

# YSGOL EIRIAS



## SAFEGUARDING AND CHILD PROTECTION POLICY

**POLICY DOCUMENT NO: 19      ISSUE NO: 19**

**THIS POLICY HAS BEEN REVIEWED, APPROVED & ADOPTED BY THE GOVERNING BODY**

Any future legislation change will be reflected in an updated policy

**Signed:**

**Date: November 2024**

## Safeguarding Personnel and Contact Numbers:

### Designated Safeguarding Lead:

Name: Mr. D McKenzie - Senior Deputy Head  
Telephone No: 01492 532025  
Email address: [MckenzieD4@hwbcymru.net](mailto:MckenzieD4@hwbcymru.net)

Deputy Safeguarding Lead: Mrs. J Rowlands

Governor with Responsibility: Mr. D Ashworth  
for Safeguarding and Child Protection

Head Teacher: Mrs. Z Evans

This policy applies to all staff and volunteers working in the school including:

- Governors.
- Teachers
- Teaching Assistants,
- Administration Support staff
- Caretakers and cleaning staff,
- Kitchen staff
- Supply staff
- Visitors and volunteers

any of whom could be the first point of disclosure for a child.

This policy also imposes the following personal obligation on all those listed above:-

**All staff MUST record and report any child protection issues, concerns or suspicions to the Designated Safeguarding Lead (DSL) in the school, as soon as it is identified. The DSL will follow the recognized procedures in reporting the concerns to the appropriate authorities. See Appendix 1**

This Safeguarding and Child Protection Policy should be read in conjunction with other relevant Ysgol Eirias school policies eg:

Policy No.	Policy Name
No. 2	Anti-bullying Policy
No. 12	Health & Safety Policy
No. 18	Sex and Relationship Education Policy
No. 33	Security Policy
No. 35	Spiritual, Moral, Social & Cultural Development Policy
No. 39	Drugs Policy
No 40	Control & Restraint Policy
No 42	Pupil Attendance Policy
No. 44	Administration of Medicines Policy
No. 48	CCTV Policy
No 52	Whistleblowing Policy
No 55	PSE Policy
No. 56	Educational Visits Policy

No. 60	IT Security Policy
No. 63	Critical Incidents Policy
No 65	E-Safety Policy
No. 66	Photos & Images Policy
No 69	Emotional Health and wellbeing policy
No 71	Social Media Policy
No 73	The Strategic Equality Plan
No 76	GDPR policy



# SAFEGUARDING & CHILD PROTECTION POLICY

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*(In conjunction with the annual review of its 'Child Protection Policy' the Governing Body of Ysgol Eirias has adopted and adapted the Conwy LA 'model policy' – Safeguarding and Child Protection)*

## **DISTINGUISHING BETWEEN SAFEGUARDING AND CHILD PROTECTION**

Keeping pupils safe, and teaching pupils how to keep themselves safe is a priority for all members of staff at Ysgol Eirias

Safeguarding is the action that is taken to promote the welfare of children and young people to protect them from harm.

Safeguarding means:

- protecting children and young people from abuse and maltreatment
- preventing harm to children and young people's health or development
- ensuring children and young people grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children and young people identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection guidance and legislation applies to all children and young people up to the age of 18

Ysgol Eirias recognises that children and young people who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. We recognise that school may be the only stable, secure and predictable element in the lives of and young people at risk, but whilst at school, their behaviour may be challenging and defiant. We also recognised that some young people who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the and young person can receive appropriate help and support. The aim of this policy is to ensure that that there are appropriate structures in place at Ysgol Eirias, and where necessary, the support of external agencies to ensure all our pupils are kept safe and are protected from harm.

## **1. PURPOSE OF THIS SAFEGUARDING AND CHILD PROTECTION POLICY**

*'Because of their day-to-day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.'*

*(Working Together under the Children Act 2004)*

*Keeping Learners Safe – Welsh Government Circular 158/2015 states:-*

*'Everyone who works in education should share the same goals to keep children and young people safe'.*

Everyone at Ysgol Eirias recognises the contribution they can make to safeguarding protecting and supporting pupils, staff and visitors in school. There are three main elements to our safeguarding and child protection policy.

- ✓ Prevention (e.g.by creating a positive school atmosphere or through high quality teaching and pastoral support to pupils).
- ✓ Protection (e.g. by teaching young people how to keep themselves safe; ensuring staff are trained and supported to respond appropriately and sensitively to any concerns and by following agreed procedures).
- ✓ Support (e.g. to offer more specific support to staff and pupils who may need it; to support young people in acquiring the information they need to keep themselves safe.)

## **2. SCHOOL COMMITMENT**

At Ysgol Eirias we aim to deliver a first-class curriculum alongside high quality pastoral support in order that our pupils are confident, have high self-esteem and have like-minded supportive friends. Clear lines of communication with a trusted adult can help build these qualities and help to ensure young people feel safe and are healthy, confident people who are ready to take their part in society.

