



Ein Rhanbarth ar Waith
Education through Regional Working

SAFEGUARDING & CHILD PROTECTION POLICY

Cynghrair o 6 awdurdod lleol yw ERW a reolir gan gyd-bwyllgor cyfansoddiadol cyfreithiol.
Y nod yw gweithredu strategaeth a chynllun busnes rhanbarthol cytunedig a chefnogi gwelliant ysgolion.

ERW is an alliance of 6 local authorities governed by a legally constituted joint committee.
Its aim is to implement the agreed regional strategy and business plan to support school improvement.



Foreword

ERW's vision is for a consistently high performing school network across the region with every school a good school offering high standards of teaching under good leadership resulting in all learners achieving their maximum potential.

Protecting our learners and vulnerable adults is a fundamental principle for the region, and ERW as well as its constituent Local Authorities and schools have a key role to play if we are to ensure that all children and young people are safe and secure whilst in education.

Protecting children and vulnerable adults from abuse is a shared responsibility for all staff. It should never be assumed that somebody else will recognise and report when children or vulnerable adults are at risk.

To safeguard children and vulnerable adults it is essential that all agencies work effectively together. Our policy is governed by a number of guidance documents as listed below. However, [The Children Act 1989](#) is the main source of guidance in the area of Child Protection:- [Working Together under the Children Act 2004](#), [Safeguarding Vulnerable Groups Act 2006](#), [Controlled Activities Wales Safeguarding Children](#); [Working Together for Positive Outcomes 2004 Welsh Circular 52/95](#), [Protecting children from abuse- the role of the education service and the update of the annexe to 52/95- the NEOST guidance](#). [Safeguarding Children in Education: the role of local authorities and governing bodies under the Education Act 2002](#), [National Assembly Circular 34/02 Child Protection: preventing unsuitable people from working with children and young people in the education service](#). [Safeguarding Children in whom illness is fabricated or induced \(2008\)](#). [United Nations Convention on the rights of the Child](#), [WO Circular 52/95 'Protecting Children from Abuse: 'The role of the Education Service'](#). The procedures to be followed when there is a concern are covered in the ['All Wales Child Protection Procedures \(2008\)](#)

Introduction

"We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child's welfare" - Safeguarding Children:

[Working Together under the Children Act 2004](#)

This policy should be read in conjunction with the policies and procedures of the six ERW local authorities. Staff should follow the safeguarding procedures and arrangements of their employing organisation in the first instance, and where working outside their employing organisation should refer to the relevant authority as noted in the annex.

This document

- sets out the arrangements that core ERW staff should follow in the event of a concern or disclosure; and

- makes clear the arrangements for staff working outside their employing organisation or across schools/ local authorities.

The policy will be reviewed annually taking into account feedback and any new policy documentation or guidance.

ERW is committed to ensuring the safety and protection of all children and vulnerable adults and will take action to safeguard their wellbeing and acknowledge that children and vulnerable adults have a right to protection.

ERW works with the multi-disciplinary partners within the framework established by:

. CYSUR – Regional LSCB

. Western Bay LSCB

. The All Wales Child Protection Procedures 2008

. Safeguarding Children: Working Together Under the Children Act 2004 Section 28 Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children.

. The procedures to be followed if there are Allegations of Professional Abuse are covered in Part 4 of the ALL WALES CHILD PROTECTION PROCEDURES 2008 (for further detail see PCC's arrangements as employer).

Aims

- All schools and ERW aims to provide an environment in which children and vulnerable adults feel safe, secure, valued and respected and feel confident, and know how to approach adults if they are in difficulties believing they will be effectively listened to.

There are three main elements to our policy in implementing the above aim:

- Prevention through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school & work location safe environment where children know who to approach with any concerns about their welfare. This is highlighted in the Business Plan priority:

‘to improve the quality of safeguarding across the region’.

- Procedures for identifying and reporting concerns about the welfare of a child are found in The All Wales Child Protection Procedures

- Preventing Unsuitable People Working with Children through robust vetting and recruitment processes is essential. ERW has adopted the Pembrokeshire County Council policy for staffing and safe recruitment.

1. Prevention

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

ERW will:

- Establish and maintain an ethos where children and vulnerable adults feel secure and are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know that there are adults in the school/service whom they can approach if they have concerns about their welfare, are worried or in difficulty.
- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse and information about who to turn to for help.
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care and parenting skills.
- Make sure all necessary staff have an up to date DBS (Disclosure and Barring Service) check.

