



Monnow Primary School

Cynefin – Curiosity - Courage

Safeguarding & Child Protection Policy



Reviewed and Adopted December 2022

Designated members of Staff:

Lisa Bowden (Head Teacher)

Lewis Allcock (Deputy Head Teacher)

Ruth Robinson (Assistant Head Teacher)

Introduction

1.1 . At Monnow Primary School we recognise the contribution we make to safeguarding and child protection.

Aims

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.
- C. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse; and
- D. Support to those pupils who may have been abused.

Implementation of Policy

1.2 This policy applies to all staff and volunteers working at Monnow 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 staffs are aware of and implements the school's procedures as noted in this policy.

Prevention

2.1 Here at Monnow Primary School we recognise that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children at our school.

The school will therefore: -

- A. Establish and maintain an ethos where children feel secure and 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; and
- 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 Monnow Primary School we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the Newport Safeguarding Children Board. (NSCB)

3.2 The school will:

- A. Ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements (Lisa Bowden HT /Lewis Allcock DHT). This school will also nominate a named deputy who will be the central contact in times when the designated person is absent (Mrs. Ruth Robinson, Assistant HT).
- B. Recognise the role of designated person and arrange support and training. The school will look to the NSCB and in particular the Authority's Child Protection Officer for Education (CPO) 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 designate 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 NSCB timescales, by completing the agreed multi-agency form.
 - That the designated person and deputy will seek advice from the CPO and or Social Services Duty and Assessment Team if necessary when a referral is being considered; **if in doubt a referral must be sent.**
 - That the referring person will ensure that the CPO will be sent a copy of the referral as soon as it is practically possible.
- 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 parents have a clear understanding of the responsibility placed on the school and its staffs for child protection by setting out

their obligations in 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.

F. Provide training for all staff so that they know:-

- i) their personal responsibility;
- ii) to be cognisant of agreed local procedures (NSCB)
- iii) the need to be vigilant in identifying suspected cases of abuse; and
- iv) how to support a child who discloses abuse, particularly the do's and don'ts

G. Notify the CPO, Nicola Davies and Social Services if: -

- a pupil on the child protection register is excluded either for a fixed term or permanently; and
- 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)

H. 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.

I. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.

J. 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 via the Authority's agreed protocol and procedures for the 'Transfer of Sensitive Information'.

K. Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.

L. Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the Authority's Human Resources Department on recruitment and selection.

M. Seek to designate a governor for child protection will champion and oversee the school's child protection policy and practice. This governor will feed back to the Governing body on child protection matters as and when required but will be required to write an annual report to body on the school's child protection activities.

Supporting the Pupil at Risk, The 3 R's, **Recognise, **R**ecord, **R**eport**

4.1 At this 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);
- B. The school ethos which: -
 - i) promotes a positive, supportive and secure environment; and
 - ii) Gives pupils a sense of being valued (see section 2 on Prevention);
- C. The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will follow 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. The school will express and explain to all pupils that some behaviour is unacceptable, (Shared with parents via school brochures and other points of communication) but each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the school's Behaviour Policy in conjunction with this and other named policies noted in this policy.
- D. Liaison with other agencies who support the student such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others; and
- E. Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.

4.4 When a pupil on the child protection register leaves, we will transfer the sensitive information to the new school immediately (Using the agreed policy

and procedures for the 'Transfer of Sensitive Information' and the designated person will be central to this process) and if not already done, to inform Social Services of the move.

Behaviour Policy

4.5 This school has a positive behaviour policy which clear states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body and can be located in the staff room, office and staff shared area on step under policies – all staff were issued with the policy)

Bullying

4.6 The school's policy on Bullying has been set out in a separate document from the school's behaviour policy which involved all children at the school contributing to the policy during our anti-bullying week. This policy can be located on the staff shared and the School Council notice board.

Physical Intervention

4.7 The school's policy on physical intervention has been set out in Restraint Policy with guidance from the TEAM TEACH training, provided by the Authority within any documentation. This policy/information can be located in the staff room, Staff shared area and Head Teacher's office

E Safety

4.8 The school's policy on E Safety has been set out in the school's ICT / DCF policy and Anti-Bullying Policy. This policy/information can be located in the ICT suite notice board, Staff shared area.

Children with Statements of Special Educational Needs (SEN)

4.9 This school recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on AEN has been set out in the AEN policy which can be located in the staff room, Staff shared area and from SLT and the Head Teacher.

Children who enter the Looked after System

4.10 This school recognises that children who enter the Looked after System are often the most vulnerable and needy this information can be found in the AEN policy.

Information for all staff

5.1 What to do if a child tells you they have been abused by someone other than a member of staff.

Where the allegation is against a member of staff you should refer to authority's guidance which considers the Welsh Assembly Government's guidance circular 45/2004.

The staff can also find guidance in raising concerns via the N.C.C. Whistle Blowing Policy and Procedures these can be accessed by contacting the Civic Centre, Education Safeguarding Officer 01633 - 656656. You can remain anonymous in raising concerns.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher. If the concern is about the Head Teacher this must be reported to the Chair of Governors. If in doubt you can contact the Authority's CPO for guidance and advice.

A child may confide in any member of staff and may not always go to a member of the teaching staff. 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;

Use **TED**,

- **T**ell me
- **E**xplain
- **D**escribe
- 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; (SMT members)
- 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 case be the only written record of what has been disclosed and as it being the initial contact 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 a 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, but what ever is shared is strictly confidential and not for general consumption with others.

Confidentiality

6.1 The school and staff are fully aware of confidentiality issues if a child divulges that they are or have been 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 (that is all staff at this school) 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 they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. (I.E. not discussed with other staff) Staffs need to be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Training

The school will be cognizant of national and local training requirements and guidance, which will include Newport Safeguarding Children Board's (NSCB) guidance, advice and training opportunities.

7.1 The school will ensure that the Designated Person for Child Protection (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 be central to 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 person will be considered. (The Head Teacher received training in March 2018, DHT November 2018)

7.2 All staff will be regularly updated during the year as appropriate from the designated person, but will receive specific awareness raising training within a 2-3-year period. (All staff will receive training September 2021)

7.3 It will be a recommendation that the governing body also receive awareness raising training and the nominated governor will be offered opportunities for more specific training.

Counter Terrorism and Radicalisation – The Prevent Duty

8.0

The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty. Prevent is about safeguarding people and communities from the threat of terrorism. At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity.

Newport City Council works in collaboration with the Police and local partners to protect the public, prevent crime and to promote strong, integrated communities.

The designated person for child protection at this school is:

[Lisa Bowden / Lewis Allcock – Deputy Head Teacher](#)

The deputy designated person for child protection at this school is:

[Ruth Robinson – Assistant Head Teacher](#)

The nominated governor for child protection at this school is:

[Mrs. Sarah Davies](#)

The Authority’s Child Protection Officer is:

Nicola Davies and can be contacted by:

Phone- 01633 656656

Email- Nic.davies@newport.gov.uk

Social Services can be contacted as follows:

Phone- 01633 235644

Children.duty@newport.gov.uk

This policy was updated: December 2022

This policy was presented and accepted by the Governing Body in December 2022.

This staff were made aware of this policy and or updates in September 2021.

This policy will be reviewed: December 2022

Chair of Governors: Van Delahay _____

Head Teacher _____

**Monnow Primary School - Health and
Safety/Safeguarding**
**A Reminder of Safeguarding Procedures (From Staff
handbook)**

Yard Supervision

- All staff must act with vigilance at all times
- Staff must not congregate together and chat on the yard – this can be deemed as a negligent
- All staff must be spread across the yards, ensuring all risk areas are observed and covered
- Staff on duty must be on the yard 2 minutes before all other classes are dismissed onto the yard
- If staff find that the rota personnel or not on the yard – you must remain on the yard taking a duty of care and send a message into school
- If you have a supply teacher - it is your responsibility to inform them of the duty responsibility (in your absence team leaders to indicate to the supply / cover teacher they need to cover yard duty)
- Staff must escort their children onto the yard
- Staff on duty need to quickly assess the safety of the yard and cordon off any areas of concern – therefor protecting pupils from the risk of harm - this must then be reported to the office
- All playground equipment must be assessed and if it is deemed unsafe or broken it must be removed.
- The trim trails may only be used when it is dry.
- If there is damage to the trim trails they must not be used and the caretaker informed and safety mesh is to be placed around it.
- If gates are found to be open, then please inform the office for them to be locked immediately
- Reception and Nursery staff to please ensure the gates are locked after the Nursery parents leave and they are locked in good time before the start of the school lunch hour
- Children must not be left unattended and left on the yard at the end of the school day

- Staff must ensure they release the children into the care of the agreed person/s
- Children not collected should be brought in and taken to the main office and their parents contacted

Internal Supervision

- Children must not be left unattended
- Teaching staff must remain with their class, including times of taking pupils to the office or Head teacher and ask support staff to carry out such tasks
- Children must not walk around the building unaccompanied in the Foundation Phase.
- All children must be accompanied when walking from one building to the other
- In KS2 children must carry out tasks in pairs and wear the class lanyards
- Children visiting the toilet must indicate their absence from the classroom by placing the toilet sign as out. Only one boy and one girl to visit the toilet. Children to use the toilet pass.
- If children need to be moved to another class, another child should accompany them and take a note to the teacher or TA. The receiving teacher / TA must sign and return the note with the pupil, signalling the pupil is in their care
- Pupils must not be left unattended outside of classrooms
- Pupils in your care must not be allowed to meet with any outside agency unless you have been informed directly by the SENco/ Pastoral leader
- Children must not be left unsupervised in the dining hall – an Infant TA must remain in the hall until the last child has finished their lunch and then escort them onto the infant yard

Lining up

- All children from year one up must line up in an agreed order, with each pupil having a number
- When taking children to the yard and collecting pupils from the yard and back to class, it is imperative that all staff ensure they have all their children present and accounted for.

- Staff must not lead their children around the school, from the front of the line as you will not be aware of what might be happening behind you.
- Staff must lead by monitor the line moving up and down the line as the pupils move, ensuring pupils move in stages from one strategic point to the next

Administration

- All staff must complete the permission and information sharing checklist (TA's can support with this task)
- Parents who have not returned the slips will be contacted directly
- All children up to year 4 must be collected by an adult at the end of the school day
- Year 5 and 6 children's parents must provide written permission to allow their children to walk home
- All children must be collected by an agreed adult when attending an after school club
- All children attending intervention must have written agreement from the parents

TEAM TEACH

- Only teachers and authorised TA's may use a restraint technique.
- Staff must use this strategy as a last resort, having used all the de-escalation strategies available to them
- Only the agreed holds must be used and no more than two staff members may engage in a restraint

These strategies will only be effective if every member of staff ensures they follow them accordingly.

Should you have further concerns, or have identified areas of risk which have not been addressed please share this with the Head teacher.