To achieve this staff at Ysgol Eirias will:

- Establish and maintain an ethos where pupils feel secure and are encouraged to talk, and are listened to.
- Ensure that pupils know that there are adults in the school who they can approach if they are worried or are in difficulty.
- Include in both curriculum and PSHE activities opportunities which equip pupils with the skills they need to stay safe.
- Include in the curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills to enable them to become healthy confident individuals ready to lead fulfilling lives as valued members of society.
- Ensure staff are appropriately trained to be able to offer appropriate advice to pupils.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.
- Ensure compliance with the new Curriculum and ACE (Adverse Childhood experiences) agenda in Wales. This will be achieved by
  - ✓ attending appropriate training
  - ✓ securing a coordinated and evidenced based approach in how we work
  - ✓ making the best use of services available to support the health and wellbeing of all our pupils

## **3. ROLES AND RESPONSIBILITIES**

**3.1 General Safeguarding** - All adults working with or on behalf of and young people have a responsibility to protect them and keep them safe. There are, however, key people within who have specific responsibilities under child protection procedures. These responsibilities are also outlined in 'Keeping Learners Safe (Circular 158/2015).

ensure that all school staff are aware of who the nominated Designated Safeguarding

**3.2 The Head teacher** Mrs Evans (or in her absence then Mr. McKenzie, Senior Deputy Head teacher and the Designated Safeguarding Lead) will;

- lead and their deputies are. That staff know where the All Wales Child Protection Procedures are situated (in Mr. McKenzie's office). All members of staff should also be in receipt of the small Child Protection Leaflet (annually distributed by Mr McKenzie)
- make sure that child protection policies are in place, that there are enough resources and time for the Designated Senior Person, and that all staff and volunteers understand what to do and feel able to raise concerns.

**3.3. The Designated Safeguarding Lead** (Mr. McKenzie) will ensure that local child protection procedures are followed within the school, and make relevant referrals to the named agencies according to the guidance given. Additionally, it is their role to ensure that all staff employed within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

**3.4** The **named governor** responsible for child protection will ensure that the school has an effective safeguarding and child protection policy, that child protection procedures are complied with, and will support the school in this aspect. N.B. Governors are not given details relating to specific child protection situations to ensure confidentiality is not breached.

**3.5** The **Governing Body** ensures that the school has a child protection policy and procedures in place that are reviewed every year; these are available to parents and carers if they ask; are available in a youth friendly version that pupils can understand; have steps in place to deal with reports against members of staff and support new staff.

**3.6. Conwy's Education Services** Designated Safeguarding Lead is available to provide advice, support, and ensures that appropriate training is undertaken. They can also make referrals to the Regional Safeguarding Children's Board and can raise concerns about procedures on behalf of the school.

#### **4 LEGAL CONSIDERATIONS**

##### **4.1 Social Services and Wellbeing Act (Wales) Act 2016**

This Act fundamentally changes the way social services work. Wellbeing underpins the whole system, linking through to the role that early intervention and prevention can play. Safeguarding reforms under this Act include a strengthened legal framework for safeguarding children **and** vulnerable adults. The Act reinforces existing safeguarding arrangements.

All staff have a new duty to report to the local authority (via the designated safeguarding lead) any child and vulnerable adults suspected of being at risk of, or experiencing, abuse or neglect. If you have a concern please speak to Mr. McKenzie.

##### **4.2 Terrorism, Extremism and Radicalisation**

During 2012 the UK Government launched a refocused Prevent Strategy – details of which can be found in the 'Keeping Learners Safe Document' (page 51, & 52).

*School's should be safe spaces in which young people can understand sensitive topics, which may include terrorism and the extremist ideas.*

*Social media has been identified as an important tool in the sharing of extreme material. Social media safeguarding is an important element of protecting young people from extremist narratives.*

*The Prevent Policy*

As part of our ongoing safeguarding and child protection duties we support the government's *Prevent Strategy*. The Leadership Group at Ysgol Eirias will ensure appropriate training (e.g. Workshop to Raise Awareness of Prevent WRAP) on this topic is provided to all staff

As with other forms of safeguarding we cannot ignore the signs; early intervention is always preferable. In Ysgol Eirias staff and pupils will be encouraged to learn about and develop the skills that challenge such ideas, They should also understand the role that is placed on Social Media by those wishing to radicalise young people. All adults within the school will have an understanding that it is their responsibility to exercise their duty of care to both pupils and staff which includes safeguarding them from being drawn in to such ideologies that result in terrorism, extremism and radicalisation

If you suspect any person in school to be at risk of terrorist, extremist or radicalised activities please follow the normal safeguarding procedures

#### **4.3 Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV)**

This Act addresses domestic abuse and sexual violence perpetrated against all people in Wales, irrespective of gender or sexual orientation, it also addresses violence perpetrated against a woman or man arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation. There is also no age limit on the Act so children who witness or experience such violence or abuse and older people are included.

