

Safeguarding Policy

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This policy was adopted by the Governing Body in July 2018 and is due for review July 2019

Introduction

The school fully recognises the contribution it makes to safeguarding and, therefore, this policy has been developed taking into account key legislation and guidance.

There are three main elements to our policy:

- Prevention through the teaching and pastoral support offered to students and through robust recruitment processes, by ensuring that all staff, partner agencies and volunteers have reference and DBS checks prior to coming in to contact with students; Disclosure and Barring Scheme (DBS) guidance.
- Procedures for identifying and reporting cases, or suspected cases of abuse.
- Support to those students who may have been abused or at risk of being abused (Child Sexual Exploitation; CSE).

This policy applies to all staff, partner agencies and volunteers working in the school and its governors. It is recognised by this 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

This 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:

- Establish and maintain an ethos where children feel secure; are encouraged to talk and share their concerns; and will be listened to.
- Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- Include in the curriculum activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff 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.
- Pay due regard to Preventing Unsuitable People Working with Children and Young People circular no. 34/2002, Safeguarding Children in Education circular no. 005/2008 and the SEWSCB guidance on Multi Agency Practice Safe Recruitment (May 2016) during the recruitment of staff and when allowing partner agencies and volunteers come in to contact with our students.

Procedures

At Newport High School we follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Southeast Wales Safeguarding Children Board. (SEWSCB)

The school will:

- Ensure it has a named designated senior member of staff (Mrs G. Nelson) who has undertaken the appropriate training in line with agreed national and local requirements. This school will also

nominate a named deputy (Mr M McCormick / Mr. A. Bartley) who will be the central contact in times when the designated person is absent. In the unlikely event that both are absent or unavailable the person with SLT responsibility for safeguarding who will act as a contact point for other staff will be Mr. D. Lawlor.

- Recognise the role of the designated person and arrange support and training. The school will look to the SEWSCB and in particular the Authority's Child Protection Officer for Education (CPO) for guidance and support in all child protection matters in assisting the school's designated person.
- Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:
 - the name and contact details of both the designate and deputy person responsible for child protection;
 - that it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within SEWSCB timescales by completing the agreed multi-agency form;
 - that the designated person and deputy will seek advice from the CPO and or Social Services Duty and Assessment Team, if necessary when a referral is being considered; **if in doubt a referral must be sent;**
 - ensure that the referring person will ensure that the CPO will be sent a copy of the referral as soon as it is practically possible.
- 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 student who may disclose abuse. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school annually.
- Ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in the school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
- Provide training for all staff so that they:
 - know their personal responsibility;
 - are cognisant of agreed local procedures (SEWSCB)
 - recognise the need to be vigilant in identifying suspected cases of abuse;
 - know how to support a child who discloses abuse, particularly the do's and don'ts
- Notify the CPO and Social Services if:
 - a student on the child protection register is excluded either for a fixed term or permanently;
 - if there is an unexplained absence of a student 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 including attendance at initial and review child protection conferences and core groups; and support these with the submission of written reports.
- Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- Ensure that all records and files are kept secure and in locked locations. The designated person 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 designated person to ensure that any transfer of records is conducted via the Authority's agreed protocol and procedures for the 'Transfer of Sensitive Information'.

- Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the Authority's Human Resources Department on recruitment and selection.
- Seek to designate a governor for child protection who will champion and oversee the school's child protection policy and practice. This governor will feed back to the Governing body on child protection matters.

Supporting the student at risk

At Newport High 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. This 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 and defiant or they may be withdrawn. At Newport High School we will endeavour to be patient and supportive to the children at risk.

