



# Safeguarding - Child Protection Policy

## Introduction

Shirenewton Primary School fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- A. Prevention through the culture, teaching and pastoral support offered to learners;
- B. Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children, school staff are well placed to observe the outward signs of abuse
- C. Support to those pupils who may have experienced abuse or harm.

This policy applies to all staff and volunteers working at Shirenewton Primary School and its Governors. It is recognised by Shirenewton Primary School that all staff that come into contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the school's procedures as noted in this policy.

## Prevention

Shirenewton Primary School recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult, help to safeguard children at our school.

The school will therefore:

- A. Establish and maintain an ethos where learners feel secure, are encouraged to talk, share their concerns and are listened to;
- B. Ensure that learners know that all staff and volunteers in this setting can be approached if they or their siblings, friends are worried or in difficulty;
- C. Include in the curriculum, activities and opportunities for relationships and sexuality education to increase learners' understanding of and participation in healthy, safe, and fulfilling relationships, to be able to recognise abusive or unhealthy relationships and seek help and support;

- D. Include in the curriculum material that will help learners develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills;
- E. Build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate;
- F. Include in the ethos of the setting that people have the right to be safe from abuse and to know who they can turn to for help;
- G. Take a whole-school (setting) approach to well-being which will incorporate safeguarding and preventative measures to support children and families. [Framework on embedding a whole-school approach to emotional and mental wellbeing | GOV.WALES](#)

## Procedures

At Shirenewton Primary School we will follow the Wales Safeguarding Procedures 2019 <https://safeguarding.wales/> and also policies, protocols and guidance documents that have been endorsed by Gwent Safeguarding: <https://www.gwentsafeguarding.org.uk/en/Children/Protocols-and-Procedures/Protocols-and-Procedures.aspx>

The school will:

- A. Ensure it has a named DSP for safeguarding who has undertaken the appropriate training in line with agreed national and local requirements. This school/college/education setting will also nominate a named deputy who will be the central contact at times when the DSP is absent/not on site.
- B. Recognise the role of the DSP and arrange for support to be available to them
- C. Ensure that the DSP can access an appropriate level of safeguarding training
- D. Ensure that all members of staff, including permanent, part time and adult volunteers, (and school governors/management boards) know:-
  - the name of the DSP (and those who deputise) and their role, the local authority point of contact and the designated governor for safeguarding
  - That they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board
  - how to take forward those concerns when the DSP or Deputy DSP is unavailable
  - That the DSP and deputy will seek advice from the Lead Officer for Safeguarding in Education and/or Social Services Duty Team if necessary when a referral/safeguarding report is being considered; if in doubt a referral/safeguarding report must be sent.
- E. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a learner who may disclose abuse or neglect.
- F. Ensure that members of staff who are EWC registrants are aware of the [Code of Professional Conduct and Practice for registrants with the Education Workforce Council](#) and the expectation within the Code that the registrant has regard to the safety and well-being of learners in their care and related content
- G. Ensure that parents/carers have an understanding of the responsibility placed on the school/college/education setting and staff for safeguarding and child protection by setting out its obligations in the school brochure
- H. Provide training for all staff so that they:-
  - i) Understand their personal responsibility;
  - ii) Are cognisant of agreed local procedures and their duty to respond
  - iii) Understand the need to be vigilant in identifying suspected cases of abuse and neglect;
  - iv) Know how to support a child who discloses abuse or neglect
  - v) Understand the role online behaviours may have in each of the above

- I. Notify the local authority's Children's Services team if: – a learner on the child protection register is excluded, either for a fixed term or permanently – there is an unexplained absence of a learner on the child protection register of more than two days' duration from school (or one day following a weekend)
- J. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding children and adults at risk including attendance at child protection conferences, core groups and subsequent meetings and support these with the submission of written reports.
- K. Keep written records of concerns about children (individual learner files - noting date, event and action taken), even where there is no need to immediately refer the matter to agencies responsible for formal investigation.
- L. Ensure that all records and files are kept secure and in locked locations. The DSP is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the DSP to ensure that any transfer of records is conducted sensitively and securely.
- M. Adhere to the procedures set out in the Welsh Government's [Disciplinary and dismissal procedures for school staff: Revised guidance for governing bodies](#)
- N. Ensure that recruitment and selection procedures are made in accordance with [Welsh Government's Keeping learners safe guidance](#), national and local guidance. The school/setting will seek advice and guidance from the appropriate Human Resources on recruitment and selection.
- O. Designate a governor for safeguarding who will oversee the school's safeguarding policy and practice.
- P. This governor will feed back to the Governing body on safeguarding matters as and when required but will be required to write an annual report to the governing body on the school's safeguarding activities.

