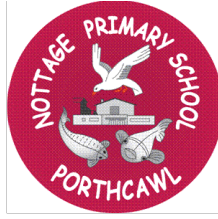


# Nottage Primary School



## Safeguarding Policy 2020

### INTRODUCTION

The Bridgend Community Strategy 2004 -16 strongly promotes the values of inclusion. In particular, it is vital that vulnerable and excluded people are supported to maximise their potential and live as full a life as possible. Protecting our children and young people is essential if the County Borough Council is to fulfil this aim.

Protecting children and young people from abuse is a shared responsibility for everyone. It should never be assumed that somebody else will recognise and report the signs when children or young people are at risk.

Section 28 of the Children Act 2004 places a duty on local authorities and their partner agencies to safeguard and promote the welfare of children. In addition, section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children.

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

There are three elements to our policy:-

- a) prevention through the teaching and pastoral support offered to pupils;
- b) procedures for identifying and reporting cases, or suspected cases of abuse. Due to our day to day contact with children, school staff are well placed to observe the outward signs of abuse, and
- c) support for pupils who may have been abused.

Nottage School policy applies to all staff, volunteers and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child. Concerned parents should contact the headteacher in the first instance.

### Prevention

We recognise that self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps prevention.

The school will therefore:-

- a) establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to;

b) ensure children know there are adults in the school whom they can approach if they are worried or in difficulty;

c) include in the curriculum, opportunities which equip children with the skills they need to stay safe from abuse and to know who to turn to for help and;

d. include in the curriculum, material which will help children to develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

### **THE POLICY - PROCEDURES and PRACTICES**

#### 3a: Definition

Definition of an Abused Child (All Wales Child Protection Procedures)

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 via an inter-agency Child Protection plan.

There are four categories of abuse:

- Physical
- Emotional
- Neglect
- Sexual

#### 3b: Evidence of abuse

Child abuse may come to the attention of staff in a number of ways:

- a child or young person may make a direct disclosure to staff;
- staff may observe bruises/burns or injuries for which there is no plausible explanation;
- another child, young person or parent/carer may tell staff something which causes concern;
- staff may observe changes in behaviour that are a cause of concern;
- staff may instinctively feel something is wrong;
- there may be neglect issues.

### **Procedures**

The school will follow the All Wales Child Protection Procedures. Bridgend Local Safeguarding Children's Board will be producing protocols to support the procedures.

The school will:-

a. ensure that it has a designated senior member of staff and a deputy designated person who has undertaken the appropriate training provided by the local authority;

b. recognise the role of the designated person and arrange support and training.

c. ensure every member of staff and every governor knows:-

- the name of the designated person and their role;

- that they have individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children's Board and;
- how to take forward those concerns where the designated person is unavailable;

d. 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;

e. ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure;

f. provide training for staff so that they know:-

- their personal responsibility;
- the agreed local procedures;
- the need to be vigilant in identifying cases of abuse and ;
- how to support a child who discloses abuse.

g. notify the local social services team (duty desk) if:-

- a pupil on the child protection register is excluded either for a fixed term or permanently and;
- 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);

h. work to develop effective links with relevant agencies and co- operate as required with their enquiries regarding child protection matters. This includes attendance at initial CP conferences, core groups and review CP conferences and the submission of reports for conferences.

i. keep written records of concerns about children (noting the date, event and action taken) even if there is no need to refer the matter to social services immediately

j. ensure all records are kept in secure and locked locations; and that any confidential documents on the computer are securely saved on the local authority drive.

k. adhere to the procedures set out in the Welsh Assembly guidance in circular 45/2004 when an allegation is made against a member of staff;

l. ensure the criminal background of applicants for vacant posts are checked in accordance with the Welsh Assembly Government guidance in circular 34/2002 'Child Protection: Preventing Unsuitable people from working with Children in the Education Sector' and;

m. designate a governor for child protection who will oversee the school's child protection policy and practice and undertake the appropriate child protection training.

