



Model Child Protection Policy for organisations

Child Protection Policy for Tir Coed

Introduction

The following members of staff are the Named Child Protection Co-ordinators for this school:

Ffion Farnell (director)

Meinir Evans – Lampeter child protection coordinator

Geraint Blayney- Llanfarian Child Protection coordinator

Martin Cope- Llanidloes Child Protection coordinator

This Policy was last reviewed by the Governing Body on: 03/07/2015

1.1 *Tir Coed* fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- a. prevention through the teaching and pastoral support offered to participants;
- b. procedures for identifying and reporting cases, or suspected cases, of abuse.

Because of our day to day contact with children staff are well placed to observe the outward signs of abuse; and to offer:

- c. support to pupils who may have been abused.

1.2 Our policy applies to all staff and volunteers working in the organisation and governors.

Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

Prevention

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

Tir Coed 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 that there are adults in the organisation whom they can approach if they are worried or in difficulty;

Procedures

3.1 We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children's Board.

3.2 Tir Coed will:-

- a. ensure it has a **designated senior member of staff** with lead responsibility for Child Protection who has undertaken the appropriate training;
- b. recognise the role of the designated designated Child Protection co-ordinator and arranges support and training.

Schools should mention that their designated Child Protection Co-ordinator has received Level 2 Training as recognised by the Local Safeguarding Children Board.

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

- the name of the designated person and their role;
- that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board; and

Know 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;

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

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

g. notify the local social services team 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 including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences;

- i. keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately;
- j. ensure all records are kept secure and in locked locations;
- k. adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 *Staff Disciplinary Procedures*

Recruitment and appointment Procedures in Tir Coed

- 4.1. ensure that recruitment and selection procedures are made in accordance with the County Council Policy for **DBS (digital barring system)**
- 4.2. designate a member of staff for child protection who will oversee the school's child protection policy and practice.

Supporting the Pupil at Risk

- 5.1 We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.
- 5.2 Tir Coed 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.
- 5.3 Tir Coed will endeavour to support the pupil through:-
 - a. the content of the curriculum to encourage self esteem and self motivation
 - b. the school ethos which:-
 - i. promotes a positive, supportive and secure environment; and
 - ii. gives pupils a sense of being valued
 - c. Tir Coed's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth.

Tir Coed will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he 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 Services and the Education Inclusion Service; and
- e. keeping records and notifying Social Services as soon if there is a recurrence of a concern;

Making a Child Protection referral to the Social Services Department

6.1 Consent

Due to the nature of the allegations, especially if it's against a family member, or someone at the child's household, then, **it is NOT** appropriate to discuss matters, or seek parental consent prior to making a referral to the Social Services Department or the Police.

Bullying

7.1 Our policy on bullying is set out in *(a separate document)* and is reviewed annually by the governing body.

Physical Intervention

8.1 Our policy on 'Safe Handling' is set out in *(a separate document)* and is reviewed annually by the governing body.

Children with Statements of Special Educational Needs

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

Step 1- ALL STAFF MUST inform the * Manager of the allegation

*(unless the allegation is made against the *Manager- see end of this guide)

Step 2- The Manager will immediately have to undertake an assessment of 'the risk' and act accordingly in order to safeguard the welfare of the child/vulnerable adult. *(They may need to seek medical assistance)*

Depending on the seriousness of the allegation the Manager may need to isolate the member of staff from the child/vulnerable adult.

Step 3 - If the member of staff is totally **unaware** of the allegation made against them, then, you **must** seek advice as whether the member of staff

should be informed. In the first instance contact the Named Officer for Child Protection at the LEA. If they are unavailable, then, contact the Team Manger at the Assessment Team at Ceredigion Social Services Department for guidance.

The Manager **may** have to inform the member of staff that an allegation has been made against them if it was a clear confrontation witnessed by others and the risks are high.

*The Manager must not enter into any compromise agreements with the employee, but will need to support them since they are now the subject of the investigation.

Step 4 – In a very serious case the Manager may need to consider 'suspension'. However, this must only be considered after all other options have been exhausted. Suspension is seen as a neutral act.

If the Manager decides to 'suspend' the member of staff they are limited in the amount of information they can give the member of staff.

- They may only say that an allegation has been made against them.
- Unless they already know, they cannot tell them who made the allegation or the details of the allegation
- In order for the matter to be investigated properly they are suspending them from work forthwith. They may contact their Union for advice if they wish. This is a neutral act.
- They must give them the name of a Contact person at the school that they can get in touch with.
- They will need to give them the Telephone Number of the County's Counselling Service

*Please see- **Sample- Suspension Letter/information** (at the end of this document)

Step 5- The local authority Social Services Department must be informed of an allegation of abuse /criminal offence against a child being made about a member of staff as soon as possible. **Please Phone 01545 574000 and ask to speak to the Duty Social Worker to receive advice.**

*Following receipt of the verbal referral the **appropriate responsible Senior Manager in the local authority's Social Services Department** will co-ordinate the response.

