

**Ysgol Uwchradd Y Frenhines Elisabeth  
Queen Elizabeth High School**



*Moving Forward Together*

## **Safeguarding and Child Protection Policy**

**Full Governing Body Committee**

**Date Established by Governing body: 3<sup>rd</sup> February 2021**

**Responsible Person – Mrs Lisa Jones**

**Designated role – Deputy Headteacher**

**Chair of Governors signature – Jeremy Griffith**

**Date – 09/10/2024**

**Next Review – Autumn Term 2025**

If you require this document in an alternative format, please contact

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# Child Protection Policy for Queen Elizabeth High School

## Policy Version Control

Version	Date	Page	Section	Reason for review	Summary of amendments	Chair of Governor's signature
2	1/7/2021	3 & 4	Procedures	LA Update	Update to professional responsibility of EWC registrants	Helen Starkey 01/07/2021
2	1/7/2021	9	Use of Physical Intervention	ALN update	Additional paragraph about increased risks to students with ALN	Helen Starkey 01/07/2021
3	16/09/2022	Appendix 2 and page 3	Guidance Card and Confidentiality	Add staff name	Add Staff name	Jeremy Griffith 16/09/2022
3	16/09/2022	4	Prevention	Point added	Point added	Jeremy Griffith 16/09/2022
3	16/09/2022	9	Supporting Pupils at Risk	Point added	Liaison with agencies to support pupils at risk	Jeremy Griffith 16/09/2022
3	16/09/2022	10		Reference made to Anti Bullying	Reference made to Anti Bullying	Jeremy Griffith 16/09/2022
4	09/10/2024		Name changes		Name changes	Jeremy Griffith 09/10/2024

Queen Elizabeth High School fully recognises the contribution it makes to child protection. There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to pupils, and the use of preventative services, such as Team Around the Family, Youth Service and Community Health
- procedures for identifying and reporting cases, or suspected cases, of abuse or harm. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse,
- support to pupils who are in need or who may have been abused.

Our policy applies to **all** staff, governors and volunteers working in the school.

Our school will annually review the policy and is committed to following any new guidance received from Carmarthenshire County Council or Welsh Government.

This Policy needs to be read alongside the schools other Safeguarding documents, which include:

- 1) Data Protection Policy
- 2) Anti-Bullying Policy
- 3) Looked After Children Policy
- 4) Manual Handling Policy
- 5) Intimate Care Policy
- 6) Data Protection Policy
- 7) Emergency Lock Down Procedure
- 8) Health, Safety and Security Policy
- 9) Safer Recruitment Policy
- 10) Attendance Policy
- 11) Pupil Rewards & Discipline (to Inc. Anti Bullying)
- 12) Online Safety Policy
- 13) Physical Intervention Policy
- 14) Preventing Extremism & Radicalisation Policy
- 15) Healthy Relationships Policy(Sex Education) Policy
- 16) Smoke Free Policy
- 17) Substance Misuse Policy
- 18) Administration of Medicines incl. Mainstream and Complex Needs Policy

## **Confidentiality**

Confidentiality issues need to be understood if a child divulges information about 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 child welfare 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.

Please remember the pastoral responsibility of the education service. Ensure that 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 they should be kept securely locked and separate from the child's main file.

The Designated Senior Persons for child protection in this school is Mrs Bethan Rowe – Assistant Headteacher Ext – 2212 and Mrs Lisa Jones

Headteacher – Mr Dave Williams - 2150

Deputy Child Protection Officers – Mr Pete Robinson Ext – 2185

Canolfan Elfed Child Protection Officer – Mrs Lisa Thomas Ext – 2166, Deputy – Ms Kelly Jones Ext 2162

Safeguarding Governor Lead – Ms R Munkley

## **Prevention**

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

The school will therefore:

- establish and maintain an ethos where children feel secure and 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 or in difficulty (these include S01 staff, Form Tutors, heads of year and SLT, although a child may speak to any adult within the school)
- include in the curriculum, activities and opportunities for Personal Social Education (PSE) which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help. At Key Stage 3, pupils receive Health and Well Being lessons and all year groups receive PSE enrichment days. Outside agencies such as the school Police Liaison officer and school nurse deliver sessions around personal safety.
- 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.
- Where appropriate, promote and signpost families to preventative support services.