In Ysgol Eirias we will review our pastoral curriculum relating to bullying, healthy relationships and domestic abuse, gender and sexual orientation to overcome stereotypical ideas of these issues.

Staff will also complete the Hwb module on Violence against Women when it is available

#### **4.4 Child Sexual Exploitation (CSE)**

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some indicators of a young person being sexually exploited are:

- going missing for periods of time or regularly coming home late,
- regularly missing school or education or not taking part in education,
- appearing with unexplained gifts or new possessions,
- associating with other young people involved in exploitation,
- dating a person older than themselves
- suffering from sexually transmitted infections, mood swings or changes in emotional wellbeing,
- drug and alcohol misuse and
- displaying inappropriate sexualised behaviour.

CSE is potentially a child protection issue for all children under the age of 18.

If staff become aware that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of this school they should inform the Designated

Safeguarding Lead, Mr McKenzie. This will result in immediate referral to Children's Services. In the case of a young person between the ages of 13 and 16, an individual risk assessment will be conducted in accordance with the All Wales Child Protection Procedures.

#### **4.5 Female Genital Mutilation (FGM)**

FGM is an unacceptable practice for which there is no justification. It is child abuse and a form of violence against the individual. FGM is illegal in the UK. The Serious Crime Act 2015 introduces a mandatory duty to report 'known' cases of FGM in under 18s to the police. Section 130 of the Social Services and Well-being (Wales) Act applies to cases covered by the FGM reporting duty and should be reported as all child protection issues.

#### **4.6 Youth Produced Sexual Imagery (Sexting/Sharing nudes and semi nudes)**

The increase in the speed and ease of sharing imagery has brought concerns about young people producing and sharing sexual imagery of themselves. This can expose them to risks, particularly if the imagery is shared further, including embarrassment, bullying and increased vulnerability to sexual exploitation. Importantly, producing and sharing sexual images of under-18s is illegal.

In cases where sharing nudes and semi nudes is identified by Ysgol Eirias staff we will initially conduct an individual risk assessment. Depending on the nature of the imagery we may inform the parents, involve our police liaison office and/or make a referral to the appropriate authorities.

The school will follow the guidance in the Welsh Government document : *Sharing Nudes and Semi-Nudes. Responding to Incidents and Safeguarding Children and Young People (note Annex D)*.

#### **4.7 Forced Marriage**

Since June 2014 forcing someone to marry has become a criminal offence in England and Wales

The UK Government describe forced marriage as taking someone, usually overseas, to force them to marry (whether or not the **forced marriage** takes place). It may also involve physical or sexual violence and abuse. Children and may be married at a very young age and well below the age of consent.

All staff should be particularly alert to suspicions or concerns raised by a pupil. If at any time a member of staff has a concern regarding a child involved in a forced marriage they should speak to the Designated Safeguarding Lead (Mr McKenzie) as soon as possible who will then contact the relevant agencies for guidance and advice.

#### **4.8 Peer on Peer Abuse**

Peer on peer abuse is most likely to include, but may not be limited to:

- Language seen as derogatory, demeaning, inflammatory;
- Bullying, including cyberbullying;
- Gender based violence
- sexual assaults and harassment
- sexting

Peer on peer abuse is a Safeguarding concern and will require a discussion between the Designated Safeguarding Lead (Mr McKenzie) and agencies and professionals. Ysgol Eirias has a



nominated Relationships and Sexuality Education (RSE) lead who promotes a whole school learner led, rights and equality based RSE approach.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. At Ysgol Eirias we aim to reduce and eliminate this type behaviour and any related

incidents through our pastoral curriculum, healthy relationships educations, behaviour policy and classroom expectations.

The school will promote a culture where speaking out about abuse is encouraged and supported. The school will follow the guidance detailed in : *Guidance for Education Settings on Peer Sexual Abuse, Exploitation and Harmful Sexual Behaviour.*

## **5 CHILDREN WITH SPECIAL CIRCUMSTANCES**

All young people have the potential to experience safeguarding issues, but for some, there are special circumstances that could make them more vulnerable. All staff at Ysgol Eirias need to be mindful of these special circumstances.

### **5.1 Children on the Child Protection register**

The Designated Safeguarding lead (Mr. McKenzie) will notify the local social service 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 for more than two days from the school (or one day following a weekend)
- When a pupil on the child protection register leaves the Designated Safeguarding Lead (Mr McKenzie) will arrange for the transfer of information to the new school immediately and inform Children & Family & Safeguarding Service.
- Refer immediately any child protection concerns to the appropriate Departments.
- Refer immediately any concerns in relation to a vulnerable adult (eg parent)

### **5.2 Children Missing from Education**

In Ysgol Eirias attendance, absence and exclusions are closely monitored. A young person missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The Designated Safeguarding Lead (Mr McKenzie) will support the monitoring of attendance and take appropriate action including notifying the local authority and following normal procedures, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

### **5.3 Elective Home Education - EHE**

Staff at Ysgol Eirias will advise the Local Authority of when young people leave our school to be electively home educated at the earliest opportunity via the appropriate documentation.