Individual local authorities will:

- ensure that staff they employ to work as part of ERW have the necessary DBS check;
- receive appropriate training and development;
- are fully aware of and comply with the expectations set out in ERW's policy and how it dovetails with the individual LA arrangements.

2. Procedures

This policy is compliant with the All Wales Child Protection Procedures 2008.

The role of the Designated Child Protection Co-ordinator

All schools, local authorities and ERW must have a designated senior member with responsibilities for dealing with child protection issues and providing advice /support to other staff.

ERW's designated officer should make an annual report to the Joint Committee.

Matters to include:

- feedback on issues affecting this child protection policy,
- child protection training received by staff
- monitoring staff of alleged abuse.
- The name of the Designated Child Protection Co-ordinator must be clearly displayed.
- Ensure all staff members are aware of how to report any concerns they may have about the welfare of a child.

- Ensure each member of staff and any volunteers have access to and understand this child protection policy.
- Ensure that all staff are aware of their responsibility to refer any concerns about the welfare of a child to the relevant LA's Social Services Department.
- Ensure that all staff members are aware of the role of the designated senior member of staff for child protection in providing a source of support, advice and expertise in making appropriate referrals to the Children and Families Assessment Team.

ERW responsibility to the Designated Member of Staff for Child Protection:

Ensure the designated member of staff for child protection has the time and training to undertake her/his duties to act as a source of support, advice and expertise in making appropriate referrals to the Children & Families Assessment Team.

All Child Protection Co-ordinators should have undertaken Level 2 Child Protection training. A record of the level of training undertaken by school and DECS establishment staff working with children and vulnerable adults should be kept on file with dates.

The LSCB will arrange a regular programme of training at Level 2 (whole day) for all those designated Child Protection Co-ordinators. Schools and DECS establishments will be notified of the training events that are available throughout the year.

In addition, it is the responsibility of the CP Co-ordinator to ensure that induction training in child protection is made available to all staff and volunteers so that they are fully aware of the procedure to be followed if they have a concern with regard to a child or vulnerable adult.

Recognising Child Abuse

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- Neglect
- Physical Injury
- Sexual Abuse
- Emotional Abuse

Both advisory and non-advisory staff are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication between schools and the Education Service, and between schools and other agencies such as the LAs Social Services Department and the Police.

Immediate Action

a) Inform the school/Establishment's designated person for child protection. If the designated child protection person is unavailable, this should not delay members of staff from making a referral to the LAs Social Services.

Carmarthenshire County Council - Tel: 01554 742322 (Out of hours – Tel: 01558 824283)

Ceredigion County Council –Tel: 01545 574000 (Out of hours – Tel: 0845 6015392)

Neath Port Talbot - Tel: 01639 686803 (Out of hours – Tel: 01639 895455)

Pembrokeshire County Council - Tel: 01437 776444/764551 (Out of hours – Tel: 08708 509508)

Powys County Council – Tel: 0845 6027050 (Out of hours – Tel: 0845 054 4847)

Swansea City Council – Tel: 01792 635700 (Emergency Duty Team: 01792 775501)

b) All concerns about the welfare of a child should be referred to Social services who will assess whether the concern is a Child in Need or Child in Need of Protection.

c) If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff MUST NOT take the child through a formal interview to confirm the concerns but must IMMEDIATELY refer the matter to social services.

d) The School/Establishment/ LA CP Co-ordinator or senior member of staff should be immediately notified of all referrals made to social services.

e) If the child is about to leave the school premises the Headteacher/Head of establishment should be informed. The Headteacher, in consultation with the social services will decide on the next step to be taken.

If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken.

a) If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency the 999 service should be used.

b) The Children and Families Assessment Team with responsibility must be informed of this course of action IMMEDIATELY since they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.

c) In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Child and Families Assessment Team or the Police who will make the decision as to when the parents/carers will be notified.

d) The Designated Child Protection Officer of the Local Education Authority must be immediately informed of this course of action.

Subsequent Actions

a) Copies of ALL referrals must be confirmed on the Multi Agency Referral Form and e-mailed to the Children & Family Assessment Team and to the Designated Officer for Child Protection at the Local Education Authority as soon as possible from the initial telephone call.

b) In a case of suspected child abuse, if it is in the best interest of the child, the Headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or the Child Care Assessment Team provided he/she or his/her nominee is also present- this will be the staff member who knows the child well. Any statement resulting from an interview in school must be read by the Headteacher or his/her nominee and signed as an accurate record of what was said.