Step 6- It is essential that the LEA 's Designated Officer for Child Protection be informed of the allegation as soon as possible who can also offer advice- Please Phone **01970 633624** or if there is no reply **01970 633601**

Step 7- A written referral must be completed on the *Dyfed Powys Multi Agency Referral form* and sent to the Assessment Team at Ceredigion Social Services with as much information as possible. The form should be e mailed to: contact-socservs@ceredigion.gov.uk

Step 8- Within 48 hours, or possibly sooner, a senior manager at Ceredigion Social Services Department will convene a strategy meeting where the Headteacher/Manager will be invited to attend (UNLESS THE ALLEGATION IS AGAINST THEM) with all available information relating to the: a) the child and b) the member of staff.

*The Headteacher /Manager should inform their Chair of Governors of the allegation, and also invite them to attend the strategy meeting

RECORDING

IT IS NOT THE ROLE OF THE MANAGER TO UNDERTAKE AN INVESTIGATION- THAT IS A DECISION TO BE TAKEN AT THE STRATEGY MEETING.

However, the Headteacher /Manager will need to **gather as much information as possible** in order to ascertain facts surrounding the allegation. This information will be considered by the Strategy meeting and should assist them in deciding the way forward.

See below Appendix 1

'Information gathering proforma' attached.

TIMELINES IN DEALING WITH AN ALLEGATION AGAINST A MEMBER OF STAFF, THE HEADTEACHER OR THE CHAIR OF GOVERNORS

Step 1. The local authority Social Services Department must be informed of an allegation of abuse /criminal offence against a child being made about a member of staff or the Headteacher as soon as possible, and on the same day as the incident comes to the attention of the Child Protection Co-ordinator, or any other member of the Governing Body.

Please Phone 01545 574000 and ask to speak to the Duty Social Worker to receive advice.

*Following receipt of the verbal referral, the **appropriate responsible Senior Manager in the local authority's Social Services Department** will co-ordinate the response.

Step 2- It is essential that the LEA 's Designated Officer for Child Protection be made aware of the allegation as soon as possible and on the same day as the incident comes to the attention of the School's Child Protection Co-ordinator or any other member of staff or the Governing Body since they can also offer advice-

Please Phone **01970 633624** or if there is no reply **01970 633601**.

Step 3- Within 48 hours or possibly sooner, a senior manager at Ceredigion Social Services Department will convene a strategy meeting where the most senior available Member of Staff will be invited to attend with all available information relating to:

a) the child and b) the member of staff or the Headteacher

(if the allegation is against a member of staff or the Headteacher, then, the Chair of Governors will be invited to the strategy meeting)

If the allegation is against the Chair of Governors the Headteacher will attend the Strategy meeting along with the governor responsible for Child Protection

The LEA's Designated Officer for Child Protection, or the Director of Education's representative will be present at all strategy meetings involving a member of school staff or the governing body. In addition a member of the Corporate Personnel Department will also be invited to attend.

Referrals

All Child Protection Referrals involving a child must be made on the ***Dyfed Powys Inter Agency Referral Form*** with as much information as possible.

If there are immediate concerns for a child, a referral should be made immediately by telephone to the Assessment Service at Ceredigion Social Services Department. In such cases the Referral Form should then be completed and sent to the Assessment Team on the same working day in accordance with the **ALL WALES CHILD PROTECTION PROCEDURES**.

CEREDIGION referrals can be made by Phoning the Contact Centre during Office hours between Monday and Friday on Tel: 01545 574000 FAX- 01545574002

E mail: contact-socservs@ceredigion.gov.uk

Outside Office Hours- Emergency Team

Tel: 01545 6015392

Recording Incidents

AS WELL AS completing the *Dyfed Powys Inter Agency Referral Form* THE FOLLOWING LOG SHOULD BE COMPLETED TO ENSURE THAT PROCESSES AND PROCEDURES HAVE BEEN FOLLOWED.

CHILD PROTECTION REFERRAL CHECKLIST & LOG
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Description of disclosure made by a child/vulnerable adult

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If there are immediate child protection concerns, then, the CP Co-ordinator / or the member of staff who has a concern should make a verbal referral without delay. The referral should be made immediately by telephone to the Contact Centre at Ceredigion Social Services department.

Following making the verbal referral this should be followed up by completing the *Dyfed Powys Inter Agency Referral Form* and e mailing it to the Assessment Team on the same working day in accordance with the ALL WALES CHILD PROTECTION PROCEDURES. The form can be e mailed to: contact-socservs@ceredigion.gov.uk

PUPIL NAME:

DATE:

TIME:

Referral made to School CP Co-ordinator

Medical attention required & followed

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Headteacher informed

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Contact made with Ceredigion SSD Phone- Contact Centre on: **01545 574000**

1.		
2.		
3.		

Name of person spoken to at SSD & the advice given:

Copy of the *Dyfed Powys Inter Agency Referral Form* completed and e mailed to:

contact socservs@ceredigion.gov.uk

Fax- 01545574002

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Copy of *Dyfed Powys Inter Agency Referral Form* e mailed to the Named Child Protection Officer at Ceredigion LEA:

Sera Llewelyn: Sera.Llewelyn2@ceredigion.gov.uk

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Copy of the *Dyfed Powys Inter Agency Referral Form* placed in Pupil's File

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Rhete S. Llewelyn
20/09/15