**If there are concerns, or a disclosure is made about a serious offence such as sexual assault / female genital mutilation (FGM), the police must be informed immediately, as well following normal child protection procedures.**

**If there are concerns, or a disclosure is made in relation to radicalisation and extremism, child protection procedures must be followed immediately, the local PREVENT co-ordinator must be informed and PREVENT guidance followed.**

**If there are concerns, or a disclosure is made in relation to forced marriage, honour based violence, or trafficking the CP procedures must be followed immediately and specialist agencies informed (such as BAWSO).**

### 3c: Responses to evidence of abuse

#### (i) General

“If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility, to ensure that the concerns are referred to Social Services or the Police, who have statutory duty and powers to investigate and intervene when necessary.”

Staff should first discuss their concerns with the designated member of staff who will then make the appropriate referral. Staff should not worry about being mistaken about concerns regarding a child/young person’s welfare, as they will always be taken seriously by the statutory agencies.

It is imperative that staff do not conduct their own investigations as this can have serious implications for any subsequent Police or Social Services enquiry.

#### (ii) In the event of a disclosure

Nottage School places great emphasis on effective communication between staff and children/young people and their parents/carers. However staff must recognise that where there are child protection concerns they must deal very differently with both the child or young person and their parents/carers. If someone discloses that they or another young person has been, or is being, abused, staff should:

- always accept that what the child is saying could be true or, conversely, not show disbelief. Show that you have heard what they are saying, and that their allegations will be taken seriously;
- encourage the child or young person to talk, but do not prompt or ask leading questions. Staff should not interrupt when the child or young person is recalling significant events or make the child or young person repeat themselves;
- explain what actions must be taken, in a way appropriate to the age and understanding of the child or young person;
- do not promise to keep what has been disclosed confidential. Staff have a duty to disclose information to those who need to know. Reporting concerns is NOT a betrayal of trust;
- write down what has been said, using the child’s own words. Keeping an accurate record is essential;
- make a note of the date, time, place and those present at the discussion;
- report concerns immediately to the designated member of staff;
- do not confront the alleged abuser;
- do not inform the parents until advice has been given by Children’s Services’ duty desk.

(iii) In the event of a concern about a colleague

The abuse of a child or young person by a fellow member of staff can be a particularly difficult and potentially damaging matter to deal with. If there are concerns regarding a colleague, staff must be prepared to “Think the unthinkable”.

The behaviour of an adult or colleague (including members of the public) towards children or young people may give cause for concern. Any such doubts or uncertainties must be raised immediately, with the designated member of staff with responsibility for child protection, who must then discuss the matter with the Education, Leisure and Community Services’ Child Protection Co-ordinator who will be able to offer further advice.

N.B. The member of staff who is the subject of a concern must not be informed of the allegation by the Headteacher until advice is sought from the ELCS Child Protection Co-ordinator and should not undertake their own enquiries. Such complex issues must involve the Police and Social Services.

### **SUPPORTING THE PUPIL AT RISK**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.

Nottage 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:-

a. the content of the curriculum to encourage self-esteem and self-motivation (see section 2 on Prevention);

b. the school ethos which:-

- promotes a positive, supportive and secure environment and;
- gives pupils a sense of being valued (see section 2 on prevention).

c. 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 self-worth. The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but he/she is valued and not to be blamed for any abuse which has occurred;

d. liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Service and the Education Welfare Service and;

e. 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 transfer information to the new school immediately and inform Social Services.

### **BULLYING**

Our policy on bullying is set out in the school's anti bullying policy and is reviewed annually by the governing body.

### **PHYSICAL INTERVENTION**

The school follows the local authority's guidelines on the use of physical intervention.

*BCBC Guidance on the Use of Physical Intervention, Time Out and Seclusion in Schools 2013*

### **CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL 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, cerebral palsy, sensory impairment and/or emotional and behavioural problems will be particularly sensitive to signs of abuse.