### **5.4 Young Carers**

As a school we recognise the needs of young carers in that they can be more vulnerable or placed at risk. We aim to be able to identify young carers and ensure they are supported to help reach their potential with an understanding that staff and volunteers may need to refer into early help services for an assessment of their needs.

### **5.5 Private Fostering**

A private fostering arrangement is when a young person is cared for consecutively for 28 days or longer by someone who is not a member of that child's immediate family. If the school are aware of such an arrangement being in place they must advise the family that the school have a responsibility to inform the local authority and encourage the family to advise the local authority themselves. Advice or a referral can/will be made to relevant agencies when appropriate.

### **5.6 Looked after Children (LAC)**

The most common reason for young people becoming looked after is as a result of abuse and/or neglect. Looked after children do not always reach their educational potential. It is our responsibility to ensure that these pupils are free from further abuse, and are confident in their ability in school.

Mr Alex Metcalfe is our designated LAC Coordinator. He will ensure that appropriate staff have the information they need in relation to a child's looked after legal status and contact arrangements with birth parents or those with parental responsibility. They are also responsible for ensuring that they have information about the child's care arrangements and the levels of authority delegated to the carer by the local authority looking after them. The LAC Coordinator will have details of the child's social worker and will have drawn up an individual education plan. Mr Alex Metcalfe will attend regular training/briefings regardless of whether there are currently children within the school who are in care.

## **6 SAFE SCHOOL, SAFE STAFF**

Keeping staff and children safe is a whole school responsibility

### **6.1 Safer Recruitment**

Ysgol Eirias is committed to the principles of safer recruitment and will adopt recruitment procedure that help deter, reject and/or identify people who might pose a risk to young people. Safe recruitment process are described in the Welsh Governments Keeping Learners Safe Guidance 158/2015, chapter 5.

All relevant members of staff and governors who are involved in recruitment will undertake safer recruitment training. The school will ensure that at least one person on any appointment panel has undertaken the above training.

The school will ensure that safer recruitment processes are robust in terms of Disclosure and Barring checks, risk assessments, publicity materials, recruitment website, advisements, candidate information etc. The school will adhere to the Local Authority Recruitment Procedures and the Welsh Government Safer Recruitment Guidance.

All staff are required to complete a Disclosure and Barring check prior to taking up their appointment, and to sign a declaration regarding convictions relating to the harm of young people during the application process. Staff who deliberately seeks to mislead the school in respect of this will be subject to dismissal.

All staff will have a face to face interview on induction, outlining safeguarding procedures and responsibilities. These interviews will be recorded and filed appropriately

## **6.2 Keeping people informed**

When planning staff training and information events relating to safeguarding issues the Leadership Group at Ysgol Eirias will pay due consideration to:

- the procedures set out in the All Wales Child Protection Procedures (outlined in the 2010 leaflet produced by Conwy. (currently under review)
  - the 'Prevent Duty Guidance' for England & Wales – the duty in the Counter Terrorism and Security Act 2015.
  - any other new specific pieces of legislation that come into force.
  - We will also keep staff informed about child protection procedures, through induction, briefings and awareness training – and staff are to be kept informed regularly who the designated person is and the deputy in their absence.
- 
- Advise other adults visiting the school (e.g. peripatetic teachers, learning support staff) of the school's policy and the named person with whom they should raise any concerns.
  - Inform parents and carers about our school's duties and responsibilities under the All Wales Child Protection Procedures in the school prospectus and pupil planner.
  - Ensure that the designated safeguarding lead, the deputy and the nominated Safeguarding Governor for child protection attends training relevant to their role on an annual basis.
  - Ensure all staff undertake awareness raising training during their induction into the school and periodically to refresh and update their knowledge and understanding. Support will be available for staff from the Designated Safeguarding Lead in the first instance.
  - Support our staff to know their personal responsibilities, and agreed local procedures, in being vigilant in identifying cases of abuse, and know how to support a young people who makes a disclosure.
  - Ensure all front-line staff complete e-learning modules via Hwb on an annual basis, as directed by the Designated Senior Person in liaison with Conwy LA. All ancillary staff will be expected to complete training on a three-yearly basis to update their knowledge and skills.
  - Support those staff who have passed on information relating to a disclosure that are finding the situation upsetting and/or professionally and morally difficult. Staff will be supported by the Designated Safeguarding Lead.

## **8. PROFESSIONAL CONFIDENTIALITY**

Confidentiality is an issue, which needs to be fully understood by all those working with young people, particularly in the context of child protection. A member of staff must never guarantee confidentiality to a pupil nor should they agree with the pupil to keep a secret. Any discussion has the potential to lead to a child protection disclosure which must be reported to the named person and may require further investigation by appropriate authorities. Any prior promise of confidentiality would lead to a breakdown in trust of adults by the pupil and could potentially compromise their wellbeing and safety.

