

# George Street Primary School

## Safeguarding Policy

2016 - 2017



***'Together we live, learn and value'***

# George Street Primary School's Safeguarding Policy

## 2016 - 2017

School: George Street Primary School

Head teacher Julie Wood

Named personnel with designated responsibility for safeguarding children and young people

Academic year	Designated Senior Person (DSP)	Deputy DSP	Safeguarding children Governor (SCG)	Chair of Governors (COG)
2016-17	Mrs Julie Wood	Mrs Karen Davies	Mrs Karen Baverstock	Mrs Karen Baverstock

Policy review dates

Review Date	Changes made	By whom	Date Shared
January 2016	Entire policy reviewed in light of LA guidance documentation	Julie Wood	Governors 11 February Staff 12 February

Dates of Staff training and details of course title and training provider

Whole school	DSP	Deputy DSP
February 12 <sup>th</sup> 2016	Local Authority ½ day training for DSO and Deputy DSO (Deb Davies) 8 December 2014	19 <sup>th</sup> and 20 <sup>th</sup> May 2015. Level 2
	Train the Trainer 16 March 2016 ½ day	
Update Training planned for 7 <sup>th</sup> June 2017	Managing Young People Engaged in Harmful Sexual	

	Behaviour 26 <sup>th</sup> May 2017	

SCG			

Governor Review of policy dates

May 19 <sup>th</sup> 2017

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## INTRODUCTION

This policy applies to all adults, including volunteers, working in or on behalf of the school.

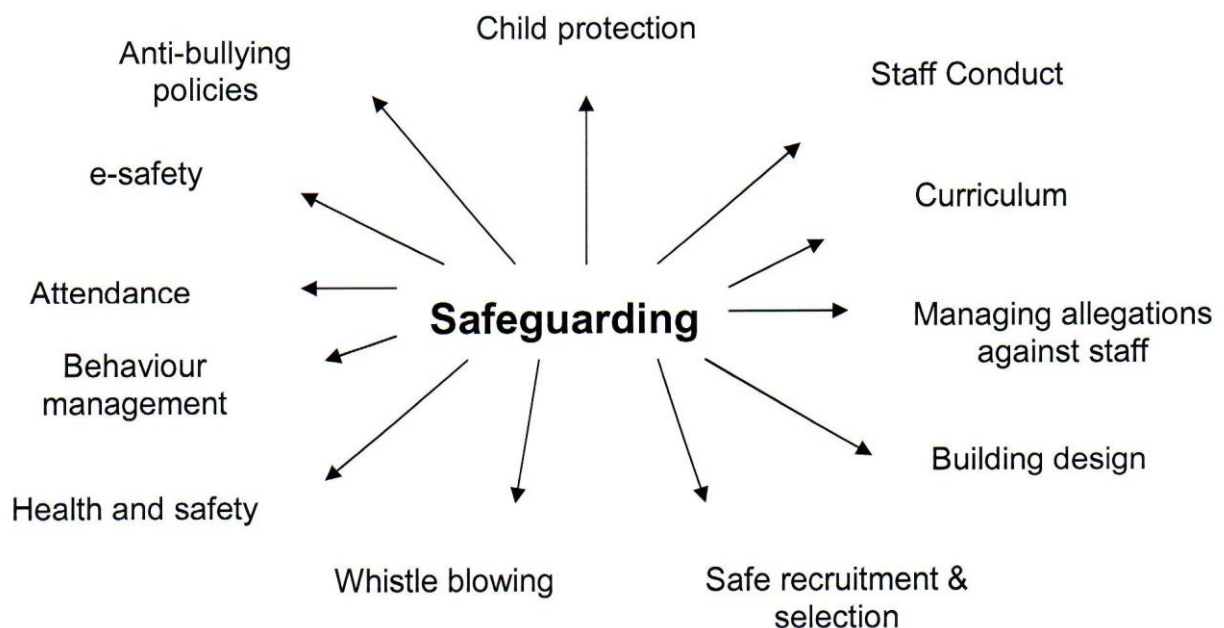
Everyone working in or for our school service shares the objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe at home and in our school.

## SCHOOL COMMITMENT

George Street Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

We will make sure that all of our policies link up to promote the safeguarding of children.



# PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

## 1 Safer Recruitment and Selection

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers, governors and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking an enhanced (DBS) check to check against the barred list.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce (unless portability applies, eg, supply teachers);
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff;
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate;
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy;
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.

## 2 Safe Practice

Our school will follow the Safeguarding Children and Young People in Educational Settings policy and procedures along with guidance provided by the SEWSCB.

<http://www.sewsc.org.uk/professionals/protocols-guidance-and-useful-documents/>

Safe working practice ensures that pupils are safe and that all 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;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question;
- discuss and/or take advice from school management over any incident which may give rise to concern;

- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of the confidentiality policy;
- are aware that breaches of the law and other professional guidelines could result in criminal and/or disciplinary action being taken against them.

### **3 Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff who they can talk to. Our school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils should be made aware that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Our school will ensure that pupils are made aware that information can be found at the following: *NSPCC and Childline 'kidzone' website addresses, Miss dorothy.com, Crucial Crew, Living Dangerously etc. Posters and information will be displayed as appropriate*

School's arrangements for consulting with and listening to pupils in relation to safeguarding are that pupils can talk to any class teacher or learning support assistant, 'worry boxes' are provided for pupils to log concern about issues including bullying. Pupil representatives like the school council are also available, although in most instances, pupils are encouraged to talk to adults.