### **SAFE RECRUITMENT - DBS**

We are committed to safeguarding the welfare of children and young people and we have a statutory duty of care towards vulnerable members of society under the:

- Safeguarding Vulnerable Groups Act (2006)
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

We are aware that this duty must be carried out with due regard to all other relevant legislation such as the:

- Protection of Freedoms Act 2012
- Data Protection Act (1998)
- DBS Code of Practice
- Human Rights Act (1998)

We have responsibility to provide a safe learning environment for all pupils and vulnerable adults.

Therefore, we undertake criminal disclosure checks via the Disclosure and Barring Service (DBS) for those people who are likely to have unsupervised access to pupils. We understand the level of check will be appropriate for the post or type of work undertaken. We will use the terminology 'regulated activity' (teaching, training, instructing, caring for or supervising children or driving a vehicle only for children) as the decisive factor for undertaking a disclosure check.

We realise the DBS places those people who are deemed unsuitable to work with children and vulnerable adults onto either the Children's Barred List or Adults' Barred List. Therefore, we have a mandatory duty to check these lists for anyone who will be in 'regulated activity' with pupils under the age of 18 and vulnerable adults.

DBS checks will be applied to the following:

Headteacher  
Teachers  
Classroom Assistants / Learning Support Officers  
Special Needs Assistants  
Nursery Nurses  
Administrative Staff  
Clerical Staff  
Site Supervisor  
Cleaning Staff

Lunchtime Supervisors  
Catering Staff  
Volunteer Helpers  
Students on teaching practice  
Outside Agencies  
Breakfast Club Assistants  
After School Club Assistants  
Supply Teachers  
School Inspectors  
Peripatetic Teachers  
Visitors with access to children  
Governors who undertake activities in school

DBS checks will not be applied to the following as it is felt that they will have very little, if any, contact with children, they will be escorted whilst on the school premises or that they will work under the supervision of a teacher:

- Secondary pupils on work experience
- Representatives from educational firms
- Supervised Contractors
- Occasional school event volunteers

### **Aims**

- To provide protection for children and vulnerable adults against those who might wish to harm them.
- To protect the interests of the school from those who may not be considered suitable to work with pupils and vulnerable adults.

### **DESIGNATED PERSONS AND CONTACTS**

We have a designated member of staff and a deputy (see appendix A) to fulfil the role of dealing with child protection issues and providing advice and support to other staff. We also have a designated governor for child protection (see appendix A). All visitors to the school are made aware of the designated child protection officers and contact details.

Ultimately it is for each and every member of staff to have responsibility for the welfare of children and young people. Suitable training on safeguarding children is required to enable staff to fulfil their responsibilities in respect of child protection effectively, together with refresher training to keep staff knowledge and skills up to date.

Concerns, whether through disclosures or otherwise, should be discussed in the first instance with the designated person in the relevant institution. The designated person will then, if appropriate, make the necessary referral. If the designated person is not available, or the designated person is the subject of the allegation, the ELCS Child Protection Co-ordinator should be informed directly. For Bridgend County Borough this is:-

Elizabeth Walton-James  
Group Manager, Safeguarding (BCBC)  
Tel: 01656 642073  
[elizabeth.walton-james@bridgend.gov.uk](mailto:elizabeth.walton-james@bridgend.gov.uk)

Only designated persons will normally make referrals. When an initial referral is made to the Social Services duty desk, it should be followed up with a written referral and emailed to [childprotection-](#)

[businesssupport@bridgend.gov.uk](mailto:businesssupport@bridgend.gov.uk). Copies of the inter-agency referral and pre-referral forms are available at each establishment.

Date of ratification of this policy by the Governing Body

Chair: *Mrs. A. Thomas*

Date: January 2021

Headteacher: *Mrs A. Thomas*

Date: January 2021

This policy is reviewed annually or when the need arises such as when WG / LA guidance changes or change to designated staff.

It will be reviewed in the Spring Term 2016 (by April) in order to ensure guidelines for the Social Services and Wellbeing Act are fully met.