Staff will be informed of relevant aspects in respect of child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held confidentially to themselves.

## **9. SAFE SCHOOL, SAFE STAFF**

### **9.1 Record keeping**

Well-kept records are essential to good safeguarding/child protection practice. A record will be kept of any concerns held about a young person, incident or disclosure that is made and the

action taken. These records are kept in a confidential and secure manner.

### **9.2 MY CONCERN**

Ysgol Eirias uses Myconcern as a simple, safe and secure solution for recording and managing all our safeguarding concerns.

Myconcern:

- Enables the managing and prioritising of actions and evidences the effectiveness of our safeguarding arrangements.
- Assists improved outcomes for students.
- Cloud based so can be internet access from anywhere.
- Synchronises with Sims every 24 hours.
- 3 levels of users: Basic; Trusted; DSP (Designated Safeguarding Persons)
- Most staff will be a Trusted User. Trusted users can report, and revisit concerns dashboard to review, triage, prioritise, manage, allocate and file concerns.
- When a concern is reported it allocates a unique concern reference number and sends an email alert to the DSPs for review and triage. DSPs will manage the concern from here.

### **9.3 Talking to Pupils**

School staff need to be familiar with the Signs of Abuse (Appendix 1)

Many of our pupils may have difficulty in talking about sensitive issues and some lack the vocabulary for this. Staff must/will be aware of the pupil's preferred style of communication and their individual additional needs if we are to be able to provide a safe environment for our pupils. When engaging with pupils all staff must/will be aware of the potential for misinterpreting our pupils' efforts to raise a child protection concern or issue. All conversations of this nature must be taken seriously and the young people's comments listened to and acted upon.

Staff working in a one-to-one situation with a pupil should ensure that they are positioned so as to be visible and audible to other staff where there may be a possibility of misinterpretation of their interaction with a pupil.

### **9.4 Partnerships with parents and carers**

All staff work hard to maintain effective partnerships with parents and carers, and they should be aware that this policy might affect this working relationship at a given time. However, we will maintain our commitment to working with parents and carers to the benefit of all pupils. Sensitive and supportive handling of these issues, whilst affirming that the pupils in our care are our first priority, will help maintain this working relationship.

### **9.5 Volunteers**

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with pupils will be subject to all reasonable vetting procedures. Volunteers will be subject to the same code of conduct as paid employees of the school.

### **9.6 External providers**

If the services of external providers are being utilised in school or we are sending pupils off site Ysgol Eirias staff will ensure that all safeguarding arrangements are robust e.g. that they have checked that the providers have staff who have a current DBS certificate, have undertaken child protection training, the staff know who to contact if an allegation is made, that all health and

safety requirements are complied with together with ensuring that any identified risk assessments are adhered to.

**9.7 Extended school and off-site arrangements:**

All extended and off site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided by and managed by school staff, Ysgol Eirias safeguarding/ child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our pupils attend off-site activities, including day and residential visits, we will check that effective safeguarding/ child protection arrangements are in place.

**10. STAFF CODE OF CONDUCT**

**10.1 Professional conduct**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Education Workforce Council Standards expect all staff to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. Young people will be treated with respect and dignity at all times. No punishments, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's policies. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and young people, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupils for their own protection or others safety this will be appropriately recorded and reported to the Head teacher and parents immediately.

**10.2 Working alone with a young person**

For their own safety and protection, staff should exercise caution in situation where they are alone with pupils. Other than in formal teaching situations; for example during musical instrument tuition, the door to the room in which a 1:1 coaching, or meeting is taking place should be left open. Where this is not practicable, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

**10.3 Social Contact and home visits**

School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the school. Home visits to pupils and their families should only take place with the knowledge and approval of the Head Teacher. Any unplanned contact or suspected infatuations or 'crushes' will be reported to the Head teacher or Senior Designated Lead immediately.

**10.4 Use of digital technology**

Staff will only use school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head teacher and Governing Body. (See the Ysgol Eirias Social Media and e-Safety policy) Staff will only use the approved school email, school learning platform or other school approved communication systems with pupils or parents/carers and only communicate with them on appropriate school business and will not disclose any persons

information e.g. email address or telephone numbers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.

### **10.5 Whistleblowing**

Staff should be aware of the schools whistle blowing procedures and all Wales Child Protection Procedures and share immediately any disclosure or concern that relates to a member of staff with the Head teacher (Mrs Evans) or the Designated Safeguarding Lead (Mr McKenzie) and if the issue is in regards to the Head teacher, then Designated Safeguarding Lead (Mr McKenzie) should be informed who will then contact the Chair of Governors.