We make pupils aware of these arrangements by class discussion, school assemblies, 1:1 tutoring where necessary, PSE sessions

### **4 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.

George Street 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 the Headteacher or the Deputy Headteacher

We make parents aware of our safeguarding policy via our school prospectus and parents are made aware that they can view this policy on request.

### **Sample Insert for School Brochure/Prospectus**

*‘George Street Primary School is committed to ensuring the welfare and safety of all children in school. All Torfaen schools, including our school, follow the SEWSCB procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school’s child protection policy is available on request.’*

## **5 Partnerships with Others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the SEWSCB. The school has positive and regular relationships with a variety of agencies including the LA, Social Care, Families First, NSPCC, Police, Health, National Youth Advocacy Service (NYAS), There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **6 School Training and Staff & Governor Induction**

The school’s senior member of staff with designated responsibility for child protection (DSP) and their deputy undertakes safeguarding training to support them in carrying out their role and this is refreshed every 2 years. In addition training in inter-agency working is undertaken to ensure continual professional development and that skills and knowledge in child protection are always up to date.

The Head teacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively. This training is repeated formally every 3 years and refreshed at least annually.

The SCG and COG receive training to support them in undertaking their roles which is refreshed every two years. All other governors also receive appropriate safeguarding training.

All staff (including temporary staff and volunteers) are provided with the school’s child protection policy and informed of school’s child protection arrangements on induction. All staff (including temporary staff and volunteers) are given a copy of our Safeguarding Prompt Card which provides a summary of the school’s Safeguarding Procedures and contact details for key personnel. (See Appendix 8)

## **7 Support, Advice and Guidance for Staff**

Staff will be supported by the Designated Senior Person and the Deputy Designated Safeguarding Person, *LA and professional associations*.

The designated senior person for Safeguarding/Child Protection (DSP) will be supported by the Local Authority, SEWSCB and Governing Body

## **8 Children Missing from Education**

When a child on roll at a school appears to have gone missing or is withdrawn from a maintained school in Wales without the parent/carer giving notice or without the school being advised of the new school, the school should try to make contact with the parent/carers. Care should be taken to record all the steps taken to locate the child such as information known, received, dates, times and people spoken to along with decisions and actions taken. If these efforts fail, the school should notify the Education Welfare Service promptly who will then work with the school and make every effort to try and identify the child or young person's current whereabouts/destination. If a child or young person has left school without a known destination and both school and the Education Welfare Service have followed procedures and all 'reasonable efforts' to locate them have been unsuccessful, then, after a minimum period of 20 days, the school, in consultation with the Local Authority should remove the child or young person's name from its roll and create a 'lost pupil' common transfer file (CTF) with XXXXXXXX as the destination. The CTF should be uploaded onto the s2s secure site where it will be held in the 'lost pupil' area.

## **9 Confidentiality**

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

Confidentiality is important in maintaining confidence and participation in services and thereby helping to protect children's health and well being. However the duty of confidentiality is not absolute and may be breached where this is in the best interest of the child and in the wider public interest.

The school confidentiality policy indicates:

**When information must be shared with police and Social Care where the child/young person is/may be at risk of significant harm.**

**When the pupil's and/or parent's confidentiality must not be breached that information is shared on a need to know basis**

## **10 Pupil Information**



Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives;
- names and contact details of all persons with parental responsibility (if different from above);
- emergency contact details (if different from above);
- details of any persons authorised to collect the child from school (if different from above);
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.);
- if the child is or has been on the Child Protection Register or subject to a care plan:
  - name and contact detail of G.P.
  - any other factors which may impact on the safety and welfare of the child
  - The school will collate, store and agree access to this information. Basic Information is collated by the school office staff and is stored on SIMs. Information is updated regularly. All specific information relating to safeguarding and child protection is stored securely in the Headteacher's office and is filed alphabetically according to surname.

## 11 Roles and Responsibilities

### ***Our Governing Body will ensure that:***

- the school has a child protection policy and procedures in place that are in accordance with Local Authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the Local Authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);

- A lead governor is nominated to ensure safeguarding is receiving proper attention – the Safeguarding Children Governor (SCG)
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements;
- a governor is nominated (typically the Chair of Governors) to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the Local Authority about them and about how the above duties have been discharged

***Our Head teacher will ensure that:***

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

***Senior Member of Staff with Designated Responsibility for Child Protection (Designated Senior Person DSP) will:***

**Referrals**

- take responsibility for CP practice, policy and procedures and professional development working with other agencies as necessary
- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support , advice and expertise within the educational establishment;
- liaise with the Head teacher (where this is not the DSP) to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of the SEWSCB, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's child protection policy;
- Support the Head teacher and governing body in ensuring the school has robust safe recruitment and retention procedures
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.
- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection/ safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the school/setting, ensure the child protection file is copied for the new school/setting asap and transferred to the new school separately from the main pupil file in accordance with WG Guidance 18/2006 – The Keeping, Disposal, Disclosure and Transfer of Pupil Information. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education inclusion Service.