- Take a whole-school approach to well-being which will incorporate safeguarding and preventative measures to support children and families.

## Procedures

### These should be followed in the event of a child protection disclosure/concern

We will follow the Wales Safeguarding Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- ensure we have a Designated Senior Person for child protection who has undertaken the appropriate training. Designated Senior Persons Mrs Bethan Rowe – Mrs Lisa Jones, Child Protection Officers –Mr. Dave Williams, Mr Pete Robinson, Mrs Lisa Thomas, Ms Kelly Jones
- recognise the role of the Designated Senior Person and arrange support and training.
- ensure **every member of staff and every governor knows: (see Appendix 1 & 2 - Annual staff Refresher training and visitor guidance sheet)**
  - the name of the Designated Senior Person and their role and the designated governor for child protection and Chair of Governors.
  - 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
  - know how to take forward any pupil concerns where the Designated Senior Person is unavailable.
- 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 this reminders are given through annual staff training, school website/ school policy.
- 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 that the registrant has in regard to the safety and well-being of learners in their care. <https://www.ewc.wales/site/index.php/doclink/code-of-professional-conduct-and-practice-2022>
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus/ school website.
- Ensure all staff undertake any agreed local authority child protection training relevant to their role
  - provide a child protection briefing annually for all staff so that they know their personal responsibility
  - the agreed local procedures

- the need to be vigilant in identifying cases of abuse
  - how to support a child who discloses abuse
  - any new child protection issues or changes in procedures
- Ensure new staff and student teachers are given child protection training as part of their induction programme
- notify local children’s services 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)
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters; including attendance at strategy meetings, initial/review child protection conferences, care and support reviews and core group together with the submission of written reports to the conferences.
- 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
- ensure all records are kept secure and in locked locations
- adhere to the procedures set out in the Welsh Government circular <http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-en.pdf>
- ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance ‘Keeping Learners Safe’ <https://gov.wales/sites/default/files/publications/2018-11/keeping-learners-safe-the-role-of-local-authorities-governing-bodies-and-proprietors-of-independent-schools-under-the-education-act-2002.pdf>
- designate a governor for child protection who will oversee the school child protection policy and practice. The current designated governor for safeguarding and child protection is Ms R Munkley.

## Making a child protection referral

**All child protection referrals go to the**

**Central Referral Team-**

**☎ 01554 742322**



**CRTChildren@carmarthenshire.gov.uk**

## Definitions of child abuse, protecting children in specific circumstances:

[http://www.myguideapps.com/projects/wales\\_safeguarding\\_procedures/default/](http://www.myguideapps.com/projects/wales_safeguarding_procedures/default/)

Our school acknowledges that some children can be more vulnerable to abuse and we have specific child protection duties and responsibilities in relation to these. The specific circumstances are outlined in more detail in Chapter 5 of the Welsh Government 'Keeping Learners Safe' guidance.

## Dealing with a disclosure made by a child

### Receive

- Listen carefully to what is being said, without displaying shock or disbelief.
- Accept what is said. The child making the disclosure may be known to you as someone who does not always tell the truth. However, do not let your past knowledge of this person allow you to pre-judge or invalidate their allegation.
- Do not attempt to investigate the allegation. Your duty will be to listen to what is being said and to pass that information on.

### Reassure

Provide the child with plenty of re-assurance. Always be honest and do not make promises you cannot keep, for example: "I'll stay with you", or, "Everything will be all right now".

- Alleviate guilt, if the pupil refers to it. For example, you could say: "You're not to blame. This is not your fault".
- Do not promise confidentiality. You will be under a duty to pass the information on and the child needs to know this.