### **Supporting the pupil at Risk**

At Shirenewton Primary School we recognise that children who are at risk, suffer abuse or witness violence, are often affected by these in adverse ways. Some may be deeply troubled by these events.

Shirenewton Primary School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school, due to these adverse factors, their behaviour may be challenging, concerning and the learner could internalise (i.e. be withdrawn) or externalise (i.e. be defiant) as a means of communicating their distress, experiences or emotions. At this school we will endeavour to be patient and supportive to the children at risk.

Shirenewton Primary School will endeavour to support the pupil through:

- A. The content of the curriculum to encourage self esteem and self motivation (see section 2 of this policy on Prevention);
- B. The school ethos which:
  - i. promotes a positive, supportive and secure environment; and
  - ii. gives pupils a sense of being valued (see section 2 on Prevention);
- C. Ensuring that the learner has access to an emotionally available adult
- D. The school's relationships and behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will follow a consistent approach which focuses on understanding the learner and their experiences, and supporting to help them to develop:
  - more appropriate ways of communicating their distress / behaving
  - the learner's understanding of the behaviour of the offence committed by the child in

a way that does not damage the pupil's sense of self worth.

- E. The school will express and explain to all pupils that some behaviour is unacceptable, shared with parents/carers via school brochures and other points of communication, but each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the school's Behaviour Policy in conjunction with this and other named policies noted in this policy.
- F. Liaison with other agencies who support the pupils such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others; advocacy services and,
- G. Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.

When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately, using the agreed policy and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process, and if not already done, to inform Social Services of the move.

## **Behaviour**

Shirenewton Primary School has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body and can be located on the school website, or by request from the school.

## **Prevent Duties**

In March 2015, the Counter Terrorism and Security Act received Royal Assent. The Act includes how we need to work together to prevent people from being drawn into terrorism.

Where we become aware of information involving identification of potential instances of extremism and radicalisation, we will refer to Adult/Children's Services in the same way as for all safeguarding concerns, as well as considering a Prevent referral.

## **Preventing and Challenging Bullying**

The school's policy on Anti-Bullying has been set out alongside the school's behaviour policy. This policy/information can be located on the school website, or by request from the school.

There are a range of Welsh Government guidance documents which underpin our approach.

### **[Rights, respect, equality: guidance for parents and carers](#)**

Guidance to help parents and carers deal with bullying.

### **[Rights, respect, equality: guidance for schools](#)**

Guidance to help schools deal with bullying.

### **[Rights, respect, equality: guidance for local authorities](#)**

Guidance to help local authorities deal with bullying.

### [Rights, respect, equality: guide for young people](#)

Guidance to help young people deal with bullying.

### [Rights, respect, equality: guide for children](#)

Guidance to help children deal with bullying.

### [Bullying: posters for children and young people](#)

An update on the revised statutory anti-bullying guidance.

### [Bullying at school: guidance for parents and carers](#)

What to do if your child is being bullied.

## **Physical Intervention and Support**

The school's policy on physical intervention has been set out in the school's behaviour policy. Training is accessed through the Local Authority and renewed regularly. This policy/information can be located by request from the school. The policy is consistent with [Welsh Government's guidance Safe and effective intervention – use of reasonable force and searching for weapons](#).

## **Physical punishment of children**

Since 21 March 2022 all physical punishment of children is illegal in Wales. Children now have the same protection from assault as adults.

Any concerns for children around physical punishment will be managed as per our legal duty to report safeguarding concerns.

Information, advice and support is available for anyone who needs it, to help them find positive ways to manage children's behaviour and to help avoid such a situation ever happening. [Information for parents Parenting. Give it time](#) offers positive parenting practical hints, tips and expert advice to encourage good behaviour from children and alternatives to physical punishment.

Their [parenting support page](#) offers links to further support and helplines.

Universal parenting support and advice is provided by midwives, health visitors, GPs and your local authority.

Early help programmes such as [Flying Start](#) (if you live in a Flying Start area) and [Families First](#) can also offer advice and support.

## **Online Safety**

The school's policy/information on Online Safety has been set out in a separate policy within the school's ICT policy. This policy/information can be located by request from the school.

## **Children with Additional Learning Needs (ALN)**

We recognise that statistically children with additional learning needs are most at risk of abuse. Staff who work with learners with an additional learning need, such as a profound and multiple disability, sensory impairment, neurodiversity or emotional and behavioural dysregulation, need to be particularly sensitive to signs of abuse.

## Children who enter the Looked after System

The school recognises that children who enter the 'Looked after System' are often the most vulnerable and needy. The school has a responsibility to support the Local Authority in its role as corporate parent. The school follows Monmouthshire County Council's policy for Children who are Looked After (CLA) and this can be located by request from the school.

## Operation Encompass

Operation Encompass was launched across Monmouthshire schools on 4th March 2019 as part of a Gwent wide initiative to address limitations in the early sharing of information between Police and schools. Its vision is to safeguard children and young people who are affected by domestic abuse, by ensuring that appropriate services are made aware of an incident at the earliest possible opportunity.

Shirenewton Primary School fully supports Operation Encompass the purpose of which is to safeguard and support those children and young people who have witnessed and/or been present at the time of a domestic abuse incident.

Following such an incident taking place, children will often arrive at school distressed and unprepared. Operation Encompass aims to ensure that appropriate school staff are made aware at the earliest possible stage in order to provide relevant and tailored support to children and young people in a way that means that they feel safe and included.

All information will be managed sensitively, and only staff who need to be made aware will know about the concern.

## Information for all staff

What to do if a child tells you they have been abused or harmed

A learner may confide in any member of staff/volunteer. Staff to whom an allegation is made should remember:

- Yours is a listening role, do not interrupt the learner when they are freely recalling events. Limit any questions to clarifying your understanding of what they are saying. Any questions should be framed in an open manner so not to lead them;
- You must report orally to the **Designated Safeguarding Person (DSP) or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the setting/service;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the DSP. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the learner's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the person it is an important one in the safeguarding process.

Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;

- Do not give undertakings of absolute confidentiality. (See note following this section for more details) You will need to express this in age/understanding related ways to the learner as soon as appropriately possible during the disclosure. This may result in the learner 'clamming up' and not

completing the disclosure, but you will still be required to share the fact that they have a shared a concern with you to the DSP. Often what is initially shared can be the tip of an iceberg;

- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting the person, contributing to an assessment or supporting safeguarding plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others.

If an allegation of abuse is made against a member of staff/volunteer this must be reported to the DSP.

Where an allegation is against a member of staff it will be reported to Children's/Adult Services in the same way as for all allegations of abuse.

If an allegation is made against the Headteacher, you must report this to the Chair of Governors, and advice must be sought from the Lead Officer for Safeguarding in Education or Children's Services if they cannot be reached.

The Head teacher and DSP if not the Headteacher will have read and fully understood the [Welsh Government Guidance: Circular No: 009/2014](#) - Safeguarding Children in Education - Handling allegations of abuse against teachers & other staff.

## **Confidentiality**

The school and staff are fully aware of confidentiality issues if a child divulges that they are, or have been, abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, all staff at this school have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school (i.e. not discussed with other staff). Staff need to be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

## **Training**

The school will be cognisant of National and Local training requirements and guidance, which will include Safeguarding Children Board guidance, advice and training opportunities.

The school will ensure that the Designated Person for Child Protection (DSP) will have received initial training (Level 2) when starting their role and continued professional updates as required. Specific updates as suggested by National and Local requirements will be central to the DSP's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be considered.

All staff will be regularly updated during the year as appropriate from the designated person, but will

receive specific awareness raising training (Level 1) annually.

7.3 It will be a recommendation that the Governing Body will also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

The Designated Lead Officer for Safeguarding in Education is Heather Heaney  
heatherheaney@monmouthshire.gov.uk

**The designated person** for Child Protection at this school is: **Mr Nick Penn**, Headteacher

**The deputy designated** person for child protection at this school is: **Mrs Sarah Burbidge**, Senior Leadership Team

**The nominated governor** for child protection at this school is: **Mrs Jane Eickhoff**

**The Chair of Governors (to whom allegations about the Headteacher should be reported):** **Mrs Jane Eickhoff**

**The Monmouthshire Education Safeguarding Officer** is:

**Heather Heaney** who can be contacted by:

Phone- 01633 644392

Mobile- 07917707343

Email- heatherheaney@monmouthshire.gov.uk

**Monmouthshire Children's Services** can be contacted as follows:

Phone: 01291 635669

Out of hours telephone number: 0800 328 4432

**This policy was reviewed September 2023**

**This policy was presented and accepted by the Governing Body in October 2023**

**Staff were made aware of this policy and/or updates in October 2023 and this policy was added to the school website October 2023**