### **10.6 Allegations against staff**

Where a member of staff is subject to an accusation of abuse, this will be fully investigated under the school's disciplinary procedures, Welsh Government Circular No:009/2014 Safeguarding Children in education – Handling allegations of abuse against teachers and other staff and the All Wales Child Protection Procedures Part 4. Advice will also be sought from a Senior Officer in Education Services and Conwy's Education Designated Safeguarding Lead. Any suspected or alleged abuse must be reported to Children & Family & Safeguarding Service or the Police.

The Head Teacher and Designated Safeguarding lead will ensure that they are fully aware of the relevant legislation and guidance in relation to procedures required when an allegation is made against a professional. (Guidance can be found on [www.wales.gov.uk](http://www.wales.gov.uk)). In summary

- If an allegation is made against **any member of staff** the Designated Safeguarding lead should be informed in the first instance unless it is about the Designated Safeguarding Lead.
- If an allegation is made against the **Head Teacher** (Mrs Evans) the Designated Safeguarding lead (Mr McKenzie) should be informed in the first instance who will then inform the Chair of Governors and Governor responsible for Safeguarding/Chair of Governors.
- If an allegation is made against the **Chair of Governors**, the Designated Safeguarding lead (Mr McKenzie) should be informed in the first instance who will then inform the Headteacher (Mrs Evans) and Governor responsible for Safeguarding/Chair of Governors.
- If an allegation is made against the **Designated Safeguarding Lead** (Mr McKenzie) the Headteacher (Mrs Evans) should be informed

See also Appendix 2 - I have a concern about a pupil

### **FOLLOW UP TO A REFERRAL BEING MADE**

Should the Social Services department decide to move to either a Care or Support Plan or Child Protection conference (and subsequent reviews) either Mr. McKenzie or Mrs. Rowlands will attend any meeting.

### **MONITORING AND EVALUATION OF THIS POLICY**

This policy will be reviewed by the Governing body every year and the local Safeguarding Audit tool will be completed and an action plan formulated and acted upon.

## **APPENDIX 1 - Signs of Abuse**

**Please note The information in this appendix is for information only. Members of staff at Ysgol Eirias are NOT required to categorise the types of the abuse they suspect when informing the Designated Lead person of a suspicion of abuse. This is decided by professionals at any subsequent Child Protection conference.**

These definitions and indicators are not meant to be definitive, but only serve as a guide to assist you. It is important too, to remember that many young people may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, Social Services will always want to understand them in relation to the young person's development and context.

Abuse and neglect are forms of maltreatment of a young people. Somebody may abuse or neglect a young people either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Young people 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 young person/people.

There are four types of child abuse. They are defined in the All Wales Child Protection Procedures and Welsh Government guidance *Safeguarding Children: Working Together Under the Children Act 2004* as follows:

### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young people.

#### **The physical signs of abuse may include:**

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks
- multiple burns with a clearly demarcated edge.

N.B. Most young people will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the young persons medical and social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbow, knees, shins, and are often on the front of the body. Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks.

**Changes in behaviour that can also indicate physical abuse:**

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression or withdrawn behaviour
- running away from home.

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a young people such as to cause severe and persistent adverse effects on the young persons emotional development. It may involve conveying to young people 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 young people. It may involve causing young people to feel frightened or in danger (i.e. living in a domestic abuse environment) or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Changes in behaviour which can indicate emotional abuse include:**

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

**Sexual Abuse**

Sexual abuse involves forcing or enticing a young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young people is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet) and through Child Sexual Exploitation.

**The physical signs of sexual abuse may include:**

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains discomfort when walking or sitting down
- Pregnancy

**Changes in behaviour which can also indicate sexual abuse include:**

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language



- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

**Neglect**

Neglect is the persistent failure to meet a young person’s basic physical and/or psychological needs, likely to result in the serious impairment of the young person’s health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a young person’s basic emotional needs.

**The physical signs of neglect may include:**

- constant hunger, sometimes stealing food from other young people.
- constantly dirty or ‘smelly’
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.