### React

- You can ask questions and may need to in certain instances. However, this is not an opportunity to interrogate the child and go into the territory of in depth and prolonged questioning. You only need to know the salient points of the allegation that the child is making. Any questions must be open and not leading e.g. TED
- T- Tell me, E-explain, D-describe.
- Do not criticize the perpetrator as the pupil may still have a positive emotional attachment to this person.

- Do not ask the pupil to repeat their allegation to another member of staff. If they are asked to repeat it they may feel that they are not being believed and / or their recollection of what happened may change.

## Record

- Take notes as soon as it is practical to do so. Record the actual words spoken by the child – do not re-translate them into the way that adults speak or try to make sense of the structure of what was said). Do not be offended by any offensive language or words used to describe the abuse).
- Time and date your notes and do not destroy them in case they are required by a court.
- Where possible, indicate the position of any bruising but do not ask the child to remove any clothing for this purpose.
- Record statements and observable things, rather than your interpretations' or assumptions.

## Final Steps

- Once you have followed the above guidelines, pass the information on **immediately** to the Designated Senior Person or the person with responsibility for Child Protection. They will then have several options open to them, including contacting Children's Services to seek their advice as to what should happen next.

## Managing allegations against adults who work with children

In the event of a child protection allegation being made against a member of staff, the person in receipt of that allegation must immediately pass details of the concern to the Headteacher or Designated Senior Person. In their absence, report concerns to the person deputising for the Headteacher that day. The Headteacher will then contact CRT to discuss the next steps in accordance with local arrangements. **Staff should not confront the person the allegation is against or share information with them.**

If a potential child protection allegation is made against the Headteacher the member of staff in receipt of that allegation must contact Mr Jeremy Griffith, the Chair of Governors. The Chair of Governors will then contact CRT to discuss the next steps in accordance with local arrangements.

Social Services will offer advice when an allegation has been made. The school may then be required to send a Multi-Agency Referral form to the central Referral Team.

### Abuse of position of trust

Welsh Assembly Government Guidance indicates that all Education staff need to know that inappropriate behaviour with, or towards, children is unacceptable. Under the Sexual Offences Act, 2003, it is an offence for a person over 18 (for example teacher, youth worker)



to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child.

## Supporting the pupil at risk

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this. This school 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. The school will endeavour to support the pupil through:

- taking all suspicions and disclosures seriously
- nominating a link person who will keep all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- keeping records and notifying Social Services as soon as there is a recurrence of a concern
- storing records securely
- offering details of helplines, counselling or other avenues of external support
- cooperating fully with relevant statutory agencies, including working with Police and children's services in line with the Operation Encompass initiative (see below).

The content of the curriculum encourages self-esteem and self-motivation as outlined in Chapter 2 of the Welsh Government 'Keeping Learners Safe' guidance.

- promote a positive, supportive and secure environment
- give pupils a sense of being valued

The school will support positive behaviour strategies aimed at supporting vulnerable pupils in the school; we recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention. This will include liaison with other agencies who support the learner such as local authority officers – for example the educational psychology service, behaviour support services or the Education Welfare Service – child and adolescent mental health services, and advocacy services

The school participates in Operation Encompass. The purpose of this initiative 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 a Designated Safeguarding Person (DSP) has been identified within the schools and are appropriately trained. They are to be made aware of the incidents at the earliest opportunity in order to provide timely and tailored support to children and young people at the start of, and during the school day.

The school 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;

- 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.
- 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, the Education Welfare Service and advocacy services

When a pupil on the Child Protection Register leaves the school, in addition to the standard transfer of information to the new school, the Designated Senior Person for Child Protection will make immediate contact with the Designated Senior Person for Child Protection in the new school in order to inform them that the child is on the Child Protection register and will seek urgent agreement from the Child Protection Conference Chair for the transfer of minutes of Child Protection Conference meetings and Core Groups, together with other relevant Child Protection information, to the new school.

## **Anti-Bullying**

Our policy on anti-bullying and behaviour is set out in Pupil Rewards and Discipline (Including Anti Bullying) Policy and is reviewed by the governing body.

## **Use of physical intervention**

Our policy on physical intervention is set out in *(a separate document)* and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons - <https://gov.wales/sites/default/files/publications/2018-03/safe-and-effective-intervention-use-of-reasonable-force-and-searching-for-weapons.pdf>

## **Children with additional learning needs**

We recognise that statistically children with ALN are most at risk of abuse. Staff who work with children with an ALN, such as profound and multiple disability, sensory impairment or emotional and behavioural problem, need to be particularly sensitive to signs of abuse.

## **Operation Encompass**

**The school is part of the Operation Encompass project it is a joint project with Dyfed Powys Police. (Appendix 3)**

The purpose of Operation Encompass 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 a Designated Safeguarding Person (DSP) are to be made aware of the incidents at the earliest opportunity in order to provide

timely and tailored support to children and young people at the start of, and during the school day.

### **Procedure/Protocol**

Police attend an incident of domestic abuse, deal with the incident and assess the risk. Part of the risk assessment is to capture relevant information including names, date of birth, home address and schools attended of any children residing/present in the house. It is also imperative to determine the following:

1. Date and Time of the incident
2. Summary of the circumstances of the incident
3. If any children were involved or witnessed the incident
4. Was the child injured or visibly upset?
5. If any child was present in the address at the time of the incident or usually resides at this address

The attending officer will complete the full DASH, assess the level of risk and submit. This generates an automated domestic incident notification and is sent to the Local Authority (LA) Education Department via a secure e-mail address. Each LA has designated appointed staff to access this inbox.

### **The role of school**

The Designated Safeguarding Person (DSP) that will be the single point of contact for Op Encompass. The DSP will ensure the relevant staffs within the school are aware that an incident has taken place to ensure the relevant silent or overt support is put in place for the child or young person.

The two main types of support given to children by designated safeguarding persons have been labelled as 'silent support' and 'overt support'.

### **Overt Support**

- Meeting physical needs, i.e. breakfast, lunch, provision of uniform
- 1:1 support such as a learning mentor etc.
- Working elsewhere or doing a different activity/not working at all.
- School buddy.
- Making changes to school routine.
- Letting the child know you are aware but no-one else.
- Assessment of health/emotional well-being.

### **Silent Support**

- Make them know who they can talk to if needed
- Lenience to school rules.
- Different expectations in relation to their behaviour and work output.
- Inform class teacher with minimal information.
- Checking collection arrangements at end of school day.
- Having staff presence as a form of support throughout the day.

· Where appropriate, a discussion should take place with other school staff to highlight any other relevant or related issues, i.e. self-harm, non-attendance etc.

## Review

This policy and Appendices will be reviewed and ratified annually at a full governing body meeting at least once a year and recorded in the minutes. In preparation for this review, the Designated Senior Person for Child Protection may wish to provide the Governing Body with information on the following:-

- changes to Child Protection procedures;
- training undertaken by all staff and governors in the preceding 12 months;
- the number of incidents of a Child Protection nature which arose in the school within the preceding 12 months (without details or names);
- where and how Child Protection and Safeguarding appear in the curriculum;
- lessons learned from cases.

	Name	Signature	Date
Chair of Governors	Jeremy Griffith	Jeremy Griffith	09/10/2024
Head Teacher	Dave Williams	Dave Williams	09/10/2024

Review Date	Autumn Term 2025
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**Appendix 1 – PowerPoint Safeguarding & Child Protection Annual Staff Refresher Training**

**Appendix 2 – Supply Staff/Visitor Guidance Sheet**

**Appendix 3 – Operation Encompass Dyfed Powys Police Domestic Abuse Flyer**

