



# Aberdare Park Primary School Child Protection Policy





# Child Safeguarding Policy

## 1. Introduction

- Aberdare Park Primary School complies with the guidance outlined in the Welsh Assembly Government (WAG) circular Safeguarding Children in Education: No. 005/2008 guidance on arrangements that need to be in place as required by Section 175 of the 2002 Act.  
Aberdare Park Primary School acknowledges that:-
- Section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools to have arrangements in place to safeguard and promote the welfare of children.
- Governing bodies and school staff must have regard for this guidance when fulfilling their responsibilities for safeguarding and promoting the welfare of children at their schools.
- A judgment on the procedures in place at a school, and the school's effectiveness in implementing those procedures to safeguard children from harm, will be included as part of the school inspection process.

The Governors and staff of our school fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- ◆ To support the child's development in ways that will foster security, confidence and independence.
- ◆ To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ◆ To provide a systematic means of monitoring children known, or thought, to be at risk of harm.
- ◆ To emphasise the need for good levels of communication between all members of staff.
- ◆ To develop a structured procedure within the school, this will be followed by all members of the school community in cases of suspected abuse.
- ◆ To develop and promote effective working relationships with other agencies, especially the Police and Children's Services.
- ◆ To ensure that all adults within school, who have access to children, have been checked as to their suitability.

## **2. Designated Teacher for Child Protection.**

Our school will ensure a senior member of staff (Headteacher) is appropriately trained and charged with the responsibility for co-ordinating child protection matters within the school, and that all staff, both teaching and non-teaching, are aware of who that person is. The Child Protection (Safeguarding) Officer is Jo Evans (Headteacher) and the Deputy Child Protection Officers are Cathryn Knowlson (Deputy Headteacher) and Hayley Davies (Acting Headteacher). The designated persons will:

- ◆ Act as a source of advice and support within our school and provide the point of contact for staff who have concerns or information that a child or young person may be suffering abuse.
- ◆ Make any necessary referrals to children's services.
- ◆ Ensure our school contributes fully to the child protection process e.g. by the provision of reports and attendance at conferences or meetings when needed.
- ◆ Ensure that all staff, both teaching and non-teaching, are aware of and have access to our school's Children Safeguarding Policy and the All Wales Child Protection Procedures.
- ◆ Disseminate child protection information gained from training and other sources to all staff in our school and ensure that newly appointed staff are aware of their child protection responsibilities.

## **3. Nominated Governor for Child Protection**

We also have a nominated governor Councillor Ann Crimmings, whose role is to ensure:

- ◆ Our school has a Children Safeguarding Policy in place.
- ◆ That the policy is reviewed in order to ensure its effectiveness.
- ◆ That designated, and other staff, have the opportunity to attend appropriate training.
- ◆ That our school prospectus contains a section on the Children Safeguarding Policy to make parents aware of our child protection responsibilities.

NB It is not the role of the Child Protection Governor to receive and act upon referrals (see section 11)

## **4. LA designated lead officer**

The local authority Rhondda Cynon Taff

## **5. Action to be taken by our school**

The action we take to safeguard children in our school will be in line with the All Wales Child Protection Procedures.

All our staff needs to have an awareness of the indicators of abuse and know how to respond to a pupil who discloses abuse. It is not the role of school staff to investigate. This role lies jointly with Children's Services and the Police.

However, staff should inform the designated teacher of:

- ◆ Any concerns that a child or young person is suffering or is likely to be suffering some form of abuse.
- ◆ Any allegations of abuse against staff.
- ◆ Any disclosures of abuse.

## 6. **Referral**

We have an official referral form and all verbal referrals to Children's Services must be followed up in writing within **two working days** using this. The referral should include:

- ◆ The reason for the concern.
- ◆ What was said or witnessed.
- ◆ Dates and times of incidents.
- ◆ Parents/family circumstances.
- ◆ Whether parents are aware of referral etc.

***Any pupil currently on the Child Protection Register who is absent without explanation for two days will be referred to Children's Services.***

## 7. **Record Keeping**

The designated teacher will ensure that:

- ◆ A chronological record of concerns about a child is maintained even if there is no need to make an immediate referral.
- ◆ All such records are kept confidentially and securely and are separate from pupil records.
- ◆ Copies of child protection referrals and child protection conference minutes are kept confidentially and securely and separate from pupil records.
- ◆ That an indication of further record keeping is marked on the pupil records.
- ◆ If a child whose name appears on the Child Protection Register transfers to another school, the child's records, including information about registration is transferred without delay.
- ◆ Staff training will be given at the beginning of the school year regarding the procedures for reporting suspicion that a child may be at risk or if they have divulged any information which might be considered 'cause for concern.
- ◆ Parents will be given access to the Policy and pupils will be made aware of the fact that such a policy exists and that staff is available to listen to any information they wish to share.

