

Pembroke Primary School



Child Protection and Safeguarding Policy

Updated October 2024

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To be read in conjunction with **MONMOUTHSHIRE COUNTY COUNCIL**
CORPORATE SAFEGUARDING POLICY

Introduction

1.1 Pembroke Primary School 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 pupils;
- B. Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse;
- C. Support to those pupils who may have been abused.

1.2 This policy applies to all staff and volunteers working at Pembroke Primary School and its governors. It is recognised by this school that all staff that come into contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process and it is essential that all staff are aware of and implement the school procedures as noted in this policy.

1.3 This policy should be read in conjunction with Monmouthshire's Safeguarding and Child Protection Policy.

Prevention

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard children at our school.

The school will therefore:-

- A. Establish and maintain an ethos where children feel secure, are encouraged to talk and share their concerns and will be listened to;
- B. Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- C. Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help.
- D. Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

Procedures

3.1 At Pembroke Primary School we will follow the Wales Safeguarding Procedures <https://safeguarding.wales/> and other guidance and protocols that have been endorsed and agreed by GwentSafeguarding <https://www.gwentsafeguarding.org.uk/en/Children/Protocols-and-Procedures/Regional-Documents/Regional-Protocols-Forms-Guidance-Useful-Documents.aspx>

3.2 The school will:-

- A. Ensure it has a named designated senior person (DSP) who has undertaken the appropriate training in line with agreed national and local requirements. This school will also nominate a named deputy who will be the central contact in times when the designated person is absent.

- B. Recognise the role of designated person and arrange support and training. The school will look to the SEWSCB and in particular the local authority's Designated Officer for Safeguarding in Education for guidance and support in all child protection matters in assisting the school's designated person.
- C. Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:-
- The name and contact details of both the designated and deputy person responsible for child protection.
 - That it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within timescales, by completing the agreed multi-agency form.
 - How to take forward those concerns when the DSP or Deputy DSP is unavailable
 - That the DSP and deputy will seek advice from the Lead Officer for Safeguarding in Education and/or Social Services Duty Team if necessary when a referral/safeguarding report is being considered; if in doubt a referral/safeguarding report must be sent.
- D. Ensure that all 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. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the school.
- E. Ensure that members of staff who are EWC registrants are aware of the Code of Professional Conduct and Practice for registrants with the Education Workforce Council and the expectation within the Code that the registrant has regard to the safety and well-being of learners in their care and related content
- F. Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for safeguarding and child protection by setting out its obligations in communications.
- G. Provide training for all staff so that they:-
- i) Understand their personal responsibility;
 - ii) Are cognisant of agreed local procedures and their duty to respond
 - iii) Understand the need to be vigilant in identifying suspected cases of abuse and neglect;
 - iv) Know how to support a child who discloses abuse or neglect
 - v) Understand the role online behaviours may have in each of the above
- H. Notify the local social services 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 of more than two days duration from school (or one day following a weekend)
- I. Ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in the school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
- J. Provide training for all staff so that they:-
- i. Understand their personal responsibility;
 - ii. Are cognisant of agreed local procedures
 - iii. Understand the need to be vigilant in identifying suspected cases of abuse;
 - iv. Know how to support a child who discloses abuse, particularly the do's and don'ts.
- K. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups and support these with the submission of written reports.
- L. Update Edukey with records of concerns about children, even where there is no need to refer the matter to agencies responsible for formal investigation.
- M. Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.

N. Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.

O. Adhere to the procedures set out in the Welsh Government's Disciplinary and dismissal procedures for school staff: Revised guidance for governing bodies. Ensure that recruitment and selection procedures are made in accordance with Welsh Government's Keeping learners safe guidance, national and local guidance. The school/setting will seek advice and guidance from the appropriate Human Resources on recruitment and selection.

P. Designate a governor for safeguarding who will oversee the school's safeguarding policy and practice. This governor will feed back to the Governing body on safeguarding matters as and when required but will be required to write an annual report to the governing body on the school's safeguarding activities.

Supporting the pupil at Risk

4.1 At Pembroke Primary School we recognise that children who are at risk, suffer abuse or witness violence are often affected by these in adverse ways, some may be deeply troubled by these events.

4.2 This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless when at school due to these adverse factors their behaviour may be challenging and defiant or they may be withdrawn. At this school we will endeavour to be patient and supportive to the children at risk.