**Changes in behaviour which can also indicate neglect may include:**

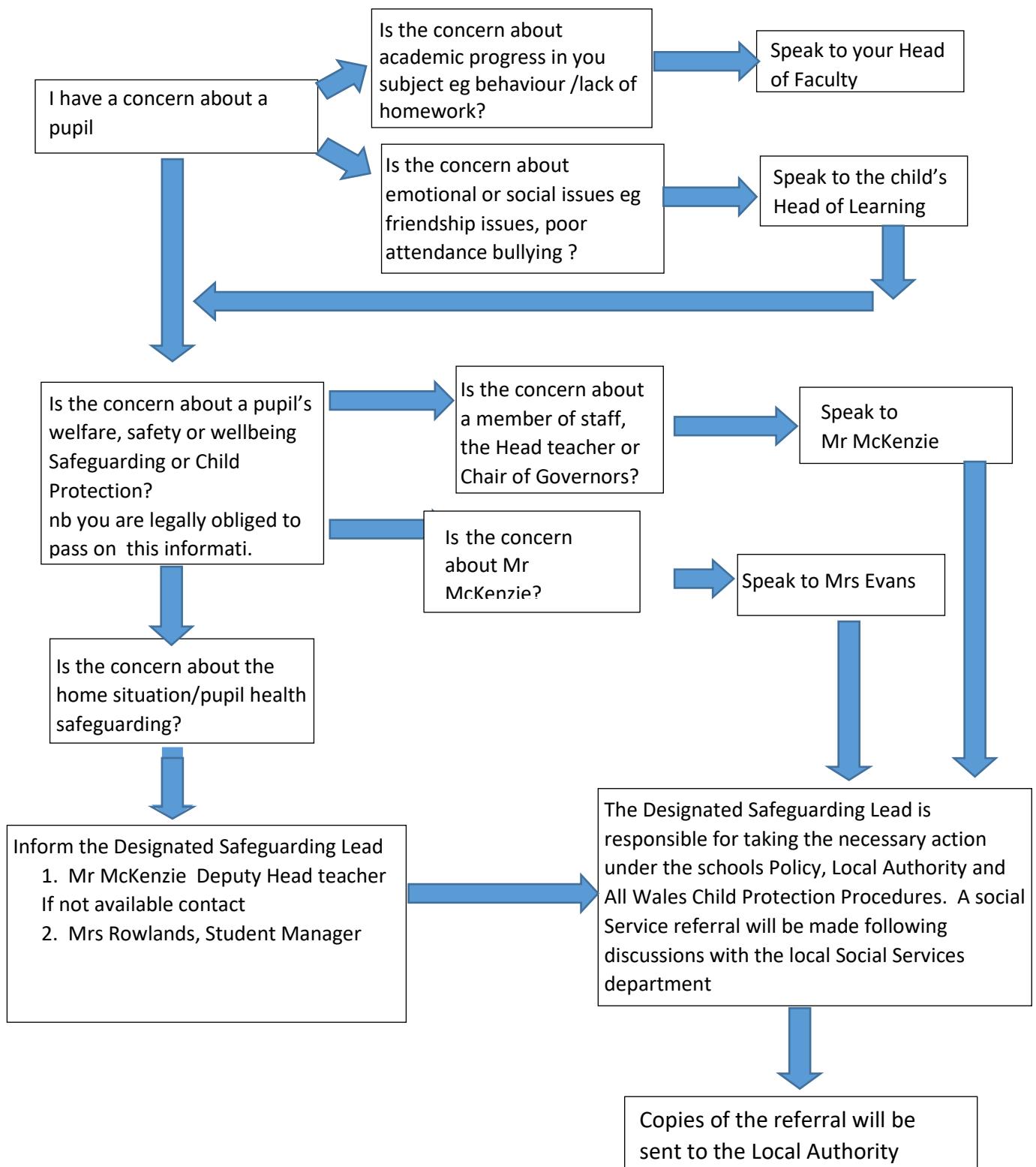
- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

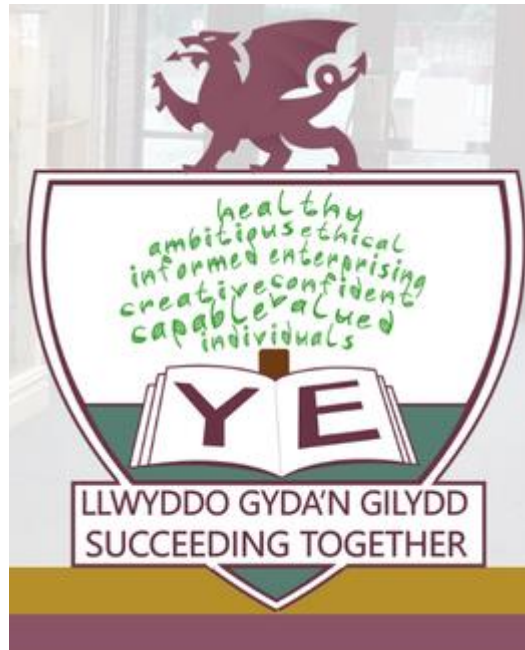
**In addition to the types of abuse mentioned above, members of staff will also be alert to specific**

**Members of staff at Ysgol Eirias are NOT required to categorise the types of the abuse they suspect when informing the Designated Lead person of a suspicion of abuse. This is decided by professionals at any subsequent Child Protection conference.**

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## Appendix 2 I have a concern about a pupil





# Child Protection and Safeguarding at Ysgol Eirias

## Safeguarding

Every child can be hurt or put at risk of harm or abuse.

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.

### Safeguarding means:

- How we keep our learners (and staff) safe.
- Protecting children from maltreatment and harm Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcome
- **In essence safeguarding is the action we take to ensure that children are safe and know how to keep themselves safe**
- **This is everyone's responsibility**

## Child Protection

Child Protection is a part of safeguarding. It focusses on protecting specific children who are suffering or are at risk of suffering significant harm because of abuse or neglect. CP is embedded in the legal system and consent is not needed to refer.

## Definitions of Child Abuse and Neglect

A child is abused or neglected when somebody inflicts harm or fails 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. 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.

Teaching staff are in a position of trust to report to the designated child protection teacher in school if they have concerns about a child's welfare, be it of a child in need or child protection nature. This includes a responsibility for teachers to identify pupils who may be at risk of radicalization.

## Categories of Abuse

### **Emotional**

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

### **Physical**

The hitting, shaking, throwing, poisoning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates or induces an illness in a child whom they are looking after.

### **Sexual**

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, this may include:

- Physical contact, including penetration or non-penetrative acts
- Non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities
- Encouraging children to behave in sexually inappropriate ways

### **Neglect**

The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including nonorganic failure to thrive.

**Financial** is also now included.

## Other considerations:

- Self-harm
- Sharing inappropriate images
- Sexual harassment
- Missing from home
- Domestic violence

### If you have a concern:

- Do not question the student - allow the student to talk freely rather than ask them direct questions
- Do not promise that you will keep any information confidential
- Explain that there are times when you are required to pass information on to ensure that a child is safe
- Record details of the disclosure as soon as possible on the Myconcern safeguarding site
- As soon as it is possible take any information you have to the Designated Child Protection teacher. At Ysgol Eirias that person is Mr Drew McKenzie (DSP) or Mrs Joanna Rowlands. If both are not available speak to the Head teacher Mrs Zoe Evans
- If the concern is about a member of staff, the Head teacher or Chair of Governors, speak to Mr McKenzie
- If the concern is about Mr McKenzie, speak to Mrs Evans
- Explain your concerns, what has been said to you etc
- Do not discuss the issues with other people

### Who are the designated staff?

Mr Drew McKenzie (DSP), Deputy Head

Mrs Joanna Rowlands, Student Manager

Mrs Zoe Evans, Head teacher

\*Mr Dave Ashworth is the Governor with responsibility for Safeguarding and Child Protection

### Safeguarding Children

As a teacher you have a duty of care to the pupils in the school. This means you are accountable for the way you exercise authority, manage risks, use resources, and protect pupils from discrimination, bullying and harm (either from themselves or others). You are also in a position of trust. You are an adult, and they are a child, therefore your relationship is not one of equals. You can never promise to keep any information a child gives you confidential. Your behaviour both in and out of work should not compromise this position of trust.

Within school policies such as Anti-Bullying, The Strategic Equality plan, Health and Safety, Physical Intervention, First Aid, Sex Education, Administration of Medicines, E-Safety etc. are in place to help safeguard young people. These policies are in place to safeguard our children and can be accessed on Teams. Please do not deviate from them - safeguard yourself!

### Safeguarding Yourself

It doesn't happen often, but occasionally a teacher has an allegation made against them. All such allegations must be investigated by the school, social services, and the police. It could have serious implications.

Suspension from work (albeit as a neutral act)

Loss of job

Loss of career

Imprisonment

\*Investigations can be made around incidents around your private life as well as your professional life

## How to avoid allegations being made against you

We are professionals responsible for educating young people. We set a good example in all things. Keep good personal relationships with pupils. You are the adult, and they (even at 18) are the child.

We do not have contact with pupils away from school outside of a professional context e.g., MS Teams - no exchanging of phone numbers, e-mail addresses etc. Sixth form are no different from Year 7. Maintain boundaries.

Within school, meet young people in as public a place as possible. If you meet in a classroom, ensure the door is open and don't sit/stand between the young person and the door.

If you need to restrain a pupil do so in line with the school's restraint policy.

- Do not engage in texting, e mail and social networking friendships
- Keep your security levels on Facebook at the highest level. Don't post photos on an "open site" Have a separate school account if necessary? Google yourself -see what's out there!
- Maintain a professional persona in your private life
- If you experience anything of concern report it to a senior member of staff
- Follow the school dress code - staff are expected to wear business dress

Please refer to the Staff Code of Conduct and Social Media Policy for more specific details about staff conduct.

## Specific Guidance - Peer on Peer Sexual Harassment & Sharing Nudes and Semi-Nudes

It is important that we keep a separate and accurate record of these two specific categories.

**Sexual Harassment:** "Persistent unwanted conduct of a sexual nature by a child towards another child that can occur online and offline. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment."

**Sharing Nudes and Semi-Nudes:** "Creating and/or sharing of nude or semi-nude images, videos or live streams by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums."

All sexual harassment incidences should be logged on **Myconcern** under the specific category set of **Sexual Harassment**. If a subsequent amendment to the category set is required this will be made by the DSP.

All sharing nudes and semi-nudes incidences should be logged on **Myconcern** under the specific category set of **Inappropriate Photography/Video**. If a subsequent amendment to the category set is required this will be made by the DSP.