annually
- The DSP and the Headteacher should ensure that the Cardiff Corporate Safeguarding eLearning Training and Basic Level Child Protection Awareness Raising Level 2 training is completed by all staff and governors on appointment and thereafter annually; that there are arrangements in place for volunteers to receive training; and that records are kept of all training
- The members of the DCPT should attend the CVCB Working Together to Safeguard Children course every three years and any other training that is required by the CVSRB
- The DSP/DDSP should ensure parents are aware of the child protection policy including the duty the school has to report child protection concerns to Children's Services;
- The school will provide parents with details of the child protection policy through the school website and the school prospectus; and to pupils in a format appropriate to their understanding, particularly in the case of pupils with additional learning needs.

Representatives from the Education Safeguarding Team (educationsafeguarding@cardiff.gov.uk) are available to offer advice, support and training to the school's DSP and Governing Body

Training and Professional Practice

3.3 All staff, governors and volunteers should complete the training described in paragraph 3.2 on an annual basis or on appointment. This includes training for staff in using the My Concern electronic recording and reporting system to notify child protection and welfare concerns about individual pupils. All staff or their line manager have access to My Concern which removes the need for paper-based reporting and recording within the school.

3.4 The training enables participants to:

- understand the Safeguarding Agenda for schools and where Child Protection fits in
- understand key roles and responsibilities in school and in the local authority
- recognise signs and symptoms of abuse
- know how to respond appropriately to a pupil disclosure of abuse and make a referral
- know how to respond to abuse allegations against staff, governors or volunteers

- know that they have a responsibility to report any concerns immediately as they arise
- understand the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents as advised by the local authority's Code of Conduct and the Education Workforce Council (EWC) Professional Code of Conduct
Cardiff Council Code of Conduct
EWC Code of Conduct

3.5 Professional practice requires staff:

- to place the safety and well-being of pupils first and before loyalty to friends or colleagues
- to be committed to actively preventing the abuse of children
- to avoid spending excessive amounts of time alone with a pupil
- to avoid doing things of a personal nature for pupils if they are able to do it themselves
- not to communicate or accept communications with pupils via social networking sites
- not to restrain or block the path of a pupil unless they are going to harm another person or themselves - and only to do this if the staff member feels secure in doing so and physical contact is kept to a minimum and/or carried out with minimum force.

Recognising Child Abuse

3.6 Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important that any case of suspected abuse is taken seriously and that there is a clear system of communication within the school, with the local authority Education Service, between schools and with other agencies such as Children's Services and the Police.

Definition of Child Abuse and Neglect

3.7 The Children Acts 1989 and 2004 and the Wales Safeguarding Procedures 2019 define 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.'

3.8 The 2019 Procedures identify five categories of abuse:

- **Physical Abuse**

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, over or misuse of medication, undue restraint, inappropriate sanctions or otherwise causing physical harm to a child.

Physical harm includes female genital mutilation (FGM) (see Annex A). Physical harm may also be caused when a parent or carer fabricates or induces illness in a child they are looking after.

- **Sexual Abuse**

This encompasses forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening. It may involve, 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.

It also includes interaction between pupils which can constitute sexual bullying or harassment.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs and is likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate care or treatment or failing to ensure a child receives an adequate and suitable education and failing to support a child in their learning. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Emotional/Psychological Abuse**

This involves the persistent emotional ill-treatment of a child such as to cause severe and long-lasting adverse effects on the child's emotional and behavioural development. It may involve ignoring or isolating a child, rejecting a child or conveying to a child that they are worthless, unloved, inadequate, or valued only in so far as they meet the needs of another person. It may involve threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, or witnessing abuse of others. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- **Financial Abuse**

Indicators of this could be not meeting a child's need for care or support which is provided by direct payments or evidence that a child's personal property is missing.

3.9 Risks of actual or potential harm to a pupil may also arise from criminal exploitation such as county lines (see Annex B), child sexual exploitation (see Annex B), radicalisation (see Annex C), modern slavery (see Annex D), teenage pregnancy (see Annex E) or Domestic Abuse, gender-based violence and sexual violence (see Annex F).

Taking action

3.10 Abuse or the suspicion of abuse may come to attention as a result of:

- A disclosure by a pupil
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Information from another pupil/parent
- Observed changes in a pupil's behaviour that are worrying
- An instinctive feeling something is wrong
- Neglect issues

3.11 Where an adult involved in the life of the school has concerns about the welfare of a pupil they must take action as part of their professional responsibility. For school staff, all of whom have access to My Concern, the concern should be posted immediately on the system and this will trigger a notification to the DCPT. Adults without access to My Concern should report their concerns immediately to their line manager who will record them on My Concern. The DCPT member who picks up the concern – whether from the My Concern notification or direct from a reporting adult - must consider the concern and what referral action, if any, should be taken. It is not the responsibility of the school to investigate the concern.