4.3 The school will endeavour to support the pupil through:-

A. The content of the curriculum to encourage self esteem and self motivation (see section 2 of this policy on Prevention);

The school ethos which:- Promotes a positive, supportive and secure environment; and gives pupils a sense of being valued (see section 2 on Prevention);

- Ensures that there is an emotionally available adult (EAA) for the learner.
- Our behaviour / relationships policy, which is aimed at supporting vulnerable pupils at Pembroke Primary. All staff will agree on a consistent approach that focuses on understanding and supporting the learner and their experiences, to help them to develop more appropriate ways of communicating their distress/ behave. These approaches should focus on maintain the individual's sense of self-worth.
- We will endeavour to ensure that the learner knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred
- Liaison with other agencies who support the learner such as local authority officers – for example the Educational Psychology Service (EPS), Education Support Team (EST) or the Education Welfare Service – child and adolescent mental health services, and advocacy services
- Keeping records and notifying the local authority as soon as there is a recurrence of a concern.

When a learner on the child protection register leaves, we will transfer information to the new provider immediately and inform social services.

4.2 At Pembroke Primary we will endeavour to be patient and supportive to those at risk of harm or abuse.

Behaviour

4.5 This school has a Behaviour for Learning Policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body. This policy/information can be located on the schools website, in the policy file (hard copy and electronic).

Bullying

4.6 The school's policy on Bullying has been set out in a separate document, Bullying and Prevention policy etc. This policy/information can be located on the schools website or upon request.

Physical Intervention

4.7 The school's policy on physical intervention has been set out in the Use of Reasonable Force Policy. All staff have been trained in 'Team Teach'. This policy/information can be located on the schools website. and is consistent with the [Welsh Government's guidance Safe and effective intervention – use of reasonable force and searching for weapons.](#)

E Safety

4.8 The school's policy on E Safety has been set out in the safety and ICT Policy. This policy/information can be located on the schools website, in the policy file (hard copy and electronic).

Prevent Duties

4.9 In March 2015, the Counter Terrorism and Security Act received Royal Assent. The Act includes how we need to work together to prevent people from being drawn into Terrorism. Where we become aware of information involving identification of potential instances of extremism and radicalisation, we will refer to Adult/Children's Services in the same way as for all safeguarding concerns, as well as considering a Prevent referral.

What is the Prevent Duty?

There are four key duties for schools:

- identify local risks;
- identify at risk pupils;
- work in partnership with other agencies;
- keep children safe online, where much of the radicalisation takes place.

What our school need to do under Prevent Duties

There are four elements in implementing the Prevent duty

- to provide staff training;
- to ensure effective links to our safeguarding policy and procedures;
- to develop critical thinking in pupils, so they are aware of bias and propaganda, especially online;
- to combat extremist materials.

Preventing and challenging bullying

Our policy on the prevention of and challenging bullying is reviewed by the governing body. There are a range of Welsh Government guidance documents which underpin our approach.

Preventing and challenging bullying

[Rights, respect, equality: guidance for parents and carers](#)

Guidance to help parents and carers deal with bullying.

[Rights, respect, equality: guidance for schools](#)

Guidance to help schools deal with bullying.

[Rights, respect, equality: guidance for local authorities](#)

Guidance to help local authorities deal with bullying.

[Rights, respect, equality: guide for young people](#)

Guidance to help young people deal with bullying.

[Rights, respect, equality: guide for children](#)

Guidance to help children deal with bullying.

[Bullying: posters for children and young people](#)

An update on the revised statutory anti-bullying guidance.

[Bullying at school: guidance for parents and carers](#)

What to do if your child is being bullied.

Training provided us with the named linked officers to contact if any concerns are raised. These are: Shereen Williams 07793556803 shereenwilliams@monmouthshire.gov.uk or Heather Heaney 01633 644392/07917707343 HeatherHeaney@monmouthshire.gov.uk

Operation Encompass

Operation Encompass was launched across Monmouthshire schools on 4th March 2019 as part of a Gwent wide initiative to address limitations in the early sharing of information between Police and schools. Its aim is to safeguard children and young people who are affected by domestic abuse, by ensuring that appropriate services are made aware of an incident at the earliest possible opportunity.

We fully support Operation Encompass the purpose of which is to safeguard and support those children and young people who have witnessed and/or been present at the time of a domestic abuse incident.

Following such an incident taking place, children will often arrive at school distressed and unprepared. Operation Encompass aims to ensure that appropriate school staff are made aware at the earliest possible stage in order to provide relevant and tailored support to children and young people in a way that means that they feel safe and included.