In cases where a child tells you about possible abuse

a) When an allegation is made directly by a child, you must explain that you have a duty to pass the information to the Child Care Assessment Team or the Police.

b) DO NOT give absolute pledges of confidentiality.

c) Listen to the child rather than directly questioning him or her.

d) Never stop a child who is freely recalling significant events.

e) Make a note of the discussion, take care to record the timing, setting and personnel present, as well as what was said*. It is imperative that you record the exact words used by the child.

f) All concerns about the welfare of a child or vulnerable adult should be referred to the Children and Families Assessment Team. Advice and support in making a referral may be sought from the designated person for child protection in the LA. However, the absence of that person must not delay the referral.

g) Inform the school/establishment's designated person for child protection as soon as possible that a referral has been made.

Dealing with an allegation of abuse against a member of staff when it is alleged or suspected that a pupil or vulnerable adult has been abused by a member of staff the following procedures must be undertaken.

Procedures with regard to allegations against a professional are found in Part 4.3.6 of the 'All Wales Child Protection Procedures 2008'.

If a child makes an allegation against a member of staff these are the detailed steps to be followed:-

Step 1 - ALL STAFF MUST inform the managing director of the allegation.

Step 2 - The Headteacher/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).

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 LA. If they are unavailable, then, contact the Team Manager at the Assessment Team at PCC social services for guidance.

The Headteacher/ 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 Headteacher /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.

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

Step 4 – In a very serious case the Headteacher/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 Headteacher/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 be told who made the allegation, or the details of the allegation.

. In order for the matter to be investigated properly they may have to suspend them from work forthwith. The employee may contact their Union for advice if they wish. This is a neutral act.

. The employee must be given the name of a Contact person at the school/place of work that they can get in touch with.

. They need to be given the Telephone Number of PCC Counselling Service.

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 the following and ask to speak to the Duty Social Worker to receive advice.

Carmarthenshire County Council - Tel: 01554 742322 (Out of hours – 01558 824283)

Ceredigion County Council –Tel: 01545 574000 (Out of hours – Tel: 0845 6015392)

Neath Port Talbot - Tel: 01639 686803 (Out of hours – Tel: 01639 895455)

Pembrokeshire County Council - Tel: 01437 776444/764551 (Out of hours – Tel: 08708509508)

Powys County Council – Tel: 0845 6027050 (Out of hours – Tel: 0845 054 4847)

Swansea City Council – Tel: 01792 635700 (Emergency Duty Team/Out of hours – Tel: 01792 775501)

*Following receipt of the verbal referral the appropriate responsible Senior Manager in the local authority’s Social Services Department will coordinate the response.

Step 6 - It is essential that the LA concerned Designated Officer for Child Protection be informed of the allegation as soon as possible who can also offer advice-

Carmarthenshire County Council – Tel: 01554 742322 (Out of hours – 01558 824283)

Ceredigion County Council –Tel: 01545 574000 (Out of hours – Tel: 0845 6015392)

Neath Port Talbot - Tel: 01639 686803 (Out of hours – Tel: 01639 895455)

Pembrokeshire County Council - Tel: 01437 776444/764551 (Out of hours – Tel: 08708509508)

Powys County Council – Tel: 0845 6027050 (Out of hours – Tel: 0845 054 4847)

Swansea City Council – Tel: 01792 635700 (Emergency Duty Team/Out of hours – Tel: 01792 775501)

Step 7 - A written referral must be completed on the Multi Agency Referral form and sent to the Assessment Team at Ceredigion Social Services with as much information as possible. The form can be e mailed to:

Carmarthenshire County Council - safeguarding@carmarthenshire.gov.uk

Ceredigion County Council – contact-socservs@ceredigion.gov.uk

Neath Port Talbot - social.services@npt.gov.uk

Pembrokeshire County Council - CCAT@pembrokeshire.gov.uk

Powys County Council – <http://www.powys.gov.uk/en/contact-the-council/>

Swansea City Council – access.information@swansea.gov.uk/edt@swansea.gov.uk

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

Record Keeping

- IT IS NOT THE ROLE OF THE HEADTEACHER/MANAGER/ADVISER TO UNDERTAKE AN INVESTIGATION- THAT IS A DECISION TO BE TAKEN AT THE STRATEGY MEETING LED BY THE SOCIAL SERVICES DEPARTMENT.

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.

Any member of staff receiving a disclosure of abuse from a child or vulnerable adult person, or noticing signs or symptoms of possible abuse in a child/vulnerable adult should make notes as soon as possible, of what was said or seen, putting the scene into context, and giving the time and location.

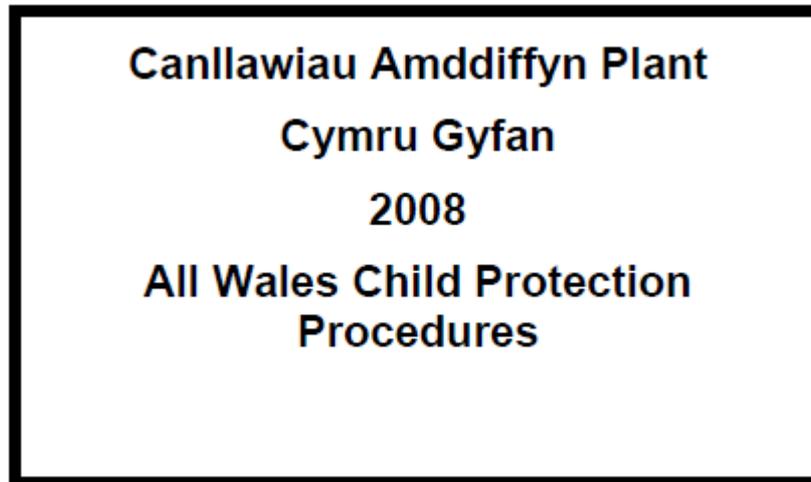
Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the designated teacher for child protection/designated CP person at the establishment.

OTHER

- For ERW employed staff, the Use of internet procedures policy of Pembrokeshire County Council should be adhered to.
- Schools should have their own policy which must be reviewed annually by the Governing Body. The guidance focuses on the personal safety and wellbeing of pupils in the school and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks associated with internet usage.
- Where services or activities are provided separately by another organisation, the governing body and ERW will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection.

Annex 1: All Wales Child Protection Procedures

<http://www.awcpp.org.uk/wp-content/uploads/2014/03/All-Wales-Child-Protection-Procedures-2008.pdf>



www.awcpp.org.uk

Produced on behalf of All Local Safeguarding Children Boards in Wales

Cynhyrchwyd ar ran Byrddau Lleol Diogelu Plant Cymru Gyfan

Annex 2: Pembrokeshire County Council Safe recruitment arrangements

Recruitment & Selection Policy

As a large public sector employer, Pembrokeshire County Council recognises the importance of having open, fair and ethical arrangements in place for the appointment of its employees. This document sets out the Council's corporate policy framework for recruitment and selection activity.

All appointments to paid employment with Pembrokeshire County Council shall be made on merit, i.e. the criteria for selecting persons for employment shall be their ability to fulfil the requirements of particular posts as defined by job descriptions and person specifications.

All appointments shall be consistent with the Council's obligations as an employer under current legislation and in particular the Equality Act.

All appointments shall be consistent with the principles and objectives of the Council's Equal Opportunities Statement.

All recruitment exercises shall be conducted in accordance with the provisions and standards of the Council's Recruitment and Selection Code of Practice, and advice given to line managers.

The Council shall take steps to ensure that all persons authorised to participate in the recruitment and selection of people to work for the Authority are adequately and appropriately trained to fulfil their responsibilities.

This policy, the Code of Practice and advice which supports it, will be periodically reviewed or revised to reflect changes in recruitment practice, employment legislation, the labour market and working patterns

Safeguarding Children and Vulnerable Adults

Pembrokeshire County Council is committed to safeguarding the wellbeing of children, young people and vulnerable adults in its care, within a culture that gives safeguarding the highest priority. Our employees are required to share this commitment.

To this end, employees who will work with children or vulnerable adults will be recruited in accordance with the Council's Code of Practice, and vetted to set standards. This means appropriate background checks through the Disclosure and Barring Service (DBS) and satisfactory references are mandatory. Applicants' suitability to work with children will be probed through checks with current and previous employers as part of the vetting process, and at interview. The Council will not employ anyone to work with children or vulnerable adults where there is any reasonable doubt about their suitability to do so.