3.12 If there are concerns that the pupil may be in danger of immediate harm and the pupil is about to leave the school premises the Headteacher or Deputy DSP should be informed. The Headteacher or Deputy DSP will consult the Multi Agency Safeguarding Hub (MASH) team on the next step to take (see paragraph 3.20 on making a referral).

3.13 If the concerns relate to abuse within the pupil's family no action should be taken to contact the family unless the MASH team advise that this would be appropriate.

3.14 If a pupil in school has an injury and there is reason to believe that it has been caused by abuse, neglect or another safeguarding issues (such as self harm) the following actions should be taken:

If the pupil has suffered a serious injury which requires urgent medical attention, the pupil should be taken to the Accident and Emergency Department of the University Hospital of Wales. In an emergency the 999 service should be used. The DCPT must be informed of all incidences of this nature. As part of the school's

general responsibilities for the health and safety of pupils, the wellbeing department keeps a record of all occasions when pupils are taken to hospital.

3.15 If a pupil is taken to hospital the school must inform the MASH Team of this course of action **IMMEDIATELY** as they may wish to make arrangements for the child to be examined by a paediatrician on arrival at the hospital. The notification to the MASH team should make clear that it is a case of suspected child abuse.

3.16 Where there is reasonable cause to believe that the injury has been caused by the parent or carer, the DCPT member should discuss this with the MASH Team or the Police who will make the decision as to when the parents/carers will be notified.

Dealing with a Disclosure of Abuse

3.17 If a pupil discloses that they or another child are being harmed :

- take time to listen, this will show you are taking their concerns or allegations seriously.
- never make a promise to keep what is said confidential or secret – reassure them and explain the school's duty to report concerns and what will happen next
- do not ask leading questions, speculate or offer an alternative explanation – use the TED (tell, explain, describe) method, do not interrupt and do not ask the pupil to repeat themselves
- as soon as possible after the disclosure record on My Concern what was said using the pupil's own words and language, the time and date of the disclosure, whether anyone else was present, the pupil's demeanour (be specific about how the child is behaving/reacting e.g. crying as opposed to just saying upset) and any action taken following the disclosure (see also paragraph 3.28)
- The DCPT should be informed immediately through My Concern. Do not tell any other adults or young people what you have been told.
- In the case of a written record sign and date it and pass it as soon as possible to a member of the DCPT to enter on My Concern
- As soon as possible (and certainly the same day) the DSP must refer the matter to the Cardiff MASH and their advice about what to do next will be followed. Staff should keep in mind at all times that their role is to assist to Police and Children's Services and NOT to undertake their own investigation unless directed to do so.
- If DSP is unable to get in contact with MASH through the landline they **must** email CSMash@cardiff.gov.uk
- Do not stay silent for fear of being mistaken or because of a belief that abuse could not occur in the school or that an accusation against someone you know well and trust is bound to be wrong.

3.18

<u>DO</u>	<u>DO NOT</u>
<ul style="list-style-type: none">• Keep an open mind• Reassure the pupil that they have a right to tell• Listen carefully• Work at the pupil's pace• Ask only open questions – if you must ask them, clarify the facts, don't interrogate• Explain what you need to do next• Record accurately and quickly on My Concern using the child's own words• Pass on to DSP straight away	<ul style="list-style-type: none">• Tell the pupil to go and speak to someone else• Promise to keep secret what the pupils is telling you• Interrupt• Interrogate• Assume e.g. this pupil tells lies• Make suggestions about what is being said• Speculate or accuse anyone• Show anger, shock etc...• Forget to record quickly on My Concern• Investigate• Confront or contact an alleged abuser• Stay silent for fear of being mistaken

3.19 If a member of staff becomes aware that a pupil is self-injuring they should post their concerns using the My Concern system. If staff have seen the self-injury they should complete a body map indicating the site and severity of the injuries. Guidance for staff dealing with self-injury incidents can be found in the school's self-injury protocol using the following link
<http://lanishenhighschool.co.uk/ckfinder/userfiles/files/Self%20Injury%20Protocol%202018.pdf>

3.20 Making a referral

- My Concern is monitored throughout each day by the staff of the Wellbeing Centre, who are part of the DCPT. The member of staff, having consulted other DCPT members as necessary, decides on the course of action and assigns the concern to the appropriate staff member to follow up.
- If the DCPT member dealing initially with the case decides a referral may be necessary they should ensure all required details are recorded on My Concern then immediately telephone the MASH team (making clear that

the matter relates to child protection so that the call is prioritised) and follow up within 24 hours by completing and returning a Multi Agency Referral Form (MARF) to MASH. A copy of the form should be uploaded and attached to the My Concern information. **There must be no delay in making the referral.** The referral should clearly state the name of the person making it.