## 8. **Supporting Children**

We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth and may feel helpless and humiliated.

Our school may provide the only stability in the lives of children who have been abused or who are at risk of harm and we will support all pupils by:

- ◆ Encouraging self-esteem and self-assertiveness
- ◆ Promoting a caring, safe and positive environment within our school.
- ◆ Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- ◆ Providing continuous support to a pupil about whom there have been concerns who leaves our school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.
- ◆ Implementing ELSA support.
- ◆ 'Nurture Breakfast' provision.

#### **9. Supporting Staff**

All staff have undertaken Child safeguarding training and a register of training attendance is kept.

We recognise that staff working in our school who have become involved with a child who has suffered, or is at risk of suffering harm, may find the situation stressful and upsetting. We will support such staff by providing the opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

#### **10. Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

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

We encourage parents to discuss any concerns they may have with class teachers or the Head Teacher. We make parents aware of our policy in the school prospectus, news letters and during parents meetings and parents are made aware that they can view this policy on request.

#### **Responsibilities of Staff at Any School**

All staff has a duty to assist Children's Services by sharing information and referring concerns about possible child abuse. You may have the one key piece of information that will help Children's Services make the best decision about a child. If you do nothing a child may continue to be harmed.

Any concerns you have whether it is about a family a colleague or another professional you must share them with the designated child protection person. It may be difficult or upsetting for you to report a concern and it is sometimes hard to accept that a child is being harmed, particularly if you know the family or the professional concerned. However the needs of the child must **always** come first. Remember it is the role of the designated child protection person to support and listen to you, don't be afraid to approach them and share any concerns with them.

### **If a child tells you something that causes you concern**

- Listen to the child
- Encourage the child to talk but don't prompt or put words into their mouths and ask do not ask leading questions.
- Explain what action you must take
- As soon as you are able write down what the child has told you **use the child's exact words if possible**. Record the date, time and place and any other people present at the time.
- Report you concerns without delay to the designated child protection person.
- Do not worry you may be mistaken, it is better to discuss your concerns with someone who has the experience and the responsibility to make an assessment.
- Do not confront an alleged abuser.

**Never promise a child you will keep a secret, explain that if they tell you something you think may put them at risk of harm you will have to tell someone who can help keep them safe.**

If a child discloses a matter of concern to you it can be very upsetting, try not to take these feelings home with you to your own family. Talk to the designated child protection person; it is important not to ignore these feelings.

If you have concerns about the behaviour of another colleague, do not dismiss your concerns, you must act in accordance with school's professional abuse whistle blowing policies, it is very important not to ignore or dismiss suspicions about another professional or colleague but approach designated teachers with concerns.

You can also report any concerns directly to Children's Services Duty Teams during office hours the contact details are:-

Rhondda: - 01443 431513

**Cynon: - 01685 888800**

Taf: - 01443 486731

**Out of Hours Emergency Duty Team: - 01443 849944.**

### **11. Confidentiality**

Staff cannot keep confidential a disclosure of abuse and must refer the matter on to the designated teacher.

All referrals should be made with the knowledge that during any subsequent investigation, the source (i.e. the school) will be made known to the family.

Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person once a referral has been made. Information should only be shared on a strict need to know basis.

Ensure that only those with a professional involvement e.g. the designated teacher have access to the child protection records. At all other times they should be kept securely locked and separate from the child's or young person's main file.

### **12. Allegations against staff.**

We understand that a pupil may make an allegation against a member of our staff and if such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on **all** such occasions will discuss the content of the allegation with the Child Protection Co-ordinator for Schools.

**Any allegations against the Headteacher** should be reported to the other designated teacher on Aberdare Park Primary School staff, where the Headteacher is the 1<sup>st</sup> designated teacher. On **all** such occasions it will be discussed with the Safeguarding Co-ordinator for Schools (see telephone nos. listed in Responsibilities of Staff section)

Our school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.

### **13. Whistle-blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. We will be consulting with the local authority with the aim of adopting a whistle-blowing policy which will protect staff in these circumstances. (see additional policy)

### **14. Prevention**

We recognise the key role our school can play in preventing abuse by providing our pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. Our school community will therefore:

- ◆ Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- ◆ Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- ◆ Include in the PSE curriculum opportunities for children to explore issues which may equip them with the skills they need to stay safe from harm and to know to whom they should turn for help.