The school will endeavour to support the student through:

- The content of the curriculum to encourage self-esteem and self-motivation (see section 2 of this policy on Prevention);
- Raising awareness of CSE and providing support and guidance to victims of and those at risk of CSE;
- This school acknowledges the impact of domestic violence and seeks to work with our partners to support students and their families.
- The school ethos which:
 - promotes a positive, supportive and secure environment;
 - gives students a sense of being valued (see section 2 on Prevention).
 - The school's behaviour policy is aimed at supporting vulnerable students in the school. All staff will follow a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the student's sense of self-worth. The school will express and explain to all students that some behaviour is unacceptable, (Shared with parents 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.
 - Liaison with other agencies who support the student such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others;
 - Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.
 - Working with Social Services to implement the Social Care and Wellbeing Act (April 2016) and ensure that we continue to meet the needs of those students in need of care and support

When a student 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'. The designated person will be central to this process and will inform Social Services of the move.

Radicalisation

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation. The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

Mandatory reporting of Female Genital Mutilation (FGM)

The school is aware of its duty to report known cases of FGM to the police (*section 74 of the Serious Crime Act 2015*). Where staff *suspect* FGM may have been carried out or think a girl *may be at risk* then the school will follow existing safeguarding procedures in these cases.

Behaviour

This school has a Rewards and Sanctions 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 in the staff handbook and on the school website.

Bullying

The school's policy on bullying has been set out in a separate document- The Anti-Bullying Policy. This policy/information can be located in the staff handbook and on the school website.

Physical intervention

The school's policy on physical intervention has been set out in a separate policy. This policy/information can be located in the staff handbook and on the school website.

E Safety

The school's policy on E Safety has been set out in the school's IT policy. This policy/information can be located when students and staff log in to their school accounts.

Children with Additional Learning Needs

This school recognises that statistically students with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on ALN has been set out in the Additional Learning Needs Policy which can be located in the staff handbook and on the school website.

Children who enter the Looked After System

This school recognises that children who enter the Looked After System are often the most vulnerable and needy. The school's policy on Looked After Children (LAC) has been set out in the LAC policy which can be located in the staff handbook and on the school website.

Information for all staff

1. What to do if a child tells you they have been abused by someone other than a member of staff. A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:
 - Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
 - You must report to the school's Designated Person for Child Protection or their Deputy in their absence immediately via email to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the SLT person with responsibility for safeguarding in the school (if in doubt you can always contact the Authority's Child Protection Officer);
 - Make a note of the discussion, to pass on to the school's designated person for child protection. 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 child'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 being the initial contact it will be important in the child protection 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 related ways to the child as soon as appropriately possible during the disclosure. This may result in the child '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 designated person. Often what is initially shared is 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 or monitoring the child, contributing to an assessment or implementing child protection 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 sharing with others.
2. Where the allegation is against a member of staff you should refer to authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004. Staff can also

find guidance in raising concerns via the N.C.C. Whistle Blowing Policy and Procedures. These can be accessed by contacting the Civic Centre 01633-656 656 and asking to speak to the Human Resources Department. You can remain anonymous in raising concerns.

3. If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Authority's CPO for guidance and advice.

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, education staff (that is 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 Southeast Wales Safeguarding Children Board's (SEWSCB) guidance, advice and training opportunities.

The school will ensure that the Designated Senior Person for Child Protection (DSP) will have received initial training 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 senior 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 within a 2 year period.

The governing body will also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

- The designated senior person for child protection at this school is: Gemma Nelson 01633 820100 Ext 123; gn@newporthigh.co.uk
- The deputy designated person for child protection at this school to 31.08.18 is: Mark McCormick 01633 820100; mmc@newporthigh.co.uk
- The deputy designated person for child protection at this school from 01.09.18 is: Andrew Bartley 01633 820100 Ext 163; ab@newporthigh.co.uk
- The Senior Leadership Team staff member with responsibility for safeguarding is: Damian Lawlor 01633 820100 Ext 126 dpl@newporthigh.co.uk

- The nominated governor for child protection at this school is: Lindsey Watkins
- The Authority's Education Safeguarding Officer is Nicola Davies who can be contacted by phone: 01633-656656
- Social Services can be contacted as follows: Phone- 01633-851423 or 01633 851424

This policy was presented and accepted by the Governing Body July 2018

Staff are made aware of this policy annually

This policy will be reviewed July 2019