- If the DCPT member decides a referral is not necessary and the individual reporting the concern disagrees with this, that person should make the referral themselves to the MASH team and notify the DCPT that they have done this.
- Parental consent is not required for a child protection referral, indeed in cases of suspected domestic abuse contact with parents could place the pupil at further risk of harm. However, following consultation with the MASH team at the time of the telephone referral the DCPT member may be advised to contact parents.
- If a referral is made through MASH to enable consideration of the care and support needs of a child (a wellbeing assessment) parental consent is required.
- Notification of concerns may not lead to immediate action, but child welfare concerns can arise in many different contexts and recording and monitoring on My Concern ensures a coherent picture exists and can form the basis for subsequent action by Children's Services.
- The DSP should be immediately notified of all referrals made by staff to the Cardiff MASH during their absence.

3.21 Subsequent Action

- Children's Services will assess whether the pupil who is the subject of a referral is a Child in Need of Support or a Child in Need of Protection.
- The DCPT member should receive a written response to a referral from Children's Services within 7 working days. If this does not happen the team member should follow up with MASH for an update.
- Staff are informed of relevant information in respect of individual child protection cases on a "need to know basis" only. Any information shared with a member of staff in this way must be treated confidentially and not shared with others. If a member of staff has continuing concerns about safeguarding of a pupil, they should contact the Chair of Governors or MASH or Cardiff Council's Education Safeguarding Team.
- If it is in the best interest of the pupil, the Headteacher can allow a pupil to be interviewed on the school premises at the request of the Police and/or Children's Services. The pupil must be accompanied by a DCPT member and that person should sign off the interview record as an accurate account of what was said.

- The DCPT member must inform Children's Services or the pupil's social worker of significant changes in the pupil's family circumstances.

Attendance at Child Protection Conferences & Core Groups

3.22 The DSP is responsible for ensuring that the school is represented at any child protection conference for a pupil or any other child previously known to the school. The person attending will be a DCPT member, Year Team Leader or Pupil Achievement Leader. The DCPT member should be fully briefed beforehand on any issues or concerns the school has, must present their report during the meeting and be prepared to contribute to decisions on whether a child should be placed on the Child Protection (CP) Register. The representative will ensure minutes of the meeting(s) are uploaded to My Concern and so available to relevant Year Team Leaders. The member of staff who attended the meeting should inform the DCPT of the date, time and venue of the next meeting.

3.23 Cardiff County Council Children's Services has a responsibility to notify the school of any pupil placed on the CP Register or any pupil transferring to the school who is on the register. Every pupil on the CP Register has a Child Protection Plan. The DSP or the appropriate Year Team Leader is responsible for ensuring that the pupil is monitored regarding their school attendance, welfare, appearance and behaviour.

3.24 The school is always part of the core group monitoring a pupil on the CP Register. The DSP or DDSP should ensure that the school is represented at meetings; and that there is a record of the school's attendance and the issues discussed. The school representative may be nominated to chair the group.

3.25 Issues about the child protection plan and/or the pupil's welfare should normally await discussion at the core group meeting unless the school considers the pupil is at risk of further significant harm. In this situation the DCPT member dealing with the pupil must inform the pupil's social worker **immediately** and record that they have done so and the actions agreed.

Pupils on the Child Protection Register

3.26 The DCPT will liaise closely with Children's Services to ensure that the school has an accurate record of pupils placed on the Child Protection Register.

3.27 The DCPT member dealing with any pupil on the Child Protection Register will notify Children's Services if:

- such a pupil is referred to the school's off-site alternative provision or permanently excluded
- there is an unexplained absence from school of such a pupil of more than 2 days duration or one day following a weekend

- there is a concern the pupil may be missing.

Record Keeping

3.28 Any adult receiving a disclosure of abuse from a pupil or noticing signs or symptoms of possible abuse should complete a record of their concern as soon as possible. In the case of staff this must be done using the My Concern system; for other adults it should be done in writing. The record should set out what was said or seen, put the scene into context, give the time and location and a note of when the record was made. In the case of a written record it should be signed and dated and given to a member of the DCPT.