**Appendix A: Contact persons**

School: Nottage Primary School

Designated senior member of staff: Mrs A Thomas – Headteacher

Deputy designated member of staff: Mr R. Owen – Deputy Headteacher

Assistant designated member: Miss B. Lawrence-ALNco

Designated governor: Mrs D Dawson

**BCBC / Local Authority**

Child Protection Officer  
Civic Offices  
Samantha Jones / Natalie Tanner  
01656 815270  
Samantha.Jones@bridgend.gov.uk

Children's Services Duty Desk  
01656 642320

Elizabeth Walton-James  
Group Manager, Safeguarding (BCBC)  
Tel: 01656 642073  
[elizabeth.walton-james@bridgend.gov.uk](mailto:elizabeth.walton-james@bridgend.gov.uk)

PREVENT Officer: John Davies  
(Bridgend Community Safety Partnership)  
Tel: 01656 815918



## **Appendix B**

### **THE STATUTORY BASIS OF A CHILD PROTECTION POLICY**

- The work of staff who have responsibilities in child protection is governed by a number of statutory frameworks, circulars and guides to good practice. These are:
- All Wales Child Protection Procedures (2008)
- The Framework for the Assessment of Children in Need and their Families (Department for Health 2000)
- National Assembly for Wales Circular 45/2004 Staff Disciplinary Procedures in Schools
- Welsh Government circular 009/2014:- *Safeguarding Children in education.*
- Education Act 2002 – WG Keeping Learners Safe January 2015
- National Employers’ Organisation for School Teachers (NEOST) document 2002 – Guidance on Education staff and Child Protection – staff facing an allegation of abuse.
- Children Act 1989
- Children Act 2004 – Sect 28
- Human Rights Act 1998
- UN Convention on the Rights of the Child

- Bridgend County Borough Council - Individual CP Guidance for staff (May 2012)

## **Appendix C**

### **Visiting staff child protection information leaflet**

WELCOME to Nottage Primary School

**If you are concerned for a child's health, welfare or safety in any way you must speak to the Head Teacher, Mrs A Thomas, the Deputy Head Teacher, Mr R Owen, the ALNco, Miss B Lawrence, or a senior member of staff before you leave the school site.**

In the case of a concern regarding the Head teacher you should contact:

Elizabeth Walton-James  
Group Manager, Safeguarding (BCBC)  
Tel: 01656 642073  
[elizabeth.walton-james@bridgend.gov.uk](mailto:elizabeth.walton-james@bridgend.gov.uk)

Sam Jones / Natalie Tanner (BCBC Child Protection Team)

Tel: 01656 815270

Our chair of Governors must also be contacted:

Allison Thomas:01656 682225

It is important that you do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a pupil tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to the Head Teacher or Deputy Head Teacher.

If you become concerned about a pupil's immediate safety, notify the nearest member of staff and tell them why you are concerned.

You should complete a welfare concern form and hand it to the Head Teacher / Deputy Head Teacher or a senior member of staff before you leave the school site. Ask a senior member of staff if you would like help to complete the form.

## **Appendix D**

### **Confirmation of receipt of child protection policy**

Name: \_\_\_\_\_

Date of joining school: \_\_\_\_\_

Post: \_\_\_\_\_

Date of induction: \_\_\_\_\_

Name and designation of staff member responsible for induction: \_\_\_\_\_

\_\_\_\_\_

I confirm that I have received and read the school child protection policy. I have been made aware of my duty to safeguard and promote children's welfare. The procedure for reporting concerns about a pupil has been explained to me.

