

# Gwenfro Community Primary School



*EIA Assessed*

## Safeguarding Policy

Agreed by the Governing Body: .....

Review date: .....

Signed: .....

Chair of Governors: .....

### Accessible Formats

Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request.

To request a copy of this document in an accessible format contact  
Gwenfro Community Primary School (01978 340380).

# **CONTENTS**

Introduction

School Commitment

## **Providing a Safe and Supportive Environment**

1. Safer Recruitment and Selection
2. Safe Practice
3. Safeguarding Information for Pupils
4. Partnership with Parents
5. Partnership with Others
6. School Training and Staff Induction
7. Support, Advice and Guidance for Staff
8. Related School Policies (inc. Children Missing from Education)
9. Pupil Information
10. Roles and Responsibilities

## INTRODUCTION

We acknowledge the original information provided by Wrexham County Council and the Welsh Assembly Government which contributed to the development of this policy. It is in line with the Wrexham County Council Child Protection Procedures.

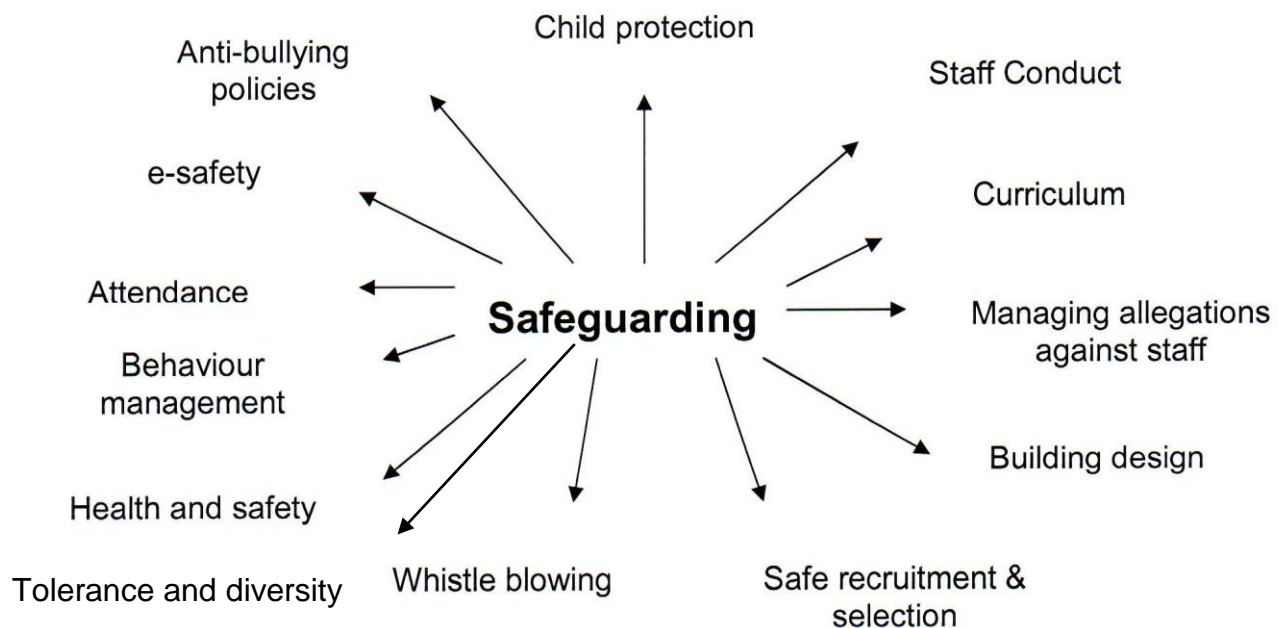
**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

'Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting'

## SCHOOL COMMITMENT

At Gwenfro Community Primary school all staff and pupils are expected to uphold and promote the fundamental principles of British values, including mutual respect, and tolerance of those with different faiths and beliefs. Gwenfro Community Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We will always take a considered and sensitive approach in order that we can support all of our pupils.



# PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

## 1. Safer Recruitment and Selection

The school complies with current *WG* guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007 in partnership with Wrexham Local Authority. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

In line with statutory changes, underpinned by regulations, the following will apply:

- a Disclosure and Barring service (DBS) check is obtained for **all** new appointments to our school's workforce through LA HR Dept; we understand it is a criminal offence for employers to take on an individual in Independent Safeguarding Authority regulated activity whom they know to have been barred and/or not refer to the ISA details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff - a copy is also held at Wrexham County Council HR Department and school works with the HR Dept to ensure the list is up to date and valid.
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA.

