



Ysgol Pen-y-Bryn

Safeguarding Policy

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nation Conventions for the Rights of the Child (UNCRC). This policy enables our pupils to access and enjoy the following articles of the convention.

Article 1 - Every child under the Age of 18 has all the rights in the Convention.

Article 28 - Every child has the right to an education.

Article 29 - Education must develop every child's personality, talents and abilities to the full.

Article 42 - Every child has the right to know their rights.

Date adopted/reviewed 19/3/19.....

Review date.....19/3/20.....

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Ysgol Pen-y- Bryn

Child Protection/Safeguarding Policy

SAFEGUARDING TEAM

Designated Safeguarding/Child Protection Teacher

Mrs C Hammond- Deputy Headteacher

Deputy Designated Safeguarding/Child Protection Teacher

Mr G Sutton - Headteacher

Deputy Designated Safeguarding/Child Protection Teacher

Mr - S Type- Deputy Headteacher

Link Governor Safeguarding/Child Protection

Mr Alan Pitt

Ysgol Pen-y- Bryn

Pennaeth / Headteacher - Mr Gethin Sutton

Tel: 01792 799064

E-mail: pen-y-bryn.school@swansea-edunet.gov.uk

Position Statement

The Governing Body of Pen-y- Bryn has adopted the "All Wales Child Protection Procedures 2008 as recommended by the LEA.

Contacts

Child Protection Responsibility:

Mrs C. Hammond

Deputy Protection Responsibility:

Mr. G. Sutton

Protection Responsibility:

Mr S Type

Governor responsible for Child Protection and safeguarding:

Mr. A. Pitt

Looked After Children:

Mr. A. Pitt

Healthy Schools Leader:

Miss S Potenta

Internet safety:

Mrs C.Hammond

Main First Aiders:

K, Head

N. Sanger

N. Slee

S. Goatley

A. Hendy

Residential First Aid:

S. Willimer
M. Hadfield
C. Meyrick
A. Lewis
C. Griffiths
G. Evans
S. Williams
S. Goatley

Children's Central Advice , Referral& Assessment Team (CCARAT) 01792 635700
Out of Hours Team 01792 775501
Police (Child Protection) 01792 456999
Local Authority Child Protection and Safeguarding Officer- Lisa Collins 01792 637148

The Statutory Basis of Child Protection

- Children Act 1989
- The Children Act 2004
- Safeguarding Children in Education - the role of Local Authorities and Governing Bodies under the Education Act 2002 Circular 005/2008.
- The governing body has a duty under section 175 of the Education Act 2002 to ensure "that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children...."

Ysgol Pen-y-Bryn fully recognises the contribution it makes to Child Protection and Safeguarding. We recognise that statistically children with ALN, behavioural difficulties and disabilities are most vulnerable to abuse. As a result staff are very aware of the need to be extra vigilant to the signs of abuse, especially with pupils who experience difficulties with communication.

All Teaching Staff have been issued with the City & County's "Information & Guidance for Schools" (A5 Green booklet), and a spare copy is stored in the staffroom. A copy of the "All Wales Child Protection Procedures 2008 is also kept in the staffroom.

ALL referrals for Child Protection should be notified to the authority's named Child Protection Officer Mrs Lisa Collins (tel.637148)

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All Teaching Staff, Teaching Support Staff and Governors have undergone training on child protection issues. Updated 15th March 2018 with mop ups for residential in April and new staff in September 2018

This document should be read in conjunction with:

- The All Wales Child Protection Procedures 2008.
- Code of Practice for Staff.
- Staff Facing an Allegation of Abuse
- The Framework for the Assessment of Children in Need and their Families 2002.

The staff and governors of this school fully recognise the contribution they make to safeguarding children. The welfare of all pupils in this school is a priority. We believe that our school should provide a caring, supportive and safe environment which promotes the social, physical and moral development of each child by the provision of a curriculum and ethos which promotes self-worth, confidence and independence. No child can learn effectively and reach their potential unless they feel secure.