Signature: \_\_\_\_\_

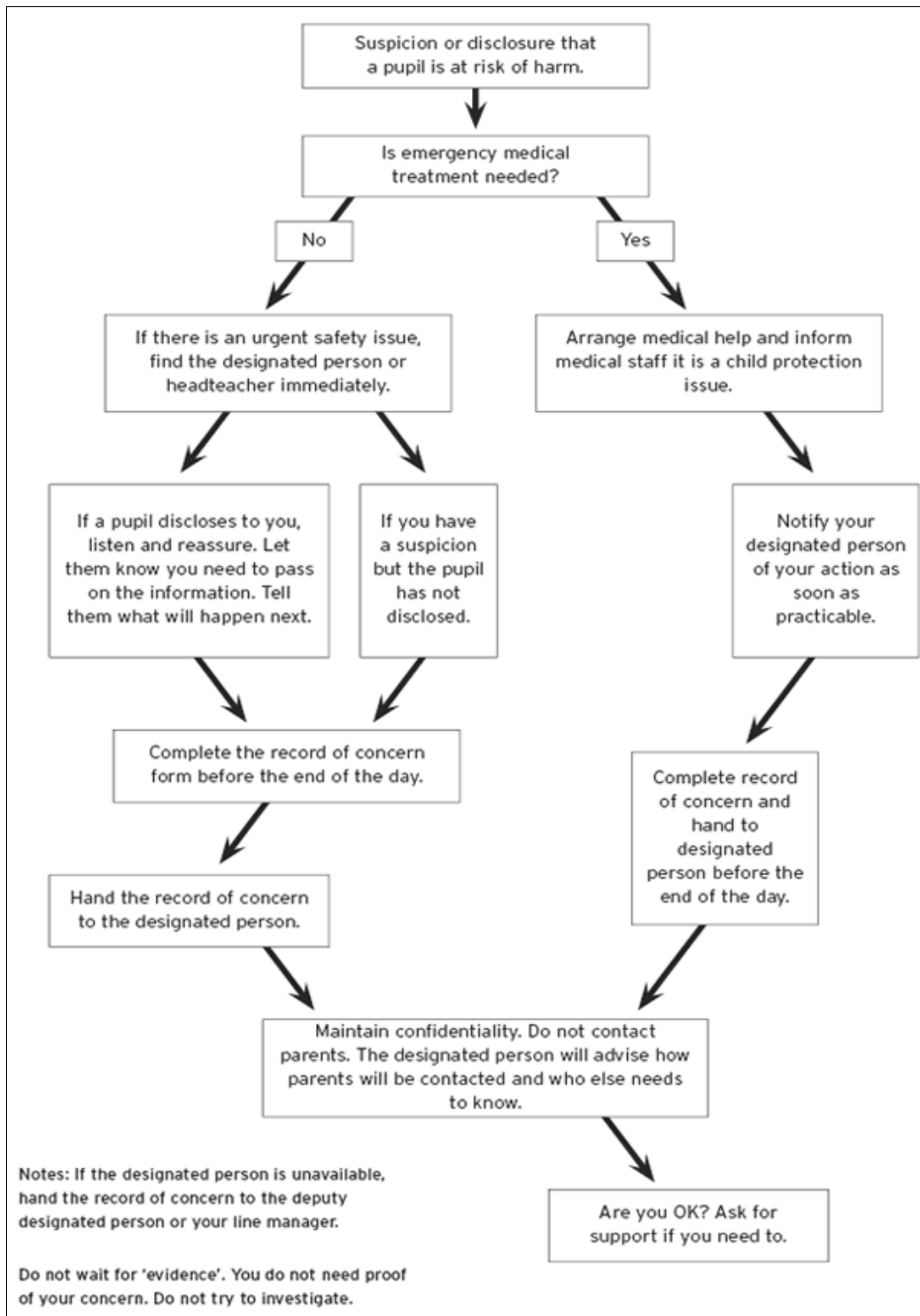
Please sign and return this form to the designated senior person:

Name: \_\_\_\_\_

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

# NOTTAGE PRIMARY SCHOOL

## Child Protection



### Local Authority

Child Protection Officer:  
Samantha Jones – 01656 815270  
[Samantha.Jones@bridgend.gov.uk](mailto:Samantha.Jones@bridgend.gov.uk)

Children's Services Duty Desk:  
01656 642320

Elizabeth Walton-James  
Group Manager, Safeguarding (BCBC)  
Tel: 01656 642073  
[elizabeth.walton-james@bridgend.gov.uk](mailto:elizabeth.walton-james@bridgend.gov.uk)

### School Staff

Senior Designated Person:  
Headteacher: Mrs A Thomas  
Designated Persons:  
Deputy Headteacher:  
Mr R Owen. ALNco: Miss B  
Lawrence  
Chair of Governors:  
Mrs A Thomas