Headteacher and Governors will have the opportunity to undertake Wrexham Council's Safer Recruitment in Education Training. One person so trained will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## 2. Safe Practice

- Our school will comply with the current Safe Practice guidance to be found in Wrexham County Safeguarding Procedures.
- Safe working practice ensures that pupils are safe and that all staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way

- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender or sexuality
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **3. Safeguarding Information for pupils**

All pupils in our school are aware of members of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils should know that we have a senior member of staff (Headteachers) with responsibility for child protection (Mrs Jones - ALNCo if Mrs. Hurst/Mrs Owen-Jones are off site). We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. We promote tolerance and diversity through PSDWBCD and pupils learn how to keep themselves safe. In addition we make use of external support services including the Police Liaison Officer.

School's arrangements for consulting with and listening to pupils are through classteachers, Teaching Assistants, SAP Trained staff, as well as through circle time within classes. Pupils are made aware of these arrangements by class based activities, circle time, collective worship and external support agencies

### **4. 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 in order to protect a child.

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.

We encourage parents to discuss any concerns they may have with their child.

We make parents aware of our policy in the School Prospectus and parents can view this policy on request.

## **5. Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners with Gwenfro Community Primary school e.g. Wrexham Local Authority (e.g. Children & Young Peoples' Department, Social Services, Police, Health, TAC, Attendance Officer etc.) There is a joint responsibility upon all these agencies to share information to ensure the safeguarding of all children.

## **6. School Training and Staff Induction**

The school's co-ordinator for child protection are:

- Mrs. S Hurst and Mrs K Owen-Jones, Headteachers who have undertaken the basic and advanced child protection training and training in inter-agency working, (provided by Wrexham County Council) and refresher training in regular intervals.
- The child protection governor is Natalie Mulley-Jones.
- Mrs Hannah Jones will coordinate if Mrs. Hurst/Mrs Owen-Jones are off site. She has also undergone the basic and advanced child protection training.
- All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.
- New members of staff are made aware of our school policy and are trained as soon as can be arranged.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

## **7. Support, Advice and Guidance for Staff**

Staff will be supported by the Child Protection Co-ordinator (Headteacher). The Child Protection Co-ordinator will be supported by the Senior Educational Social Worker.

Advice is available from Wrexham County Duty & Assessment Team CP Unit and the Police Child Abuse Investigation Team as well as from the Safeguarding Officer for Schools.

## **8. Related School Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, bullying, tolerance and diversity and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population. These may include anti social behaviour, fire safety and kerb craft.

The school has the following policies in place which strive to ensure that children are safeguarded at all times during the school day:

- Sun safety policy
- Whistle blowing
- Pupil restraint policy
- Anti-bullying policy
- Drugs and alcohol policy
- E safety policy
- Food and Fitness policy
- Health and safety Policy
- Attendance Policy
- Play policy
- Critical incident plan
- EVC policy
- Medicines policy
- CCTV policy
- Toilet changing policy
- Behaviour and discipline policy

All members of staff and volunteers have full access to these policies.

## **9. Pupil Information**

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. In order to do this, the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information which will be stored on the administration computer system.

## 10. Roles and Responsibilities

### *Our Governing Body will ensure that:*

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that appropriate checks are carried out on staff and volunteers who work with children; e.g. references are required.
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- the school has procedures in place for promoting tolerance and diversity;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies;
- staff undertake appropriate child protection training which is updated on a regular basis;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher;
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding and child protection and liaises with the school on these matters where appropriate;
- they review their policies and procedures annually

### **The Headteacher will ensure that:**

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

### **Member of Staff with Designated Responsibility for Child Protection will:**

#### **Referrals**

- refer cases of suspected abuse or allegations to the relevant investigating agencies by completing the necessary paperwork and liaise with other agencies
- act as a source of support , advice and expertise
- liaise with the responsible Governor to inform him/her of any issues and ongoing investigations



## **Training**

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Wrexham County Council operate, make contributions at child protection case conferences and attend and contribute to these and ongoing child protection plans and core group meetings
- ensure that all staff have access to and understand the school's child protection policy;
- ensure that all staff have safeguarding training as part of their induction;
- keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

## **Raising Awareness**

- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy
- where a child leaves the school, ensure the child protection file is copied for the new school as soon as possible and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the School's Education Social Worker.
- where the parents inform school that they wish to 'home educate' their child, the ESW Service endeavours to undertake a home visit to discuss this with the parents

## **All staff and volunteers will:**

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns