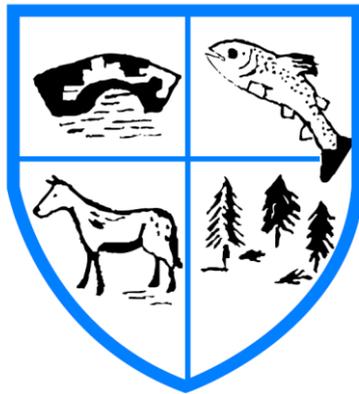


YSGOL LLANYBYDDER SCHOOL



SAFEGUARDING POLICY

2018-19

YSGOL LLANYBYDDER SAFEGUARDING POLICY

1. INTRODUCTION

1.1 “Every Child Matters”

When the government published “Every Child Matters” it raised 5 key issues that were deemed essential to the complete development of each and every child. These issues stated that every child must:

- ◆ be and stay safe
- ◆ be healthy
- ◆ be able to enjoy and achieve
- ◆ be able to achieve economic well-being
- ◆ make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

2. Awareness and Prevention

2.1 The Welsh Government has published guidance in circular 005/2008 “Safeguarding Children In Education” and we have used this in formulating our own safeguarding statement.

2.2 The definition of Safeguarding Children that schools work to is:

- Protecting children from maltreatment
- 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

and undertaking that role so as to enable children to have optimum life chances and enter adulthood successfully.

This definition covers the full spectrum of safeguarding:

- ◆ **Universal safeguarding** – Working to keep all children and young people safe and create safe environments for all children
- ◆ **Targeted safeguarding** – Some groups of children are more at risk than others, and it is important to target policies and services to these groups, to help keep them safe from harm i.e. children with additional needs or children in need
- ◆ **Responsive safeguarding** – Unfortunately, no matter what we do, there will always be some children and young people who suffer harm. We need to respond quickly and appropriately when this happens – supporting children and dealing with those who harm them i.e. children in need of protection

The school also works within a child protection system. Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

2.3 Ysgol Llanybydder Safeguarding Children Statement

Ysgol Llanybydder fully recognises its responsibilities for safeguarding and promoting the health and well-being of all the children in its care. Our Designated Safeguarding representative for the school is **Mr Gareth Jones** and the deputy designated representative for the school is **Mrs Meinir Davies**.

We therefore strive to:

- ◆ Raise awareness of safeguarding issues and equip children with the skills needed to keep them safe
- ◆ Implement the Carmarthenshire procedures for identifying and reporting cases, or suspected cases, of abuse
- ◆ Support children who have been abused in accordance with the Carmarthenshire procedures
- ◆ Establish a safe environment in which children can learn and develop
- ◆ Ensure that all staff receive appropriate safeguarding training in compliance with the Carmarthenshire Training Strategy

2.4 We are aware that because of the day-to-day contact with the children, school staff are well placed to observe the outward signs of harm. We, therefore, work hard to:-

- ◆ Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ◆ Ensure children know that there are adults in the school whom they can approach if they are worried

4. Support for Pupils who may have suffered abuse and neglect

3.1 We are aware that children who are significantly harmed or at risk of significant harm or who witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support children through: -

- ◆ The content of the curriculum
- ◆ Supporting the appropriate assessment of their needs
- ◆ The school ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued
- ◆ The school behaviour policy, which is aimed at supporting vulnerable children in the school. The school will ensure that the child knows that some behaviour is unacceptable but

they are valued and not blamed for any harm, which has occurred

- ◆ The school Anti- Bullying Policy is also aimed at protecting vulnerable pupils who may have been victims of abuse
- ◆ Liaison with other agencies that support the child such as Children and Family Services, Child and Adolescent Mental Health Service, Education Welfare Service and Educational Psychology Service

4. The Health and Safety Policy

- 4.1 The school has a health and safety policy, which is monitored annually. A copy of this policy can be viewed by arrangement at the school office.
- 4.2 Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.
- 4.3 Risk Assessment is undertaken for activities, visits and trips.

5. First Aid

- 5.1 In school there are trained members of staff who oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:
- ◆ A person trained in first aid is consulted
 - ◆ The incident is logged in the accident book and the child is given a slip detailing the accident to take home
 - ◆ For head injuries a call to parents/carers is issued
 - ◆ If there is any doubt at all a parent/carer is contacted

For guidance around giving pupils medicine please see separate Medicines Policy.

- 5.2 For matters of an intimate nature, staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head Teacher or Senior Teacher. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances the appropriate emergency service will be contacted as a matter of urgency before the parent.

6. Site security

6.1 Ysgol Llanybydder is situated on a secure site, which is controlled by precise management directives to which everyone on site must adhere. Laxity can cause potential problems to safeguarding. Therefore:

- ◆ Doors should be closed to prevent intrusion but to facilitate smooth exits
- ◆ Visitors, volunteers and students must only enter through the main entrance and after signing in at the office
- ◆ Children will only be allowed home with adults with parental responsibility or confirmed permission
- ◆ Empty classrooms should have closed windows
- ◆ Children should never be allowed to leave school alone during school hours, and if collected by an adult, permission from the Headteacher or classteacher needs to be sought

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report the matter immediately to the Headteacher or Senior teacher. Then parents and police will be informed of the circumstances.

7. Attendance

7.1 Excellent attendance is expected of all children. When children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.

7.2 The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are collated each term and reported termly to the government, and to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school has a duty to report such issues to the LA and the LA has a duty to consider investigating the issues and in some cases to instigate legal action.

NB Be aware that absence can be an indicator of other issues including those around safeguarding.

7.3 Children Missing from School

The Education and Inspectors Act 2006 places a duty on Local Authorities to establish the identities of children missing from education in their area. The school must comply with the Carmarthenshire Missing Children procedures. The school will explore why children are not in school and report as per the Carmarthenshire procedure to the Education Welfare Service.

8. Confidentiality

8.1 Appointments of staff and induction of newly appointed staff and work placements

All staff appointed to schools will be in compliance with the Carmarthenshire Standards for Safer Recruitment procedures. People working and volunteering in schools are required by law to have an enhanced Disclosure and Barring Service (DBS) check. This will provide any information to the registered body Carmarthenshire County Council (DBS) on any convictions, cautions or other police information relevant to the work. The Local Authority will consider the relevance of information on the DBS clearance and may seek further information in line with the Safer Recruitment Policy if there is a cause for concern. Where there is a considered risk to working with Children a decision will be taken by the Local Authority in consultation with the Headteacher and/or Chair of Governors as to whether to progress the appointment or not.

Further information and advice regarding safer recruitment issues can be obtained through the Council's Human Resources team tel. 01267 234567.

9.3 All new staff in the school will receive an induction programme including safeguarding children.

9. Volunteers/Visitors

9.1 Induction of volunteers

For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building the school initiates an enhanced DBS search. Visitors, who do not yet have clearance, will under no circumstance be left alone with a child or group of children.

9.2 Welcoming visitors

It is the responsibility of the employing statutory agency of the professional personnel visiting schools to ensure that their staff, have appropriate and up to date DBS checks in place. The school will assume that these appropriate DBS checks are in place but can request confirmation of staff identity and DBS clearance at any time should they deem it necessary. All professional personnel visiting schools will have appropriate identity, which they must produce upon visiting the school. The school will check identity of staff before admittance into the school and all visitors will be expected to sign in. People undertaking work on site who may not have a DBS check as it is not pertinent to their employment will not have unaccompanied access to children.

All other visitors to the school will be accompanied at all times by staff in the school.

10. The Child Protection Policy

- 10.1 The designated adult for Child Protection is Mr Gareth Jones and the designated governor responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations being made against the Headteacher is Mr Daryl Thomas. There is a detailed Child Protection Policy, which should be read in conjunction with this document. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Most governors and all staff have had appropriate Child Protection Training, which is updated at least every three years.
- 10.2 This school follows WAG guidelines which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/ herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment.
- 10.3 All concerns regarding children at risk of significant harm will be dealt with following the Carmarthenshire Procedures via the schools Child Protection Coordinator.

11. The Design of the Curriculum and the Extra Curriculum Agenda

- 11.1 The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in Personal, Social and Health Education, where relevant issues are discussed with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and reflect upon these issues.
- 11.2 Secondly, the curriculum is designed so that safety issues within the subject are discussed, and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Head Teacher.