***All staff and volunteers will:***

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

**Staff And Volunteers Should Never:**

- Engage in sexually provocative or rough physical games, including horse play.
- Allow children to use inappropriate language unchallenged.

- Make sexually suggestive comments in front of, about, or to a child, even in “fun”.
- Let allegations made by a child go without being addressed and recorded
- Deter children from making allegations through fear of not being believed.
- Do things of a personal nature for children that they can do themselves.
- Share a bedroom with a child or young person.
- Invite or allow a child or young person to stay with them at their home unsupervised.
- Jump to conclusions about others without checking facts.
- Rely on their own good name to protect them.

## IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

### Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing 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. They may be abused by an adult or adults or another child or children.

**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 fabricates the symptoms of or deliberately induces illness in a child.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying 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 maltreatment of a child, though it may occur alone.

**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. Neglect may

occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate carers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME**

All staff follow the SEWSCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and the All Wales Child Protection Procedures.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

Our school fully recognises the contribution it makes to child protection and the following procedures will be followed in relation to concerns of a child protection nature in this school:

There are three main elements to our child protection policy and procedures:

- Prevention through the teaching and pastoral support offered to pupils
- 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
- Support to pupils who may have been abused.

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

### **Prevention**

We recognise that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils. The school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum, activities and opportunities for Personal Social Education (PSE) which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help
- Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills

### **Procedures**

We will follow the All Wales Child Protection Procedures that have been endorsed by the SEWSCB and the school will ensure:

- it has a designated senior person (DSP) for child protection who has undertaken appropriate training

- it recognises the role of the DSP and arrange support for training
- Every member of staff and every governor knows:
  - The name of the DSP and their role along with the designated governor for safeguarding (SCG)
  - That they have an individual responsibility for referring child protection concerns using the proper channels
  - How to take forward concerns where the DSP is not available
- Ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse
- Provide training for all staff
- Notify the local social services team if
  - A pupil on the child protection register is excluded either for a fixed term or permanently
  - If there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters
- Keep written records of concerns about children and ensure all records are kept secure and in locked locations
- Adhere to the procedures set out in the WG circular 002/2013 – Disciplinary and Dismissal Procedures for School Staff
- Ensure that recruitment and selection procedures are made in accordance with WG guidance – Keeping Learners Safe
- Designate a governor for child protection who will oversee the school's child protection policy and practice

### **Supporting the pupil at risk**

We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this and this 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. The school will endeavour to support the pupil through:

- the content of the curriculum to encourage self esteem and self motivation
- the school ethos which :
  - promotes a positive, supportive and secure environment
  - gives pupils a sense of being valued
- the school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will endeavour to ensure the pupil



- knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies who support the student
- Keeping records and notifying social services as soon as there is a recurrence of a concern
- When a pupil on the child protection register leaves, we will notify social services and transfer information to the new school immediately in accordance with WG Guidance 18/2006 – The Keeping, Disposal, Disclosure and Transfer of Pupil Information

## **Children with Additional Learning Needs**

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

### **Staff must immediately report:**

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

## **Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Pupils, age, maturity and ability will often impact their ability to share information appropriately. The school will use the support of external agencies where necessary for advice and support for this group of pupils, particularly where communication is a key difficulty. We will also utilise the support and expertise of those staff members who know the child best to support a child who may have made a disclosure that is difficult to interpret because of communication difficulties.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make an immediate record. Children who have made a disclosure should not be re-interviewed by school staff – a child protection referral should be made.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

### **Actions by the DSP**

Following any information raising concern, the DSP will consider:

- any urgent medical needs of the child
- consulting with appropriate persons e.g. Safeguarding Officer, Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form (MARF).

## **Action following a child protection referral**

The DSP or other appropriate member of staff will:

- make regular contact with the Social worker involved to stay informed
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Manager of Torfaen Safeguarding Unit.
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care

## **Recording and monitoring**

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and

dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Head teacher and DSP. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Child Protection Coordinator (See Appendix 7). If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Educational Welfare Service. **Original copies will be retained until the child's 25<sup>th</sup> birthday – these should be retained by the school.**

## **Supporting the Child and Partnership with Parents**

School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

We will provide a secure, caring, supportive and protective relationship for the child

Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The DSP will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

## **Allegations regarding person(s) working in or on behalf of school (including volunteers)**

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the SEWSCB procedures. Our school disciplinary procedures also reflect these requirements.

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the Headteacher's office.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

(Refer also to SEWSCB Procedures and Torfaen Disciplinary Procedures).

## Safeguarding Responsibilities in Specific Circumstances

There are many additional considerations in relation to specific safeguarding issues and a wealth of guidance exists which schools must follow to meet their safeguarding duties and responsibilities. Examples of specific issues are:

Abuse by children and young people  
Asylum seeking children  
Black Minority Ethnic Pupils  
Bullying  
Child Abuse images and the internet  
Child Abuse linked to witchcraft and spiritual beliefs  
Child Neglect  
Children and young people in the youth justice system  
Children living away from home or in temporary accommodation  
Child Sexual Exploitation (CSE)  
Children who may have been trafficked  
Children missing education  
Children who run away/missing  
Disabled children  
E-safety  
Fabricated or induced illness  
Female Genital Mutilation  
Forced marriage and honour based violence  
Foster care including private fostering  
Foreign exchange visits  
Gender based violence, domestic abuse and sexual violence  
Physical contact with pupils, including restraint  
Radicalisation  
Sexually active young people  
Substance misuse  
Suicide  
Teenage intimate partner abuse

**Schools should therefore refer to WG Guidance 185/2015 Keeping Learners Safe for links to statutory and good practice guidance on specific safeguarding issues.**

### Other Useful Contacts

South East Wales Safeguarding Children Board – [sewsc.org.uk](http://sewsc.org.uk)  
(SEWSCB)

### Keeping Children Safe

KS2/3  
Bullying & child abuse

[www.ceop.gov.uk](http://www.ceop.gov.uk)  
[www.missdorothy.com](http://www.missdorothy.com)  
[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[www.thehideout.org.uk](http://www.thehideout.org.uk)  
[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

Domestic Violence  
Internet Safety

KS2/3  
Jenny's story

[www.childnet-int.org](http://www.childnet-int.org)  
[www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

**Legislative Framework**

Legislation underpins Torfaen LA's Safeguarding Policy & Procedures.

**CHILDREN ACT 1989**

Section 17 of the Children Act 1989 places a general duty on every local authority:

- to safeguard and promote the welfare of children within their area who are in need; and
- so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to those children's needs.

The Children Act 1989 places two specific duties on agencies to co-operate in the interests of vulnerable children:

Section 27 provides that a Local Authority may request help from:

- any local authority;
- any housing authority;
- any health authority, Special Health Authority or National Health Service Trust; and
- any person authorised by the National Assembly for Wales in exercising the Local Authority's functions under Part III of the Act.

This part of the Act places a duty on local authorities to provide support and services for children in need, including children looked after by the Local Authority, and those in secure accommodation. The body whose help is requested in these circumstances has a duty to comply with the request, provided it is compatible with its other duties and functions.

Section 47 places a duty on:

- any local authority;
- any local education authority;
- any housing authority;
- any health authority, Special Health Authority or National Health Service Trust; and
- any person authorised by the National Assembly for Wales

to help a Local Authority with its enquiries in cases where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.



## Meaning of "harm"

"Harm" is defined in section 31(9) of the Children Act 1989 as "ill-treatment or the impairment of health or development". It is broader than physical violence and includes sexual abuse and forms of ill-treatment which are not physical. Any harm a child suffers because a parent is being harassed or intimidated is caught by the definition of "harm". Section 120 of the Adoption and Children Act 2002 amends the definition of harm in the Children Act 1989 to "ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another".

## CHILDREN ACT 2004

The Children Act (2004) sets out the framework for all services working with children, safeguarding children being recognised as a key area which is now a central responsibility of all agencies under the scrutiny of the Local Safeguarding Children's Board.

The Children Act 2004 strengthens the arrangements for protecting and promoting the Welfare of children and young people. It places a duty on all local authorities in Wales to make arrangements to promote co-operation with a view to improving the well being of children in their area, in relation to:

- Physical & mental health and emotional well being.
- Protection from harm and neglect.
- Education, training and recreation.
- The contribution made by them to society.
- Social and economic well being.

## EDUCATION ACT 2002

Section 175 of the Education Act 2002 places a statutory duty on LAs and the Governing Bodies of all schools and further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. In addition, these bodies must have regard to any guidance issued by the Secretary of State in considering what arrangements they need to make under Section 175.

Section 157 places the same duties on the proprietors of all independent schools and colleges.

'Everyone in the Education Service shares an objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in education settings;  
and

Identify children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school'.

(Safeguarding Children in Education Guidance, 2004)

## HUMAN RIGHTS ACT 1998 AND DATA PROTECTION 1998

The Children Act 1989 and Human Rights Act 1998 have changed the way referrals to Social Care are made. Parents now have a right to know that their child is being referred – unless it is reasonable to assume that informing the parents will place the child in danger or that it would lead to the destruction of evidence – this is most likely in cases of alleged physical or sexual abuse.

A child can bring an action for damages against a Local Authority in their own right rather than through their parents. The child when an adult can bring a claim within three years of the injury coming to their attention, but can be extended by the court if leave is granted. If bringing an action as a child it can be for the parents or a guardian to do this. This means that pupil records should be kept for nine years after the child has left school (as a minimum).

Data protection legislation means that parents/former pupils have the right to see their school records and although child protection information is exempt from this requirement, if a parent or former pupil asked to see notes registering any child protection concerns, then it is likely that a Local Authority would be obliged to show them, unless to do so would cause individual harm to the parent or former pupil, unless the case had involved a criminal prosecution, care order or other legal prohibition. Therefore, it is vital that all information written about children, or allegations made by children is kept to objective comments, verbatim accounts and factual information.

Before disclosing any information as an access request you should follow Torfaen's County Borough Council's procedure. If in doubt contact the Council's Information Security Manager or Legal Services.

## SEXUAL OFFENCES ACT 2003

The Sexual Offences Act 2003 has established a new legal framework for defining acceptable and unacceptable relationships. **It clarifies that it is inappropriate for any education professional to form an intimate relationship with a young person under 18.** This is clearly stated in the LA's Code of Conduct. It makes new provision about sexual offences including those against children.

## THE EQUALITY ACT 2010

The Equality Act 2010 imposes statutory duties on local authorities and educational establishments so that all schools in Wales, irrespective of how they are funded or managed, have obligations under the Equality Act 2010 as employers, service providers and bodies which carry out public functions.

**The following guidance has also been considered:**

All Wales Child Protection procedures

National Service Framework - The National Service Framework (NSF) for children and young people states as its aims that "All children and young people achieve optimum health and well being and are supported in achieving their potential". The objectives outlined in Torfaen's Corporate Plan will ensure that through multi agency/disciplinary working this will be achieved.

Lost in Care - the report of the Tribunal of Inquiry into the abuse of children in care in the former county council areas of Gwynedd and Clwyd since 1974, Department of Health 2000.

Framework for the Assessment of Children in Need and their families - Department of Health, 2000.

Clwyd Report of the Examination of the Children's Commissioner for Wales into the allegations of child sexual abuse in a school setting – 2004.

The Bichard Inquiry Report – The Home Officer, 2004.

The Victoria Climbié Inquiry Report of and inquiry by Lord Laming 2003.

Safeguarding Children: Working Together under the Children Act 2004  
WG Guidance 158/2015 – Keeping Learners Safe – Jan 2015

WG Guidance 009/2014 – Safeguarding Children in Education – Handling Allegations of Abuse against teachers & other staff – April 2014

Torfaen LA Corporate Safeguarding Policy

**CATEGORIES OF ABUSE**

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional 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.

**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 care or treatment.

**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 is commonly described using terms such as – fabricated illness by proxy or Munchausen Syndrome by proxy.

**EMOTIONAL ABUSE**

Emotional abuse is the persistent ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It involves conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

It may involve causing children 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, although it might 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 (e.g. rape or buggery) 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 watching sexual activities or encouraging children to behave in sexually inappropriate ways.

## **Safeguarding Incident Log**

In order to ensure that appropriate information is available regarding any child protection concerns that have been raised it is necessary to complete a child protection log which briefly records all concerns, communication and actions taken.

The log must include:

- ❖ Date/time of receipt of information.
- ❖ Details of who the information was received from and given to.
- ❖ Date/time/location of incident.
- ❖ Name/DOB/address of child.
- ❖ Details of what happened/observed to happen.
- ❖ It is imperative that the child's own words are recorded.
- ❖ Details of anyone else involved.
- ❖ What action was taken at the time?
- ❖ Details of action taken by DSP
- ❖ Date and time of recording of log.
- ❖ Log signed and dated.
- ❖ Details of referral e.g. to who, when.
- ❖ If no referral – why – log kept on record.
- ❖ Details of LA officer informed.
- ❖ Record of suggested action by social services, LA, police e.g. advice re child being sent home or remaining in school.

These records should be maintained in school securely.

## George Street Primary School Child Protection - Cause for Concern

<sup>2</sup> Person completing OK form. Person to ensure signatures are completed on handover off form.

*Name of Child	*Class	*Date	*Time of Incident:
*Details of the event, disclosure, concern:                			
*Continue overleaf if necessary			
*Is this an E-Safety concern: Yes or No			
Other relevant information :			
*Name of person referring incident	*Signature	*Reported to: <div> <div>*DSDJula Wood</div> <div></div> <div>*DSDCKaren Davies</div> <div></div> <div>*Other (add name)</div> <div></div> </div> Signature of receiver (above):	
Actions taken by person in receipt of referral:			
Referral made to (Please tick):	Social Services:	Police:	Families First:
School Health Nurse/Health Visitor	BWO:	Parent:	Other:
Feedback given to:	Class Teacher:	Pupil:	Person completing GDS:
Signature of Person dealing with matter:	Date:	Time of Referral (if applicable):	

# Safeguarding Children in Education

## A check list for governing bodies

**Date of Review** ..... **School -** .....

**Attendees:** .....

	Designated Person for Child Protection	Responses	Comment
	<p>Who is the Designated Person for Child Protection in your school?</p> <p>Are they on the Senior Leadership Team?</p>		
	<p>Has the Designated Person for Child Protection sufficient resources and time allocated to allow them to discharge their responsibilities i.e. supporting vulnerable pupils within the school, attending Child Protection Case Conferences, Reviews, Core Groups</p>		
	<p>What arrangements are in place when the Designated Person for Child Protection is not available?</p> <p>Has this person received appropriate training?</p> <p>If so when?</p>		
	<p>Has the Designated Senior Person for Child Protection received in-depth training to fulfil their role and responsibilities if appointed to the role within the last two years? If so have you had sight of their certificate of attendance?</p>		

	<p>Or</p> <p>If in post for more than two years have they undertaken refresher training every two years? If so have you had sight of their certificate of attendance?</p>		
	<p>Continual Professional Development : What inter-agency training has been identified or completed by the Designated Person for Child Protection</p>		
	<p>Do you have an induction process in place?</p> <p>Are all new staff given a written statement about the school's policy and procedures and the name and contact details of the Designated Person for Child Protection and Chair of Governors?</p> <p>Do you ensure basic training is provided as a minimum until appropriate training is available so that new staff are able to safeguard in the interim?</p>		
	<p>How does your school ensure that all staff receive basic safeguarding (child protection) training to undertake their roles and responsibilities</p> <p>All staff should receive training a minimum of every 3 years, this include volunteers, to be compliant with statutory guidance.</p> <p>NB: It is good practice to deliver whole school training on safeguarding annually to ensure all staff are up to date with their training and all new staff receive timely training on issues relating to safeguarding.</p>		
	<p>Do you have a Child Sexual Exploitation (CSE) Lead?</p>		



	<b>Nominated or Named Governor</b>	<b>Responses</b>	<b>Comment</b>
	<p>Does your Governing Body have a named Governor for safeguarding?</p> <p>Their roles and responsibilities include liaising with the Head about child protection issues within the school and to provide information and reports to the governing body</p>		
	Does the named Governor understand their role and what is required of them?		
	Has the named Governor, attended appropriate safeguarding Training?		
	Does the named Governor provide an annual report to the whole Governing Body in respect of training undertaken by Governors, the Designated Person for Child Protection, staff and volunteers?		
	Does the named Governor audit compliance with Safeguarding Children and Safe Recruitment and Employment Practices including DBS checks and the central record of checks completed for staff, volunteers, Governors and Contractors		
	<b>Whole Governing Body</b>	<b>Responses</b>	<b>Comment</b>
	Have all Governors undertaken training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively?		
	Have any members of the Governing Body completed appropriate training in respect of allegations against staff?		
	Have any members of the Governing Body undertaken Safer Recruitment training?		

	Does the governing body operate robust safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff, any person who is contracted to provide services based on the school site and volunteers		
	Is there a nominated member of the governing body responsible for liaising with the Local Authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Head? NB: This is normally the Chair or Vice Chair		
	What is the school's policy on governing body DBS checks?		
	How do staff and adults in school know the school's policy and procedures and the name and contact details of the Designated Person for Child Protection, Chair of Governors?		
	Are the policies and procedures adopted by the governing body fully implemented and followed by staff?  How do you know?		
	How has the Governing Body ensured that safeguarding children is embedded within all policies and procedures including performance management, supervision and training of a staff?		
	Is the Schools Safeguarding (Child Protection) policy and procedures in accordance with current statutory and inter-agency guidance and requirements, namely  All Wales CP Procedures Working Together to Safeguard Children Safe Recruitment and Employment Practice South East Wales Regional Safeguarding Children Board		

	<p>NB a Model Safeguarding (Child Protection ) Policy is available from the Local Authority</p> <p>If Yes:  Date ratified by the Governing Body  Date to be Reviewed  Does the School/Staff handbook have information re accessing policy and procedures and who to contact if they have concern in respect of the conduct of colleague, the Head or governors?</p>		
	<p>Are all of the policies of the school regularly reviewed and updated where necessary?</p> <p>Do you have a timetable in place for the annual review of policies including safeguarding?</p>		
	<p>Are all staff, governors and volunteers aware of where the primary copies of all policies, procedures and protocols etc are kept, ie, where the most up to date policies are kept?  NB this should include Agency Staff</p> <p>Who is responsible for version control of all policies?</p>		
	<p>Are you clear how any deficiencies or weaknesses about child protection arrangements will be remedied and what support is available from the Local Authority?</p>		
	<p>Is there an established system for recording confidential child protection information?</p>		
	<p>Does the School have a policy on transferring information at key transition points e.g. Early Years and Year 6 in relation to vulnerable children and child welfare concerns and children about whom there are Child Protection concerns?</p>		
	<p>Do you receive an annual report on the number of incidents/cases (without names or details, as they are strictly confidential)?</p>		

	Does the governing body have in place procedures for dealing with allegations of abuse against members of staff and volunteers that comply with Statutory guidance, South East Wales Safeguarding Children Board and Human Resources procedures ?		
	Do staff take appropriate actions to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies?  How do you know this?		
	Do staff take appropriate action and notify SSD if:-  A pupil on the Child Protection Register (CPR) is excluded?  If there is an unexplained absence of a pupil on the CPR of more than two days duration from school (or one day following a weekend)?		

	<b>A Safeguarding Ethos</b>	<b>Responses</b>	<b>Comment</b>
	How does the school make clear its commitment to safeguarding children and promoting the welfare of its pupils to staff, parents, carers, volunteers and Governors?		
	Are all staff and volunteers able to raise concerns about poor or unsafe practice in accordance with agreed school whistle blowing policies?		
	Are all school trips robustly risk assessed and in accordance with guidance?		
	Are pupils, parents and staff listened to and		

	complaints taken seriously?		
	Are you recording/reporting and analysing incidents of bullying? How do you analyse the data and what impact has this had on the school?		
	Is the physical environment made as safe as possible for pupils in and out of school?  How?		
	Does the Governing Body question attitudes to and knowledge of safeguarding during the recruitment and selection of ALL staff and volunteers?		
	Do you have an e-safety/social media policy?		
	<b>Extended Services</b>	<b>Responses</b>	<b>Comment</b>
	<p>For all other activities, eg, After School Clubs, Breakfast Clubs, after school activities, that take place in school ultimately are the responsibility of the governing body and therefore the Head teacher as overall site manager to ensure that appropriate systems, policies and procedures are in place to safeguard children.</p> <p>How do you ensure this in your school?</p> <p>Do you keep a register of all activities that take place? What activities take place?</p> <p>Have safeguarding arrangements been checked for each activity?</p>		

	How does the governing body ensure that appropriate DBS checks have been undertaken?		
	Is there an appropriate policy for premises lettings?  Is this reviewed annually?		