3.29 All documentation/records relating to child protection concerns should be uploaded to My Concern where they will be stored in compliance with data protection requirements. **The documentation must not be placed on or stored with the pupil's education file.** Records must be kept for a period of at least 25 years from the pupil's date of birth.

Pupil Transfer

3.30 If a pupil with a Child Protection record moves school, the DCPT will

- inform the new school of the child protection concerns, using the My Concern system if the transfer is to another Cardiff school or to a school in another authority which uses My Concern
- if the receiving school does not have the My Concern program, securely transfer a copy of the Child Protection record to the new school, separately from the pupil's education file
- advise Children's Services of the change of school if the pupil is on the Child Protection Register.

3.31 If a pupil who does not have a CP record but about whom there have been safeguarding concerns, leaves the school this should be shared with the receiving school – using My Concern where this is available .

3.32 Both schools involved in the pupil transfer have an equal responsibility to ensure appropriate and relevant documentation/information is shared in a prompt and timely manner.

Parents/carers should be notified when information is shared between schools in this way.

Sharing Information and Confidentiality

3.33 Sharing information is vital for early intervention to ensure that children and young people with additional needs get the services they require. It is also

essential to protect children and young people from suffering harm from abuse or neglect and to prevent them from offending.

When sharing information the DCPT needs to be satisfied that there is

- a statutory obligation to disclose
- express or implied consent of the persons involved ; or
- an overriding public interest in disclosing information.

3.34 The school treats all information relating to individual child protection issues as confidential and only passes it on to appropriate persons, having verified their identity. All hard copy records held by the school are stored in a secure and locked location. Records held electronically are access limited and access protected.

Parents should be made aware that there is a statutory duty to safeguard and promote the wellbeing of children and this responsibility includes the duty to report to partner agencies when there are such concerns.

Section 4. Support for Pupils

4.1 The school recognises that the following groups of pupils are especially vulnerable to abuse:

- Children with a disability
- Looked After Children
- Asylum Seekers
- Children who live in a household where there is domestic abuse
- Children who live in a household where parenting is compromised by substance misuse.

4.2 Children who are abused or witness violence may find it difficult to develop a sense of self-worth. 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.

4.3 Some children adopt abusive behaviours towards others, including other pupils. Such children must be referred on for appropriate support and intervention. Their behaviour may include sexual bullying or harassment.

4.4 The school endeavours to support all pupils, whilst recognising the particular needs of those suffering due to abuse, through:

- the content of the curriculum so as to encourage self-esteem and self-motivation
- the school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued

- the school's behaviour policy, which recognises the needs of vulnerable pupils and sets out a consistent approach when dealing with pupil behaviour
- providing pupils with safe and secure spaces that are overseen by specialist staff who are trained in the appropriate interventions
- a commitment to develop productive and supportive relationships with parents whenever this is in the pupil's best interests
- liaison with other agencies within a multi-agency pupil support framework which includes Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, Pupil Support Services and voluntary organisations
- ensuring that pupils with additional needs are identified and given appropriate support
- supporting pupils found using the internet in a way which might put them at risk e.g. sending or receiving inappropriate messages or photos or accessing inappropriate content – with the DCPT or Year Team Leader contacting parents where this is in the best interests of the pupil and consideration given to referral to Think Safe or the Child Exploitation and Online Protection command (CEOP) as appropriate.

Section 5. Preventing Unsuitable People from Working with Children

5.1 Llanishen High School operates recruitment and management procedures that take account of the need to safeguard pupils. These include arrangements for appropriate checks on staff, governors and volunteers that comply with locally agreed inter-agency procedures.

5.2 The school has adopted Cardiff County Council's recommended policies and procedures for advertising, interviewing and recruiting staff. These include the requirement for Barring and Disclosure Service checks and consideration given to Chapter 5 & 6: Safer recruitment practice "Keeping Learners Safe" and up to date HR guidance.

Allegations against staff

5.3 Pupils cannot be expected to raise concerns in an environment where staff fail to do so. All staff need to be aware of their duty to raise concerns about the attitude or actions of colleagues. Further guidance is provided in the school's Whistleblowing policy.

5.4 When it is alleged or suspected that a pupil has been abused by any adult or volunteer working in the school the following procedures must be followed.

- The Headteacher, or the Deputy DSP (DDSP) in the Headteachers' absence, must be informed immediately by the member of staff who receives the allegation or has a suspicion. The member of staff must not engage with

any pupil or pupils involved or with the alleged perpetrator or any other staff member.