Visiting speakers, with correct clearance, are always welcome into school so that they can give specialist knowledge to the children.
- 11.3 Introduction and development of the use of SEAL materials will help to develop resilience and reduce vulnerability. The resource helps to teach social, emotional and behavioural skills to all pupils helping to raise self-esteem. Children and young people with good self esteem value and seek to protect themselves and others.

12. Internet Safety

- 12.1 Children should be encouraged to use the internet as much as is possible, but, at all times, in a safe way. Parents are asked each year if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child, the issue should be reported to the Head Teacher without delay.
- 12.2 The school is safeguarded by firewalls established by the LEA and internet access is secured through this internet provider.
- 12.3 The school will operate in compliance with the agreed Acceptable Use Policy.

13. Diversity and Equality

(To include duties for Race, Gender and Disability)

- 13.1 The school will operate in compliance with the Carmarthenshire Diversity Policy.
- 13.2 At Ysgol Llanybydder we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes.
- 13.3 Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

15. Behaviour policy

Good behaviour is essential in any community and at Ysgol Llanybydder we have high expectations for this. Our Behaviour Policy details the rewards and sanctions available for use by staff. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children:

- ◆ Showing another teacher good work
- ◆ Certificates
- ◆ Merit Points
- ◆ Celebration Worship

But the sanctions range from:

- ◆ A telling off
- ◆ Being removed from the class into another class

- ◆ Loss of playtime
- ◆ Reporting to a senior member of staff
- ◆ A letter home
- ◆ Exclusion

15. Anti Bullying Policy

Ysgol Llanybydder's definition of bullying is:

"Bullying is a behaviour which can be defined as a repeated attack, physical, psychological, social or verbal by nature, by those in a position of power which is formally or situationally defined, with the intention of causing distress for their own gratification." (Besag, 1989)

The school agrees with The Anti Bullying Alliance, that bullying falls into 2 categories:

- ◆ **emotionally harmful behaviours** such as taunting, spreading hurtful rumours and excluding people from groups and:
- ◆ **physically harmful behaviours** such as kicking, hitting, pushing or other forms of physical abuse.

and it is bullying if:

- ◆ It is repetitive, willful or persistent
- ◆ It is intentionally harmful, carried out by an individual or group
- ◆ There is an imbalance of power leaving the person who is bullied feeling defenceless

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.

Children are encouraged to 'TELL'. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated.

There is a more detailed Anti-bullying Policy that is available from the school office, by arrangement.

16. Racial tolerance

- 16.1 In line with the Diversity Policy the school asserts that pupils will be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism.

If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make Ysgol Llanybydder even better.

- 16.2 Racism is tackled in both the RE and in the PSHE curricula and also in Assembly. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

17. Record Keeping

We take account of guidance and the outcomes of 'Every Child Matters to:-

- ◆ Keep written records of concerns about children, even where there is no need to refer immediately.
- ◆ Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- ◆ Ensure that, when a child on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

18. Photographing and videoing

At Ysgol Llanybydder we have taken a sensible, balanced approach to photographs and videoing in schools and schools activities outside the school.

The school will seek individual permission from parents/guardian to photograph the individual child; this may be done upon entry to the school at the beginning of the school year. For group activities permission will be sought from all parents/guardians. If an individual parent does not agree to the photographing or videoing of their child in the group activity this may prohibit photographing or videoing the group activity or it will be done sensitively without including the specific child in the photographs or video.

The school will operate within the above guidelines, which allows parents to photograph or video.

School photographs that are for use outside school are anonymous unless specific permission has been received from parents/guardian.

19. Whistle-blowing or Allegations against a member of staff

Any member of staff or visitor to the school who has concerns about people working with children and their suitability, whether they work in a paid or unpaid capacity has a responsibility to follow the Carmarthenshire policy for Managing Allegations Against People who work with Children. They should notify the nominated senior manager for Learning, Schools and Communities which is Mr Gareth Morgans. The Local Authority Designated Officer on 01267 234567. All concerns reported will be appropriately recorded and information treated according to the school confidentiality policy. For any complaints about the Head Teacher, Mr Gareth Morgans should be contacted immediately.

	Name	Signature	Date
Chair of Governors	Daryl Thomas		12/1/2018
Headteacher	Gareth Rhys Jones		12/1/2018

Review Date	12/1/2019
-------------	-----------