	<b>George Street Primary School Report to Child Protection Conference</b> Contact: <a href="mailto:Julie.wood@torfaen.gov.uk">Julie.wood@torfaen.gov.uk</a> Tel: 01495 756436
<b>Name</b>	
<b>Date of Birth</b> (day/month/year)	
<b>Address</b>	
<b>Special Needs</b> Register/IEP/Other	
<b>Known Medical</b> <b>Conditions</b>	
<b>Attendance Record</b>	
<b>Punctuality</b>	
<b>Any known significant events</b> ( <i>Child or Family History</i> )	
<b>Child's Needs and Development</b>  Academic ability and/or performance.  Appearance and presentation.  Stage of development	

	School Report to Child Protection Conference
Name	
<b>Social and Emotional Wellbeing –</b>  Peer Group  Behaviour Personality  Interaction with Teachers  Emotional Well-being	
<b>Family and Parenting/Carer Environment</b>  Level of parental/carers involvement  Knowledge of wider family circumstances Social circumstances.  Level of participation in after school clubs (for eg) Relationship between teachers and parents/carers  Attendance at parents evening	





**School Report to Child Protection Conference**

**Any other  
comments**

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## Integrated Children System - Referral and Information Record

SSD 200

The Referral and Information Record gathers together the essential information about a child or young person. There is an expectation that within one working day of a referral being received there will be a decision about what response is required (paragraph 3.8, Framework for the Assessment of Children in Need and their Families, 2001).

Case Number:		Date referral received:	
Is the Parent/Carer aware of the referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this a re-referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, does the reason for the re-referral indicate that the response to the original referral did not appropriately address the client's needs?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has consent been obtained to make this referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, is consent:	Written <input type="checkbox"/> Verbal <input type="checkbox"/>
In No, give reason:			

### CHILD/YOUNG PERSON'S DETAILS

Surname:	Forenames:	Child/Young Person's first language or preferred means of communication:
Alias:	DOB or expected date of delivery:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Unborn <input type="checkbox"/>	Is an interpreter/signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address:	Social Services Team:	
Postcode:	Tel:	Responsible Authority:
Current address if different from above:		
Postcode:	Tel:	

### CHILD/YOUNG PERSON'S ETHNICITY

Black or Black British	Asian or Asian British	White	Mixed	Other Ethnic Groups
<input type="checkbox"/> Caribbean African <input type="checkbox"/> Any other Black Background	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian Background	<input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Any White Background <input type="checkbox"/> White Welsh	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed Background	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Not given If other, please specify:
Further details regarding Child/Young Person's ethnicity:			Child/Young Person's Religion:	
Child/Young Person's Nationality (if not British):			Home Office Registration Number:	
Immigration Status:			Asylum Seeking <input type="checkbox"/>	Refugee Status <input type="checkbox"/> Exceptional leave to remain <input type="checkbox"/>

### CHILD/YOUNG PERSON'S MAIN CARERS

Name	Relationship to Child/Young Person	First Language	Ethnicity	Parental Responsibility
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
Parents/Carers First Language:		Is an interpreter/signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other main Carers: Yes <input type="checkbox"/> No <input type="checkbox"/>		Please specify name:		
Are any of the main Carers disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>		Please specify Carer:		
Name of Disabled Carers Local Authority and SSD Number:		If Yes, please specify name of disabled Carers, main Carer:		

### PARENT'S DETAILS IF NOT MAIN CARERS

Mother's name:	SSD Case Number (if appropriate):	DOB:
Address:	Postcode:	Tel:
Mother's first language:	Mother's ethnicity:	
Father's name:	SSD Case Number (if appropriate):	DOB:
Address:	Postcode:	Tel:
Father's first language:	Father's ethnicity:	Does Father have parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is either Parent disabled?	Mother <input type="checkbox"/> Father <input type="checkbox"/> None <input type="checkbox"/>	Is an interpreter/signer required? Mother <input type="checkbox"/> Father <input type="checkbox"/> None <input type="checkbox"/>

C:\Documents and Settings\1152004\Local Settings\Temporary Internet Files\Content.Outlook\5D9F5559\CP Referral Information Record Electronic and Paper Version.docx



**CHILD/YOUNG PERSON AND FAMILY NETWORKS**

Significant family members who are not members of the Child/Young Person's household

Surname	Forename	DOB	Relationship	Address	Postcode	Tel

Other Social Services cases associated with the Child/Young Person

Name:	SSD Case No:
Name:	SSD Case No:

**FURTHER DETAILS ABOUT THE CHILD/YOUNG PERSON AND FAMILY**

Disabled – The Child/Young Person referred is disabled: Yes <input type="checkbox"/> No <input type="checkbox"/>		The Child/Young Person referred is on a disability register: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Child Protection – The Child/Young Person referred is on the Child Protection Register of another Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/> The Child/Young Person referred has been registered previously by any Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name of Local Authority:		Category:	
Date of Registration:		Date of De-Registration:	
Looked After – Is the Child/Young Person referred Looked After by another Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/> Child/Young Person referred has been Looked After previously by any Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name of Local Authority:		Start Date:	End Date:
Relevant Information: Other Child(ren)/Young Person(s) in the family is/has been on a Child Protection Register: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name:	Date of Registration:	Date of De-Registration:	
Name:	Date of Registration:	Date of De-Registration:	
Name:	Date of Registration:	Date of De-Registration:	
Other Child(ren)/Young Person(s) in the family(s) is/has been Looked After by a Local Authority:			
Name:	Start Date:	End Date:	
Name:	Start Date:	End Date:	
Name:	Start Date:	End Date:	
Person Completing Form:			
Signature:		Date:	

**Further Action – For Social Services Use Only**

Practice note: ensure this referral is collated with previous referrals or files

 No further action ☐ Provision of information and advice ☐ Referral to other agencies ☐

 Initial Assessment ☐ (please specify other): (to be completed within 7 working days)

 Referrer informed of action taken: Yes ☐ No ☐ If no, date this be done:

 Parent's informed of action taken: Yes ☐ No ☐ If no, date this be done:

 Child/Young Person informed of action taken: Yes ☐ No ☐ If no, date this be done:

Other action(s) (please specify):

Name of Social Worker:

Signature:

Date:

Name of Team Manager:

Signature:

Date:

## Transfer of Child Protection Records Within Educational Establishment Receipts

(Please print all information)

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

UPN number: \_\_\_\_\_

Admission Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Name of Current School: \_\_\_\_\_

Address of Current School: \_\_\_\_\_

Name of DSP: \_\_\_\_\_

-----

Data file exchanged by hand: \_\_\_\_\_ or

Date file posted by recorded delivery: \_\_\_\_\_

Signature of current DSP: \_\_\_\_\_ Date: \_\_\_\_\_

Name of receiving school: \_\_\_\_\_

Address of receiving school: \_\_\_\_\_

\_\_\_\_\_

Name of Receiving DSP: \_\_\_\_\_

Date file received by Hand: \_\_\_\_\_ or

Date received by recorded delivery: \_\_\_\_\_

Signature of receiving Designated Safeguarding Officer: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Please ensure this completed form is returned to the originating school without delay.  
The originating school should keep this receipt securely.**

# School Prompt Card for all staff, students and regular volunteers

## Child Protection Prompt Card

What to do if you have evidence of or suspect abuse has taken place:

- Report your concerns **immediately** to the Designated Senior Person (DSP) – **Julie Wood**. In her absence, the deputy DSP is **Karen Davies**. If both of these staff are absent, inform the next most senior member of staff
- If this is not possible, contact **C Matthews**, senior support officer who will contact JW.
- Note down all concerns in writing on a 'Cause for Concern' Form, noting the Child's name, date and account of your evidence. **(Do not simply leave this written account on the DSP's desk without having spoken to one of the above. Record who this information is passed to)**
- In the case of a disclosure made to you by a child, you must record the words used by the child and must not include your own interpretations of the words spoken. You should not question a child extensively other than to clarify the things they have told you. You should not promise to keep it what they have told you secret and should offer them appropriate reassurance.
- You should not try to investigate a case of suspected abuse, but should merely report concerns as you see them.
- Do not assume that something is too small to report – your evidence may be one piece of a much more extensive jigsaw
- Do not assume that someone else has reported concerns – **YOU MUST TAKE RESPONSIBILITY**
- Any concerns about a member of school staff or a volunteer must be reported in the same way to the DSO. If concerns are about the Headteacher, then the chair of Governors, **Rev A Richards-Clarke** should be informed immediately on **07792486973**
- The Child Protection Governor is **Karen Baverstock**.
- If all else fails, you are at liberty to make a CP referral at any time directly to the local authority. If you suspect that a child is being abused or neglected, or a child tells you that they are being abused, contact 01495 762200 (or 0800 328 4432 for out of office emergencies) and tell them it is a Child Protection referral. **If the child is at immediate risk of harm, telephone the police.** In accordance with All Wales Child Protection Procedures 2008 verbal referrals should be followed up with written referrals within 48 hours using the Multi Agency Referral Form (MARF) – see Appendix 5. Referrals should be forwarded electronically to [socialcarecalltorfaen@torfaen.gov.uk](mailto:socialcarecalltorfaen@torfaen.gov.uk)

**Appendix 9 Cause for Concern Form (internal use only)**

*Name of Child	*Class	*Date	*Time of Incident:
*Details of the event, disclosure, concern:  *Continue overleaf if necessary			
*Is this an E-Safety concern: Yes or No			
Other relevant Information :			
*Name of person referring incident	*Signature	*Reported to:	
		*DSO Julie Wood	
		*DDSO Karen Davies	
		*Other (add name)	
		Signature of receiver (above):	
Actions taken by person in receipt of referral:          			
Referral made to (Please tick):	Social Services:	Police:	Families First:
School Health Nurse/Health Visitor	EWO:	Parent:	Other:
Feedback given to:	Class teacher:	Pupil:	Person completing CfC :
Signature of Person dealing with matter:	Date:	Time of Referral (if applicable):	