- The Headteacher, or DDSP, may wish to seek advice from the Education Safeguarding Team & Children's Services Designated Officer for Safeguarding (DOS) Lynda Gallagher.
- All suspected or alleged abuse must be reported by the Headteacher or Deputy Headteacher to the MASH team or the Police without delay. MASH will update the Education Service Safeguarding Team and the local authority designated safeguarding officer (DSO).
- The Headteacher or DDSP will seek advice from Children's Services and/or the Police as to what information about the allegation can be shared and with whom (i.e. what should the parents be told, what should the member of staff be told).
- The Headteacher or DDSP will seek advice from the Education Service Human Resources team regarding the member of staff's continued presence in school, and an immediate risk assessment will be undertaken and recorded in writing.
- If the allegation relates to supply staff the agency employing the person must be contacted to discuss the next steps and agree a risk management plan.
- In the event of the allegation being made directly or indirectly about the Headteacher, the staff member should report it promptly to the Chair of Governors.
- Pupils or staff must not be interviewed or questioned about the alleged incident(s).
- A member of staff reporting an alleged incident or suspicion must keep the matter strictly confidential and not discuss it with the alleged perpetrator or any person other than the Headteacher, DDSP or Chair of Governors as appropriate.
- The school will follow established procedures for dealing with allegations against staff. This can lead either to a police investigation and possible prosecution or to consideration under staff discipline procedures which in the case of allegations of child abuse, must involve an independent investigation.
- A formal investigation, including the questioning or interviewing of pupils/staff, of the alleged incident(s) must not take place unless Children's Services, DOS or the Police give instructions to do this. However, it is appropriate to ascertain facts (who, what, where, when), secure any CCTV footage and take narrative accounts in order to provide sufficient

information to Children's Services or the Police. This information can include a body map to indicate any injuries suffered by the pupil.

- If the school decides not to take any further action a record of the rationale for this decision must be recorded via MyConcern. It is critical that these records are retained in case there is further or repeated concern. If the appropriate course of action is unclear, then advice must be sought from the Designated Officer for Safeguarding (DOS).
- 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. All staff are made aware that unlawful or unsafe behaviour will not be tolerated and that where appropriate legal or disciplinary action will be taken.
- The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents in line with the Local Authority's Code of Conduct, and the Education Workforce Council Code of Professional Conduct and Practice.

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children are outlined in the national guidance in *Safeguarding Children: Working Together under the Children Act 2004*, *Regional Safeguarding Board (RSB) Guidance* and Section 5 of the *Wales Safeguarding Procedures: Handling allegations of abuse against Teachers and other staff* Welsh Government 009/2014.

Extended Schools and Out of School Hours Provision

5.5 When Llanishen High School provides out of hours or off-site activities under the supervision of school staff, this policy and its procedures apply.

5.6 Where services or activities are provided by a separate organisation, the person responsible for arranging this must seek a written agreement setting out that the organisation has appropriate policies and procedures in place for child protection and arrangements to liaise with the school on safeguarding and child protection issues.

5.7 The school will give consideration to this child protection policy when letting its premises to outside organisations. Cardiff Councils guidance 'Keeping Learners Safe – Hirings and Lettings' in its corporate safeguarding policy will be followed.

Contractors Working on the School Site

5.7 When contractors are working on the school site during the school day, the school in agreeing the contract arrangements will confirm that the staff employed by the contractor for the work have undergone the appropriate checks for adults

working in an environment where they have or may have contact with children. The school will also seek to ensure that the contract employees are aware that the school has a child protection policy and that any concerns they have about child protection matters should be reported promptly to the DCPT.

Section 6 : Safeguarding Pupils During a Prolonged School Closure

6.1 Prolonged school closure can arise for a number of reasons such as a pandemic, an epidemic, a flood, a fire or prolonged adverse winter weather. The key principles which the school will follow and the key actions which it will take to safeguard pupils in such circumstances include:

- ⤴ setting up distanced learning with appropriate internet safeguards
- ⤴ addressing digital disadvantage - as necessary supplying pupils with photocopied work and seeking to secure internet access and IT hardware through the local authority
- ⤴ identifying vulnerable learners
- ⤴ arrangements for keeping in touch with all learners, including the use of weekly phone calls by form tutors to the members of their form groups
- ⤴ underlining to staff the need to continue to report child protection concerns through the school's usual systems as set out in paragraphs 3.10 and 3.11
- ⤴ the child safeguarding team monitoring and following up concerns logged on the school system
- ⤴ the child safeguarding team meeting (virtually or physically) every week to review cases
- ⤴ the school wellbeing team contacting the families of vulnerable children weekly
- ⤴ ALN staff keeping in regular contact with statemented pupils and as necessary differentiating online learning for them
- ⤴ the Attendance Officer visiting households where the pupil has not engaged in online learning and there has been no response to telephone calls
- ⤴ maintaining close links with Children's Services and other appropriate local authority services.

