



Aberdare Town Church in Wales Primary School

Child Protection Policy

Signed Headteacher	<i>C. B. Walters</i>
Signed Chair of Governors	<i>Pease</i>
Date ratified by Governor	Autumn 2024
Review	Autumn 2025

Child Protection Policy

Introduction

Aberdare Town Church in Wales Primary School complies with the guidance outlined in the Welsh Assembly Government (WAG) Keeping Learners Safe guidance on arrangements that need to be in place as required by Section 175 of the 2002 Act.

Aberdare Town Church in Wales Primary School acknowledges that:-

- Section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools to have arrangements in place to safeguard and promote the welfare of children.
- Governing bodies and school staff must have regard for this guidance when fulfilling their responsibilities for safeguarding and promoting the welfare of children at their schools.
- A judgment on the procedures in place at a school, and the school's effectiveness in implementing those procedures to safeguard children from harm, will be included as part of the school inspection process.

The Governors and staff of our school fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- ♦ To support the child's development in ways that will foster security, confidence and independence.
- ♦ To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ♦ To provide a systematic means of monitoring children known, or thought, to be at risk of harm.
- ♦ To emphasise the need for good levels of communication between all members of staff.
- ♦ To develop a structured procedure within the school, this will be followed by all members of the school community in cases of suspected abuse.
- ♦ To develop and promote effective working relationships with other agencies, especially the Police and Children's Services.
- ♦ To ensure that all adults within school, who have access to children, have been checked as to their suitability.

Designated teacher for Child Protection

Our school will ensure a senior member of staff (Headteacher, Mrs C Walters) is appropriately trained and charged with the responsibility for co-ordinating child protection matters within the school, and that all staff, both teaching and non-teaching, are aware of who that person is. The Child Protection (Safeguarding) Officer is Mrs C Walters (Headteacher) and the Deputy Child Protection Officer is currently Mrs B Hallam (Acting Deputy Head Teacher) until our substantive Deputy headteacher Mrs R Charles begins her post in January 2025 . The designated persons will:

- ◆ Act as a source of advice and support within our school and provide the point of contact for staff who have concerns or information that a child or young person may be suffering abuse.
- ◆ Make any necessary referrals to children's services.
- ◆ Ensure our school contributes fully to the child protection process e.g. by the provision of reports and attendance at conferences or meetings when needed.
- ◆ Ensure that all staff, both teaching and non-teaching, are aware of and have access to our school's Children Safeguarding Policy and the All Wales Child Protection Procedures.
- ◆ Disseminate child protection information gained from training and other sources to all staff in our school and ensure that newly appointed staff are aware of their child protection responsibilities.

Nominated Governor and LA lead officer for Child Protection

We also have a nominated governor whose role is to ensure:

- ◆ Our school has a Children Safeguarding Policy in place.
- ◆ That the policy is reviewed in order to ensure its effectiveness.
- ◆ That designated, and other staff, have the opportunity to attend appropriate training.
- ◆ That our school prospectus contains a section on the Children Safeguarding Policy to make parents aware of our child protection responsibilities.

NB It is not the role of the Child Protection Governor to receive and act upon referrals (see section 11)

The safeguarding Governor for our school is Mrs J Close (Chair of Governors)

The local authority has a named safeguarding lead, with whom the school works closely to support with safeguarding concerns. The named LA lead for safeguarding is Mrs Nicola Manley

Action to be taken by our school

The action we take to safeguard children in our school will be in line with the All-Wales Child Protection Procedures.

All our staff need to have an awareness of the indicators of abuse and know how to respond to a pupil who discloses abuse. It is not the role of school staff to investigate. This role lies jointly with Children's Services and the Police. However, staff should inform the designated teacher of:

- ♦ Any concerns that a child or young person is suffering or is likely to be suffering some form of abuse.
- ♦ Any allegations of abuse against staff.
- ♦ Any disclosures of abuse.

Referrals

We have an official referral form and all verbal referrals to Children's Services must be followed up in writing within **two working days** using this.

The referral should include:

- ♦ The reason for the concern.
- ♦ What was said or witnessed.
- ♦ Dates and times of incidents.
- ♦ Parents/family circumstances.
- ♦ Whether parents are aware of referral etc.

Any pupil currently on the Child Protection Register who is absent without explanation for two days will be referred to Children's Services.

Record Keeping

The designated teacher will ensure that:

A chronological record of concerns about a child is maintained even if there is no need to make an immediate referral. This is the online system 'My Concern' in which the class teacher enters the information relevant which then gets automatically sent to the DSP.

ALL STAFF NEED TO REPORT TO A DSP AS WELL AS UPLOADING THE INFORMATION.

- ♦ All records are kept confidentially and securely and are separate from pupil records.
- ♦ Copies of child protection referrals and child protection conference minutes are kept confidentially and securely and separate from pupil records. (My Concern upload)
- ♦ That an indication of further record keeping is marked on the pupil records.

- ◆ If a child whose name appears on the Child Protection Register transfers to another school, the child's records, including information about registration is transferred without delay.
- ◆ Staff training will be given at the beginning of the school year regarding the procedures for reporting suspicion that a child may be at risk or if they have divulged any information which might be considered cause for concern.
- ◆ Parents will be given access to the Policy and pupils will be made aware of the fact that such a policy exists, and that staff is available to listen to any information they wish to share.
- ◆ All new staff will be given this policy when they begin at Aberdare Town Church in Wales Primary School.