### **15. Other policies**

Our school will give regard to child protection guidance when developing other policies, in particular:

- ◆ Staff recruitment and training.
- ◆ Wellbeing
- ◆ Behaviour.
- ◆ Anti Bullying
- ◆ Curriculum; PSE, Sex and Relationship Education

### **16. Monitoring and Review**

Our school has mechanisms for monitoring and reviewing the policy and its effectiveness and it will be the responsibility of the nominated child protection governor to ensure that the policy is reviewed annually by ensuring it becomes a standing item on the governing body's agenda.

Headteacher

Date

Chairperson

Date

Review date:  
(Hard copy signed)

## **APPENDIX 1** **TYPES OF ABUSE**

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation may be described as fabricated or induces illness by carer.

### Emotional Abuse

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

### Sexual Abuse

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

### Neglect

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

School procedures for handling suspected cases of abuse, including procedures to be followed if a teacher or a support staff member is accused of abuse, are consistent with the policy and procedures outlined by the Area Child Protection Committee and Rhondda Cynon Taf. All staff, as a result of their day-to-day contact with children, are well placed to observe outward signs of abuse (bruises, inadequate clothing and poor growth), changes in behaviour or failure to develop.

## APPENDIX 2 – Safeguarding Children in Education

### Self Evaluation Checklist for School Governors

No.	Standard	Evidence	Action
1	Our school has an effective child protection policy and procedures in place that are in accordance with the local authority's guidance and locally agreed inter-agency procedures		
2	Our policy is reviewed at least annually and is made available to parents or carers on request		
3	Where services or activities are provided by another body, we have confirmed that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate		
4	Our school has an up to date and agreed staff disciplinary procedure for dealing with allegations of misconduct against members of staff, including child protection allegations, that complies with the relevant legislation including the appointments of an independent investigator and has regard to Welsh Assembly Government guidance circular 45/2004 and locally agreed inter-agency procedures		
5	We operate safe recruitment procedures and ensure that all appropriate checks are carried out on new staff and volunteers who will work with children, including Criminal Records Bureau and list 99 check in line with current guidance		
6	A senior member of the school's leadership team is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority and		

	working with other agencies		
7	In addition to basic child protection training, the designated person undertakes training in inter-agency working that is provided by the Local Safeguarding Children Board including refresher training to keep his/her knowledge and skills up to date		
8	The Headteacher and all other permanent staff and volunteers who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date with refresher training.		
9	Temporary staff and volunteers providing cover during short-term absences and who will be working with children are given clear guidance of the school's arrangements for child protection and their responsibilities		
10	The governing body remedies without delay and deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention		
11	We review our safeguarding policies and procedures annually and, when requested, we provide information to the local authority about how we have discharged our safeguarding duties		
12	We have nominated a link governor for Child Protection who champions child protection and safeguarding issues within our school		
13	We consider our own training needs and at least one governor has undertaken the Child Protection training offered by the local authority.		

### **APPENDIX 3 - The Role of the Child Protection/Safeguarding Governor**

The purpose of the school's Child Protection Policy is:

- To raise the awareness of all teaching and non-teaching staff about their responsibilities for identifying and reporting possible cases of abuse and to promote good communication between staff and other agencies.
- To create an ethos within the school which helps children feel secure and able to talk freely, in the knowledge that they will be listened to and their concerns taken seriously.

**The Child Protection/Safeguarding Governor's Role is to:-**

- Ensure that the school has a child protection policy in place which is consistent with the All Wales Child Protection Procedures, and is readily accessible to all members of staff, both teaching and non-teaching.
- Ensure that the implementation and effectiveness of the policy and any associated policies e.g. bullying are reviewed annually by it becoming a standard item on the governing body's agenda.
- Ensure that the school prospectus contains a section on the child protection policy in order to make parents aware of the school's responsibilities.
- Consider, with the Headteacher and designated child protection teacher, the place of child protection in the school curriculum
- Ensure that designated and other staff have the opportunity to attend appropriate training.
- Liaise with the Education and Lifelong Learning Directorate in relation to any allegations of child abuse made against the Headteacher which may include attendance at any strategy meetings.

**Some questions the Child Protection/Safeguarding Governor might ask:**

- Is the ethos of our school one in which all children and young people are valued, respected, listened to and taken seriously?
- Are all staff clear about our child protection policy?
- Do we have support systems available to children who are at particular risk or who have disclosed abuse?
- Do we have support available for teachers dealing with a child protection case?
- Do we have support available for teaching and non-teaching staff who are subject to allegations?
- Is child protection training available to the designated child protection teacher and other teaching and non-teaching staff and do I need training?
- Is my school proactive in establishing positive links with other relevant agencies, particularly in the Council's Children's Services Division?

Appendix4 – Safeguarding Induction Booklet

## Aberdare Park Primary School Child Protection Induction Booklet

Designated Child Protection Persons:-  
Jo Evans [Headteacher]  
OR  
Catarina Granville [Deputy Headteacher]

**INTRODUCTION TO CHILD PROTECTION/SAFEGUARDING**

Why do you need to know about child abuse and child protection?

**Because everyday children in Wales are harmed and sometimes killed**

Everyone who comes into contact with or works with children, young people and their families should understand their role and responsibility to safeguard and promote the welfare of children. All staff members need to be alert to the signs of child abuse and how to refer these concerns on.

Safeguarding currently has a high profile due to media reporting of cases such as Baby P who was abused and killed by his family and by the case of the nursery nurse in Plymouth who had abused children in her care.

As Aberdare Park Primary School Staff we have a great deal of contact with children and their families. You may come across something that causes you concern, such as seeing children who regularly look grubby or unkempt, or are often hungry, or appear frightened. You may notice bruises with no real explanation or may overhear a worrying comment for a child or their parents. You could see that a child appears to be home alone or that very young children are left out in the street. You may also have concerns about a colleague's treatment of or behaviour toward a child.

If you see or hear something that causes you concern and you may be anxious about reporting the matter in case you are wrong. Trust your instinct. It is not your responsibility to investigate the matter, but it is your responsibility to act on these concerns by passing them on to the **Designated Child Protection Person** – Philippa R Thomas

**Child Abuse**

What is child abuse and how does it affect children? Children can be harmed by a parent or carer within the family, in an institutional setting such as a school or community facility or more rarely by a stranger.

When a child has been identified as being abused their names are placed on the Child Protection register and care plans are put into place to help protect them. A child is registered under the following 4 categories.

### **Neglect**

Neglect occurs when adults fail to provide a child with adequate, food, shelter or clothing. When they do not receive medical care or are left alone, unsupervised or live in unsafe home conditions and when adults fail to protect them from harm. It can also mean a child does not have their basic emotional needs met, when they are not shown, love, warmth and affection.

### **Physical Abuse**

This is when someone harms a child and can include hitting, shaking, throwing, scalding, drowning, suffocation or poisoning. It can also occur if an adult pretends a child has or induces an illness in children they are caring for; it is known as fabricated illness.

### **Sexual Abuse**

This is when a child is forced to take part in sexual activities and can include encouraging children to look at pornographic material.

### **Emotional Abuse**

Some level of emotional abuse will occur in all types of ill treatment of a child, although it may occur in isolation. This is when children are made to feel, unloved, worthless or insecure, or when they live with domestic violence and feel frightened or in danger. It can also occur when children have expectations placed on them that is inappropriate to their age or development, such as, in being forced to take on a caring role that is more than should be expected of them.

### **Impact of Abuse and Neglect**

It can lead to serious injuries, physical disability and even death. It can also lead to long term mental health problems which can lead to self harm or suicide attempts, it can prevent them forming successful relationships and to be unable to parent their own children. It can also lead to loss of self esteem and confidence, affecting their ability to achieve academically or to gain and retain employment; it can also lead children into criminal activities

### **Your responsibilities as an employee of Aberdare Park Primary School.**

You will need to be aware of Aberdare Park Primary School's Child **Protection/Safeguarding Policy** and the name of the designated Child Protection Person for our school. All staff have a duty to assist Children's Services by sharing information and referring concerns about possible child abuse. You may have the one key piece of information that will help Children's

Services make the best decision about a child. If you do nothing a child may continue to be harmed.

Any concerns you have whether it is about a family a colleague or another professional you must share them with the designated child protection person (Philippa R Thomas) It may be difficult or upsetting for you to report a concern and it is sometimes hard to accept that a child is being harmed, particularly if you know the family or the professional concerned. However the needs of the child must **always** come first. Remember it is the role of the designated child protection person to support and listen to you, don't be afraid to approach them and share any concerns with them.

### **If a child tells you something that causes you concern**

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**Cynon: - 01685 888800**

Taf: - 01443 486731

**Out of Hours Emergency Duty Team:- 01443 849944.**

**NSPCC 0808 8005000**

**For an immediate risk of harm contact the Police 999**