Section 7. Guidance for Parents or Carers

7.1 Parents and carers should be aware that schools have a responsibility to ensure the wellbeing of all pupils. This responsibility means that the school;-

- has a child protection policy and procedures
- makes parents/carers aware of this policy through the school prospectus

- makes parents/carers aware that in accordance with this policy their child may be referred to the Multi Agency Safeguarding Hub (MASH) team or the Police if the school believes that a pupil or other children may be at risk of significant harm; that the school has a statutory duty to make such referrals; and that parental notification or consent is not required before a referral is made
- will endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being or has been referred
- will help parents/carers to understand that if a referral is made to the MASH team or to the Police, it has been made in the best interests of the child and that the school will be involved in any subsequent child protection inquiry or police investigation
- will keep the parents/carers informed about the welfare and educational progress of their child.

7.2 While the school is not required to obtain parental consent before making a child protection referral, the Designated Child Protection Team will take advice from the MASH team as to whether it is in the interests of the child to discuss the referral with the family and, where appropriate, seek their agreement. This is only done when such a discussion and agreement does not place a pupil at risk of significant harm.

7.3 As a parent/carer you need to take an active role in supporting and protecting your child. This includes:

- taking time to talk to and listen to your child;
- familiarising yourself with your child's friends and routine;
- being sensitive to changes in your child's behaviour;
- teaching your child to be confident and to refuse to do anything that is wrong;
- being aware of your child's use of the internet and mobile phone to ensure that they do not place themselves at risk;
- being ready to ask for support through the school, your GP or other Health Services, the Children's Services Department of the Local Authority or one of the voluntary bodies which support families.

Section 8. Related Policies and documents

- Anti Bullying

- Attendance
- Data protection
- Health and Safety – covers matters such as the physical safety and security of the school site and arrangements for contractors
- Internet Access and eSafety – includes information about the use of pupil images on the school website
- Pupil planners – including the parental consent form for use of pupil images
- Inclusion - including the policy on Looked After Children
- Pupil Behaviour
- Strategic Equality Policy and Plan
- Whistleblowing
- Guidance to staff on use of physical restraint
- Staff Discipline

Section 9. Monitoring and Review

9.1 The implementation of this policy is kept under review at monthly meetings of the school's Pupil Wellbeing team and in regular discussions with the lead governor for child protection.

9.2 This policy and its procedures are reviewed annually taking into account the school's experience of child protection matters in the previous year, any changes in the law and any new policy documentation or guidance issued by Cardiff County Council or the Welsh Government.

Equality Impact Assessment

An equality impact assessment has been carried out for this policy and as necessary changes made to mitigate any identified negative differential impact on individuals having one of the protected characteristics contained in the Equality Act 2010.

Annex A Female Genital Mutilation (FGM)

FGM constitutes physical and emotional abuse to children – it is an illegal and extremely harmful practice.

The school has a mandatory duty to report known cases of FGM in under 18-year-olds to the police. The duty to report may arise following a pupil disclosure or where a staff member has observed physical signs of FGM.

In situations where an adult discloses that a pupil has had FGM or a member of staff suspects that a child may have had FGM or is at serious or imminent risk of FGM then immediate advice must be sought from Children's Services and/or the police.

Further guidance is available from:

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

Annex B Child Exploitation

Child exploitation is the coercion or manipulation of children and young people into taking part in criminal or sexual activities. It is a form of abuse involving some form of payment which can include money, mobile phones, drugs, alcohol, a place to stay, 'protection' or affection.

Exploitation includes:

- abuse through exchange of sexual activity for some form of payment or gift
- abuse through the production of indecent images and/or any other indecent material involving children whether photographs, films or other technologies
- abuse through grooming whether via direct contact or the use of technologies such as mobile phones and the internet
- abuse through trafficking for sexual or criminal purposes
- abuse through taking ownership of individuals' property (cuckooing).

The vulnerability of the young person and grooming process employed by perpetrators, renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent. Children do not volunteer to be exploited whether or sexually or otherwise and they cannot consent to their own abuse; they are forced and/or coerced.

The school recognises its responsibility to safeguard and promote the wellbeing of pupils where there are concerns that they are at risk of abuse through any form of exploitation including criminal, county lines, and sexual exploitation.

If the school is concerned that a pupil is at risk of Criminal Sexual Exploitation, a Sexual Exploitation Risk Assessment Framework (SERAF) will be completed and advice sought from Cardiff MASH.

Further information can be obtained from the All Wales Protocol Safeguarding Children and young People at Risk of Sexual Exploitation 2013 Cardiff Child Sexual Exploitation Prevention Strategy and the Cardiff 'Think Safe' Team.

Cardiff Think Safe Team

Contact: Stephanie McKay, Principle Social Worker

07973730371

Stephanie.McKay@cardiff.gov.uk / Stephanie.McKay@caerdydd.gov.uk

Annex C Radicalisation/ Extremism

Statutory duties for schools

The school has a duty under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation.

The school does this by:

- Providing a safe environment for pupils to talk and debate controversial issues that may concern them, including sensitive topics such as terrorism and extremist ideology. This is supported by developing pupils' critical thinking skills to aid their resilience to extremist narratives
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism. This includes having a clear picture of the threat and risk in the school locality and in Cardiff as a whole
- Ensuring children are safe from terrorist and extremist material when accessing the Internet at school, including having in place appropriate levels of filtering controlled by Cardiff Council
- Ensuring all staff receive appropriate training (Workshop to Raise Awareness of Prevent (WRAP)) and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and to challenge extremist ideas
- Knowing how to complete a 'Channel' referral and how to work in partnership with statutory and non-statutory agencies to seek support for the child/young person

Prevent

Prevent is part of the UK's counter terrorism strategy (CONTEST), to safeguard and support those vulnerable to radicalisation and to stop them becoming involved in terrorism or supporting terrorism.

The aims of Prevent are to:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard & support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

Definitions used within Prevent

- **'Extremism'** is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental shared values, including democracy, the rule of

law, individual liberty and mutual respect and tolerance of different faiths and beliefs. The definition also includes calls for the death of members of our armed forces, whether in this country or overseas

- **‘Non-violent extremism’** is extremism, as defined above, which is not accompanied by violence
- **‘Radicalisation’** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- **‘Terrorism’** is the threat or use of serious violence against a person, serious damage to a property, endangering a person’s life, creating a serious risk to the health and safety of the public, or serious disruption to the electronic network.

Referral to Channel/Prevent

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. It is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that might want them to embrace terrorism, and before they become involved in criminal terrorist activity.

Referral to Prevent

A referral to Prevent is submitted via the All Wales Prevent Referral Form [All Wales Prevent Partners Referral Form - English \(south-wales.police.uk\)](https://south-wales.police.uk/all-wales-prevent-partners-referral-form-english) [All Wales Prevent Partners Referral Form - Welsh \(south-wales.police.uk\)](https://south-wales.police.uk/all-wales-prevent-partners-referral-form-welsh) Any referral into Prevent must also be accompanied by a Multi-Agency Referral Form (MARF) submitted into MASH.

The Channel Panel is a multi-agency panel consisting of Prevent staff from Cardiff Council and statutory partners including partners from education, health, social services and others.

Annex D Modern Slavery

Modern slavery describes forced labour practices with the perpetrator – the slave master - trapping and controlling the victim. The most common form of modern slavery is sexual exploitation. Labour exploitation is the second most common form of slavery occurring most frequently in the agricultural, food, hospitality and construction sectors. Victims may be vulnerable UK or foreigner citizens. Police, local authorities, the National Crime Agency and the Gangmasters Labour and Abuse Authority who encounter a potential victim of modern slavery or human trafficking have a duty to notify the Home Office under Section 52 of the Modern Slavery Act 2015.

<https://www.safeguarding.wales/chi/c6/c6.p3.html>

Annex E Teenage Pregnancy

If a pupil in KS3/4 discloses that they are pregnant (or thinks that they are pregnant) this must be referred to MASH as a child protection concern.

Staff are advised to follow the Fraser Guidelines (Annex H) when discussing personal or sexual matters with a young person under 16.

The Fraser Guidelines give guidance on providing advice and treatment to young people under 16 years of age.

Staff should assess the pupil's competency to give consent and of the nature of the relationship (Family gateway Service may be able to support the young person in accessing support through Early Help Team).

Whether it is appropriate to share information with parents and carers should always be considered as part of the assessment and based on what is in the child's / young person's best interests.

Wherever possible we would encourage the young person to inform their parent/carer. However this may be discouraged if the parent being informed would place the child at risk of harm.