Supporting Children

We recognise that a child who is abused or witnesses' violence may find it difficult to develop and maintain a sense of self-worth.

Our school may provide the only stability in the lives of children who have been abused or who are at risk of harm and we will support all pupils by:

- ◆ Encouraging self-esteem and self-assertiveness
- ◆ Promoting a caring, safe and positive environment within our school.
- ◆ Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- ◆ Providing continuous support to a pupil about whom there have been concerns who leaves our school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

Supporting Staff

All staff have undertaken Child safeguarding training, and a register of training attendance is kept.

We recognise that staff working in our school who have become involved with a child who has suffered, or is at risk of suffering harm, may find the situation stressful and upsetting. We will support such staff by providing the opportunity to talk through their anxieties with the designated teacher and to seek further support as appropriate.

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 to protect a child.

Aberdare Town Church in Wales 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 or in following advice from Children's Services.

We encourage parents to discuss any concerns they may have with class teachers or the Head Teacher. We make parents aware of our policy in the school prospectus, newsletters and during parents meetings and parents are made aware that they can view this policy on request. Parent and Child Friendly information leaflets explaining Child Protection procedures are distributed at the beginning of the School Year.

Responsibilities of Staff at Aberdare Town Church in Wales Primary School

All staff have a duty to assist Children's Services by sharing information and referring concerns about possible child abuse. You may have the one key piece of information that will help Children's Services make the best decision about a child. If you do nothing a child may continue to be harmed.

Any concerns you have whether it is about a family, a colleague or another professional you must share them with the designated child protection person.

It may be difficult or upsetting for you to report a concern and it is sometimes hard to accept that a child is being harmed, particularly if you know the family or the professional concerned. However, the needs of the child must **always** come first. Remember it is the role of the designated child protection person to support and listen to you, don't be afraid to approach them and share any concerns with them.

If a child tells you something that causes you concern

- Listen to the child
- Encourage the child to talk but don't prompt or put words into their mouths and do not ask leading questions.
- Explain what action you must take
- As soon as you are able to write down what the child has told you, use **the child's exact words if possible**. Record the date, time and place and any other people present at the time.
- Report your concerns without delay to the designated child protection person.
- Do not worry if you may be mistaken, it is better to discuss your concerns with someone who has the experience and the responsibility to make an assessment.
- Do not confront an alleged abuser.

Never promise a child you will keep a secret, explain that if they tell you something you think may put them at risk of harm you will have to tell someone who can help keep them safe.

If a child discloses a matter of concern to you it can be very upsetting, try not to take these feelings home with you to your own family. Talk to the designated child protection person; it is important not to ignore these feelings.

If you have concerns about the behaviour of another colleague, do not dismiss your concerns, you must act in accordance with the school's professional abuse whistleblowing policies, it is very important not to ignore or dismiss suspicions about another professional or colleague but approach designated teachers with concerns.

You can also report any concerns directly to Children's Services Duty Teams during office hours the contact details are:-

RCT contact centre 01443 425006 (Mon- Fri 8.30am- 5pm)

Out of Hours Emergency Duty Team: - 01443 425006 (out of office hours, bank holidays and weekends)

Confidentiality

Staff cannot keep confidential a disclosure of abuse and must refer the matter on to the designated teacher.

All referrals should be made with the knowledge that during any subsequent investigation, the source (i.e. the school) will be made known to the family.

Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person once a referral has been made. Information should only be shared on a strict need to know basis.

Ensure that only those with a professional involvement e.g. the designated teacher have access to the child protection records. At all other times they should be kept securely locked and separate from the child's or young person's main file.

Allegations against staff

We understand that a pupil may make an allegation against a member of our staff and if such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

The Headteacher on **all** such occasions will discuss the content of the allegation with the Child Protection Co-ordinator for Schools, Mrs Nicola Manley.

Any allegations against the Headteacher should be reported to the Chair of Governors where the Headteacher.

Our school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. (See Whistle Blowing Policy)

Prevention

We recognise the key role our school can play in preventing abuse by providing our pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. Our school community will therefore:

- ◆ Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- ◆ Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- ◆ Include in the PSHE curriculum opportunities for children to explore issues which may equip them with the skills they need to stay safe from harm and to know to whom they should turn for help.

Other Policies

Our school will give regard to child protection guidance when developing other policies, in particular:

- ◆ Staff recruitment and training.
- ◆ Wellbeing
- ◆ Behaviour
- ◆ Anti Bullying
- ◆ Curriculum; PSE, Sex and Relationship Education

ALN Statement

- The curriculum in our school is designed to provide access and opportunity for all pupils who attend the school.
- If a pupil has an additional learning need or disability, we will work with external agencies to ensure individual needs are met.
- Our provision complies with the requirements set out in the ALN code of Practice.

- If a concern arises suggesting that a pupil may have additional learning needs the teacher is able to provide additional resources and educational opportunities which meet these needs within the normal class organisation. Support programmes are in place, as an intervention tool.
- If a pupil's need is more severe, in consultation with the pupil's parents, the ALNCO makes a referral to the appropriate external agencies.

Monitoring and Review

Our school has mechanisms for monitoring and reviewing the policy and its effectiveness and it will be the responsibility of the nominated child protection governor to ensure that the policy is reviewed annually by ensuring it becomes a standing item on the governing body's agenda.