The Council will ensure that the employee induction training process includes guidance on safeguarding and protection best practice, and that employees are carefully and regularly supervised in their work with children and vulnerable adults.

Annex 3: Policy and procedures – LA



3.1 Pembrokeshire

http://www.pembrokeshire.gov.uk/content.asp?nav=1210,1211,1226&parent_directory_id=646&id=14176&d1p1=1



3.2 Carmarthenshire

<http://www.carmarthenshire.gov.wales/home/residents/children-family-services/worried-about-a-child/#.VzBPudIrKUK>



3.3 Swansea

Information & Guidance for Childcare Providers & Voluntary Organisations in the City & County of Swansea

Let's Protect Our Children
Gwasanaeth Gwybodeth i Deuluoedd Abertawe
Swansea Family Information Service

What is Child Abuse?
Some children bring within their own families or communities are treated wrongly, in a way which can have an impact on the child's wellbeing now and in the future. Identifying this abuse or neglect is a child by inflicting harm, or by failing to act to prevent harm.

What should I do if I am concerned a child may be being abused?
Contact the Access and Referral Assessment Team for Child and Family Services on 01792 623701 or by emailing access.information@swansea.gov.uk

What will happen next?
Enquiries must be made to find out what the facts are and to decide whether a child is or may be suffering harm either physically or emotionally. Depending on the nature of the information received, it may be necessary to involve other agencies, such as the Police. Professionally trained staff will talk to the family about their concerns and hear their views on the matter. They will also see and talk to the children involved and any other people who may have relevant information.

What information do I need to provide?
The more information you are able to provide, the easier it will be for social services staff to check any existing records about the child. The child's full name, address and date of birth are the most useful information. If you do not know all of these, other information such as names of parents or siblings at the school the child attends might help. You will need to explain why you are concerned about the child, giving as much detail as you can.

What will happen as a result of these enquiries?
Social Services may be able to provide support or advice to the family, or refer them to another agency that can help with their problems.

Is the information I give confidential?
You can provide the information anonymously if you wish, though it can be helpful to have your details in case the information given needs to be clarified during the course of enquiries. As a member of the public your identity would be kept confidential within the bounds of investigating your report.

Comments or Complaints
We welcome any comments about our services, good or bad. If you are unhappy with the service you receive, we encourage you to make a complaint. For advice or information about making a complaint, please contact our Complaints Officers on 01792 507460.

What if I am mistaken and there is no evidence of abuse?
Sometimes enquiries show no significant areas of concern for the child and there is no need for any further action to be taken. However it is better to have a situation checked out and find all is well than to ignore possible warning signs and endanger a child.

All adults have a responsibility to protect children.
The Children Act 1989 puts a legal obligation on Social Services to take action when any information comes in to say that a child may be in danger of being hurt or neglected.

Do not attempt to investigate your suspicions yourself.
If you suspect a child is being abused, please report it to us.

<http://www.swansea.gov.uk/safeguardingchildren>



3.4 Neath Port Talbot

<http://www.npt.gov.uk/default.aspx?page=2356>



SAFEGUARDING CHILDREN

and

PROMOTING WELFARE

GUIDELINES FOR EFFECTIVE
SAFEGUARDING PRACTICE IN SCHOOLS,
EDUCATION, LEISURE and LIFELONG LEARNING
FACILITIES WITHIN NEATH PORT TALBOT

September 2013

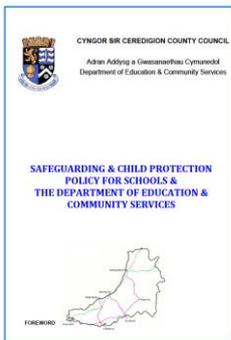


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Cyngor Sir
CEREDIGION
County Council

3.5 Ceredigion



<http://www.ceredigion.gov.uk/English/Resident/socialcare/feelingsafe/safeguarding/Pages/default.aspx>



3.6 Powys

<http://www.powys.gov.uk/en/childrens-services/report-child-abuse/>

Annex 4: Pembrokeshire County Council Internet usage policy

http://pccintranet.pembrokeshire.gov.uk/objview.asp?object_id=2414

Annex 5: ERW Designated Officer

Betsan O'Connor, Managing Director of ERW

Office Tel No: 01267 676840

Mobile No. 07776 457132