All information will be managed sensitively, and only staff who need to be made aware will know about the concern.

Physical punishment of children

Since 21 March 2022 all physical punishment of children is illegal in Wales. Children now have the same protection from assault as adults.

Any concerns for children around physical punishment will be managed as per our legal duty to report safeguarding concerns.

Information, advice and support is available for anyone who needs it, to help them find positive ways to manage children's behaviour and to help avoid such a situation ever happening. [Information for parents Parenting. Give it time](#) offers positive parenting practical hints, tips and expert advice to encourage good behaviour from children and alternatives to physical punishment.

Their [parenting support page](#) offers links to further support and helplines.

Universal parenting support and advice is provided by midwives, health visitors, GPs and your local authority.

Early help programmes such as [Flying Start](#) (if you live in a Flying Start area) and [Families First](#) can also offer advice and support.

Following such an incident taking place, children will often arrive at school distressed and unprepared. Operation Encompass aims to ensure that appropriate school staff are made aware at the earliest possible stage in order to provide relevant and tailored support to children and young people in a way that means that they feel safe and included.

All information will be managed sensitively, and only staff who need to be made aware will know about the concern.

Children with additional learning needs

We recognise that statistically children with additional learning needs are most at risk of abuse. Staff who work with learners with an additional learning need, such as a profound and multiple disability, sensory impairment, neurodiversity or emotional and behavioural dysregulation, need to be particularly sensitive to signs of abuse.

Children who enter the Looked after System

4.12 This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school has a responsibility to support the council in its role as corporate parent. The school's policy on Children Looked After can be located on the schools website and upon request.

Information for all staff/Volunteers

What to do if a learner tells you they have been abused or harmed

A learner may confide in any member of staff/volunteer. Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- You must report orally to the school's **Designated Person for Child Protection or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the school;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the child it is an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;
- Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the designated person. Often what is initially shared is the tip of an iceberg;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others.

If an allegation of abuse is made against a member of staff/volunteer this must be reported to the DSP.

Where an allegation is against a member of staff it will be reported to Children's/Adult Services in the same way as for all allegations of abuse.

If an allegation is made against the Headteacher, you must report this to the Chair of Governors, and advice must be sought from the Lead Officer for Safeguarding in Education or Children's Services if they cannot be reached.

The DSP will have read and fully understood the [Safeguarding children in education: handling allegations of abuse against teachers and other staff](#)

Confidentiality

6.1 Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing safeguarding concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

6.2 The school/setting has pastoral responsibilities. Only those with a professional involvement, e.g. the designated senior person and the head teacher, have access to the child protection records. At all other times records are securely locked and separate from the child's main file.

Training

7.1 The school will be cognisant of national and local training requirements and guidance, which will include Gwent Safeguarding advice and training opportunities.

7.2 The school will ensure that the Designated Senior Person (DSP) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will support the DSP's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated senior person will be given.

7.3 All staff/ volunteers will be regularly updated during the year as appropriate from the designated lead, but will receive specific safeguarding awareness raising training within a 2 year period.

The Designated Safeguarding Lead at this setting is:-

Jade Wakley (Head teacher)

The Deputy Designated Safeguarding Lead/s at this setting are:-

James Shields (Assistant Headteacher) Laura Mellens (Assistant Headteacher) Julia Carpenter (SRB Lead Teacher)

The nominated governor for child protection at this school is:-

Peter Nurse

The Lead Officer for Safeguarding in Education for Monmouthshire County Council is:-

Heather Heaney

Phone: 01633 644392

Email; HeatherHeaney@monmouthshire.gov.uk

Monmouthshire Adult Services can be contacted as follows:-

Phone: 01873 735492

Out of hours telephone number: 0800 328 4432

In an emergency, please call 999 to report a vulnerable adult at risk

- Monday – Friday 9am to 5pm we operate a duty service in each locality.
- If you are reporting an adult at risk who lives in South Monmouthshire, you can speak to someone on telephone number 01291 635666.
- If you are reporting an adult at risk who lives in Abergavenny area, you can speak to someone on telephone number 01873 735885.
- If you are reporting an adult at risk who lives in Monmouth area, you can speak to someone on telephone number 01600 775100.
- Outside of office hours you can contact the Adult Services Emergency Duty Team on 0800 3284432.

Monmouthshire Children's Services can be contacted as follows:-

Phone: 01291 635669

This policy was updated on 22nd October 2024 and is reviewed annually.