The aims of this policy are:

1. to ensure that all pupils know that they will be listened to and be able to communicate easily any concerns which they may have; to raise the awareness of **all** teaching staff, associate staff, Governors and volunteers to the need to safeguard pupils by identifying those "children in need"* and possible cases of child abuse;
2. to emphasise the need for staff in this school to work in partnership with other relevant agencies (particularly Social Services Department and the Police) and to support them in carrying out their statutory duties;
3. to ensure that staff are clear about their individual responsibilities for reporting concerns and that they understand the reporting procedures; to ensure that the school and Governing Body practice safe recruitment in checking the suitability of staff and volunteers working with pupils; to provide a systematic means of monitoring children known or thought to be at risk of harm.

*Child in Need - a Child in Need is a child who may be in need of support from Social Services or another agency but not necessarily at risk of significant harm and in need of immediate protection. Referrals should be made, as for Child Protection, on The Common Assessment and Referral Form.

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The Designated Teacher for Child Protection

At Ysgol Pen-y-Bryn, the Designated Child Protection Teacher is the Deputy Headteacher, Mrs Ceri Hammond in respect of Child Protection matters. In her absence the Headteacher, Mr Gethin Sutton and Deputy Headteacher, Mr Simon Type will assume responsibility for those matters.

We will ensure that **all** staff, and Governors are aware of who the Designated and Deputy Designated Teacher is.

The role of the Designated Teacher is:

- the coordination of all child protection issues, acting as a source of advice and support for any staff who have concerns or information that a pupil may be suffering abuse or be a child in need;
- to be responsible for making referrals to Social Services;
- to ensure that the school is represented at case conferences and core meetings and contributes fully by providing reports as required;
- to attend training on a regular basis and cascade training to staff;
- to ensure that all staff (including agency workers and those directly employed by the school) are in possession of a valid and current CRB certificate.
- to ensure that all staff (including new staff/supply teachers) have access to all the relevant child protection documents and are clear about their own responsibilities;
- to report **any** allegation about a member of staff to the Local Education Authority's Child Protection Coordinator;
- to ensure that a chronological record of concerns is maintained if there are concerns about a child even if there is no need to make an immediate referral;
- to attend any Senior Strategy Meetings;

- to ensure that all records including case conference minutes are kept confidentially and securely (separate from pupil records);
- to send the child's records, including all child protection information, immediately to any school to which the child transfers.

Governor for Child Protection/Safeguarding

There is a governor designated by the Chair of Governors and delegated the role of nominated Governor for Child Protection. At Ysgol Pen-y-Bryn Mr Alan Pitt is the Link Governor.

His role is to ensure:

- that the school has a child protection policy in place which is reviewed annually to ensure its effectiveness;
- that the Designated Teacher and other staff attend appropriate and regular training;
- that any allegation made against the Headteacher is immediately reported to them. Once an allegation against a Headteacher is received The Chair of Governors will then contact the Local Education Authority's Safeguarding Officer immediately and attend any Senior Strategy Meeting which is convened by Social Services as a result of this initial contact.
- that the 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 the school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all relevant staff in accordance with current regulations.
- that there is an item on the agenda of a Governor Body meeting at least once a year where the Designated Teacher, Deputy Designated Teacher or Designated Governor will report on:

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- changes to child protection procedures or policy
- training undertaken by all staff and Governors in the preceding twelve months.
- the number of incidents of a child protection nature which arose in the school within the preceding twelve months (without details or names)
- where and how child protection appears in the curriculum

Action To Be Taken By Our School

- We will attend relevant training on child protection on a regular basis.
- We will follow the All Wales Child Protection Procedures.
- All staff will inform the Designated Teacher of any concerns that a pupil is suffering or is likely to suffer abuse or of any disclosure of abuse.
- Referrals will be made immediately to Social Services by telephone and followed within two working days in writing using the Common Assessment and Referral Form.
- Any child on the child protection register absent without explanation will be referred to Social Services and the Education Welfare Officer.
- All staff will inform the Designated teacher of any allegations made against staff volunteers in the school.
- We will endeavour to build relations of understanding, trust and confidence with other agencies in order to ensure the best possible outcomes for children.

Prevention

The school has an important role in preventing abuse by providing our pupils with good lines of communications with trusted adults within a safe environment.

Our school encourages children to talk and to be listened to.

Our school ensures all children know there is someone in school who they can approach if they are worried or in difficulty.

Our school will include opportunities within the PSE curriculum for pupils to explore issues to help them develop the skills to stay safe from harm and to know to whom they can turn for help.

The Statutory Basis of Child Protection

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Safeguarding Policy

The Governing Body of Ysgol Pen-y-Bryn School believes that there are five key issues in the complete development of each and every child, in that we have a duty to: ensure that each child:

- stays safe;
- is healthy;
- is able to enjoy and achieve;
- is able to achieve economic well-being;
- makes a positive contribution.

Ysgol Pen-y- Bryn Safeguarding Children Statement

At Ysgol Pen-y- Bryn the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measure sand policies are put in place:

1. The Health and Safety Policy

The school has a health and safety policy, which is monitored regularly by the relevant committee of the school governors. The Headteacher and the Governors oversee the policy. Any concerns from staff are reported to any of the above who carries out an initial examination, assessing what remedial action needs to take place. There is a termly fire drill which practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a Critical Incidents plan which details what staff and parents should do in the case of emergencies.

2. First Aid

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In school there are trained members of staff who volunteer to oversee first aid. First aid equipment is stored in the office, and a travel first aid kit is available for off-site activities.

When a child is ill, or has suffered an accident in school or on the playground there is a protocol for staff to follow: a trained first aider is consulted; the incident is logged in the accident book by the person responsible for the child at the time of the accident. In addition a duplicate slip describing the injury is completed with one copy being sent home and the other copy kept in school. If there is any doubt at all a parent is contacted as soon as possible .

School policy is that members of staff will only give medicines when the parent has completed and signed the appropriate form requesting that staff administer medicine; the decision to meet the request is at the discretion of the Headteacher. We expect that parents should consult doctors before giving any form of medication.

3.Intimate Care Policy

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Parents /Carer and professionals associated with the child eg OT, Physiotherapist etc

In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. All medicines and permission forms are stored securely. **Please See Intimate Care policy.**

4.Site Security

Pen-y-Bryn strives to provide a secure site, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules which govern it.

Laxity can cause potential problems to safeguarding. Therefore:

- visitors must only enter through the main entrance and after signing in at the offices. They should be given a visitors badge on entry;
- children will only be allowed home with adults with parental responsibility or confirmed permission;
- children should never be allowed to leave school alone during school hours, and if they are collected by an adult, they must be signed out by the office;

- should a child leave the school premises without permission then staff will follow the child's behaviour plan and use their informed discretion on whether to pursue a child and next actions to be taken. Parents will be contacted and advice sought from the police if appropriate using the 999 system.
- Staff will report immediately to the office if any pupil leaves the campus and a member of the SLT will be informed.
- Visitors who use the school site do so only with the express permission of the Headteacher; this permission can be withdrawn at any time.

5.Attendance

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification Pen-y- Bryn has a policy of texting home to ascertain each child's whereabouts (First Day Call).

The school works closely with the Local Authority's Education Welfare Officer, whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the Governing Body, annually to both the Welsh Government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

6.Appointments of staff and induction of newly appointed staff and work Placements

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau. The Headteacher sits on all appointment panels where the candidates are external applicants. Candidates also have to provide 2 different professional references. New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with procedures and policies which affect the health and safety of all at school but especially the children.