In any situation of uncertainty, where a member of staff is unsure of the course of action to take then consult with MASH or Education Safeguarding Team.

A MARF would be REQUIRED if there was a concern that the child and/or unborn child was at risk of harm or the child is under 13.

Annex F Domestic Abuse, gender-based violence and sexual violence

- Domestic violence is physical, sexual, psychological, emotional or financial abuse where the victim is associated with the abuser.

- Gender-based violence is violence, threats of violence or harassment arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation, female genital mutilation and forced marriage.
- Sexual violence includes sexual exploitation, sexual harassment, or threats of violence of a sexual nature.

The school recognises there is a strong link between domestic abuse and the abuse and neglect of children, and the impact on the child's attendance and academic achievements. School staff undertake the mandatory Violence at Work and Domestic Abuse online training so that they are fully cognisant of the signs and symptoms of domestic abuse.

In any situation where staff have cause to believe that a pupil is at risk from, is the subject of, or is living in a household with violence or abuse, the DSP/DCPT must be informed immediately via My Concern and action taken in accordance with this policy.

Information on national support services for staff can be found [here](#). As well as information on national support for parents on this [leaflet](#).

The following are Domestic Abuse support services available within the Cardiff Region.

Rise

R.I.S.E provides support to women and their children who have experienced all forms of VAWDASV, in particular Domestic and Sexual Violence. Please call for more information.

Safe As

The Safe As Team provide a number of different services to anyone under the age of 25 within the Cardiff area who have experienced Domestic Abuse, such as preventative group workshops, 1-to-1 advice sessions, emotional and well-being support.

Ar Trac

Ar Trac supports children and young people (5-16) who have experienced or witnessed domestic abuse and who are exhibiting difficulties with their family and peer relationships.

Referrals for these services can be found [here](#).

Further information can be sought from Violence against women, domestic abuse and sexual violence (Wales) Act 2015. Welsh Government Whole Education Approach Good Practice Guide.

General information is available from Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 - Welsh Government Whole Education Approach Good Practice Guide.

Operation Encompass

The school is registered alongside all Cardiff schools as a partner for Operation Encompass. Under Operation Encompass, schools are contacted by the Local Authority about incidents of domestic abuse/domestic violence within 24 hours of their being notified to the Authority. This enables school staff to consider safety and well-being support for the children involved in these incidents.

Further information is available at
<https://www.operationencompass.org/assets/documents/OE-Statement-for-Safeguarding-Policy-1.pdf>

Annex G My Concern

MyConcern safeguarding software is used by the school and also by the LA's Youth Service and EOTAS team. 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 schools 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 schools can run include a breakdown of 'total concerns by month', 'concerns by category', 'termly governor report' etc.

MyConcern in partnership with the LA schedule webinars for DSPs throughout the year, any topics staff would like included or have any queries about the LA contact for My Concern is Sian Cadwalladr: scadwalladr@cardiff.gov.uk

Annex H Fraser Guidelines

The Fraser guidelines apply specifically to advice and treatment about contraception and sexual health. They may be used by a range of healthcare professionals working with under 16-year-olds, including doctors and nurse practitioners.

Following a legal ruling in 2006, Fraser guidelines can also be applied to advice and treatment for sexually transmitted infections and the termination of pregnancy (*Axton v The Secretary of State for Health*, 2006).

Using the Fraser guidelines

Practitioners using the Fraser guidelines should be satisfied of the following:

- the young person cannot be persuaded to inform their parents or carers that they are seeking this advice or treatment (or to allow the practitioner to inform their parents or carers).
- the young person understands the advice being given.
- the young person's physical or mental health or both are likely to suffer unless they receive the advice or treatment.
- it is in the young person's best interests to receive the advice, treatment or both without their parents' or carers' consent.
- the young person is very likely to continue having sex with or without contraceptive treatment.

(*Gillick v West Norfolk*, 1985)

Child protection concerns

When using Fraser guidelines for issues relating to sexual health, you should always consider any potential child protection concerns:

- Underage sexual activity is a possible indicator of child sexual exploitation and children who have been groomed may not realise they are being abused.
- Sexual activity with a child under 13 should always result in a child protection referral.
- If a young person presents repeatedly about sexually transmitted infections or the termination of pregnancy this may be an indicator of child sexual abuse or exploitation.

You should always consider any previous concerns that may have been raised about the young person and explore whether there are any factors that may present a risk to their safety and wellbeing.

You must always share child protection concerns with the relevant agencies, even if a child or young person asks you not to.

Source: [NSPCC](#) [Accessed: 23/09/21]