7.Induction of volunteers

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Volunteers who work unsupervised with children are required to have Criminal Records Bureau clearance. For a brief activity, such as a school visit or occasional helping out in Class, which does not involve the supervision or close contact of children, a DBS check is not required. Visitors who do not yet have clearance will under no circumstances be left alone with a child or group of children.

8. Welcoming visitors

It is assumed that visitors with a professional role (i.e. Social Services staff or members of the police) already have relevant clearance but we will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.

9. Child Protection Policy

The designated staff member for Child Protection is Mrs Ceri Hammond, Deputy Headteacher and the designated governor is Mr Alan Pitt. It is the Governing Body's duty to ensure the Child Protection Policy is reviewed annually and any deficiencies within the policy addressed immediately. All governors and staff have had appropriate child protection training, which is updated at least every three years. Child Protection matters are reported to the Governing Body every term.

This school follows guidelines which assert that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment. All staff have received guidance regarding physical restraint. All allegations of abuse by, or complaints of, a teacher will be dealt with following the Local Safeguarding Board procedures. For any complaints about the Headteacher the Chair of Governors should be contacted directly.

10. The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal and Social Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships. Children are encouraged to explore and discuss these issues. Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher or the designated person within the school. The Educational Visits Co-ordinator is the Deputy Headteacher Mr Simon Type and ALNCo Mrs Beverley Pearce.

Visiting speakers, with correct clearance are always welcome into school so that they can share their specialist knowledge to the children.

11. Internet Safety

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked if they agree to their child using the internet on the Admission Form, and annually in the updated information request. Pupils must never be left unattended whilst online and staff should ensure that this does not happen. If staff know of misuse, either by a staff member or child the issue should be reported to the Headteacher without delay. As Child Protection Officer the Headteacher has overall responsibility for internet safety. An E-Safety policy derived from WG and City and County of Swansea policy and shared with professional associations and staff is in place.

12. Equal Opportunities

Within the school prospectus there is a statement for equal opportunities which asserts:-

" Pen-y- Bryn ensures that equal opportunities are available for everyone, regardless of sex, class and ethnic group or ability range". Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this". **See Equal opportunities Policy**

13. Behaviour Policy

Good behaviour is essential in any community and at Pen-y- Bryn we have high expectations for of pupils and their behaviour. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- Stickers
- Showing another teacher good work (including members of the SLT)
- Certificates in merit assembly
- Special privileges and jobs around the school
- Leaves on our reward tree
- Team points
- Parents are informed if their child has received a reward

But the sanctions range from:

- A warning, initials of name on the board, then name taken
- Break or lunchtime detention

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- A letter home
- Exclusion - This would be used only as a very last resort.

All staff are trained in MAPA which will be utilised to maintain the safety of all concerned

14. Anti Bullying Policy

At Pen-y- Bryn the definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others". The school's response to this is unequivocal. Adults must be informed immediately and action will take place. Children are told that silence is the bully's best friend. Although bullying in this school is rare the school will always act swiftly with a process of investigation, communication and action, and always in partnership with parents. Bullies will not be tolerated. There is a more detailed **Anti-bullying Policy**.

15. Race Equality

Along with the equal opportunities policy there is also a Race Equality Policy. We want our children to be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If anyone ever feels unjustly treated then the school welcomes and values a response. Racism is tackled in both the RE and in the PSE curriculum. Our Community Police Officer teaches a unit of work on combating racism.

The children take part in discussions designed to raise awareness and address prejudices.

From time to time visitors work with the children also. All racist incidents are reported to the Local Authority and Governing Body when they occur.

16. Photographing and videoing

There has been a lot of controversy about adults photographing and filming young people. The concerns are genuine, however, we have taken a sensible, balanced approach, which allows parents and carers to photograph and film providing they follow certain guidelines.

Parents consent to school taking photographs by signing the Admission Form. There is a list issued annually of pupils who cannot be filmed

17. Whistleblowing

If members of staff ever have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the management accordingly. This can be done in writing or

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verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has a current Whistle blowing Policy.