



# Safeguarding and Child Protection Policy

Ysgol Gyfun  
Gymraeg Glantaf

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2023

## Safeguarding Children Policy

### Introduction

Everyone is responsible for protecting and promoting the welfare of children and young people, whether they are parents, family members, friends or neighbours, employers, employees or volunteers. Everyone in the community can and should help protect and promote the welfare of children and young people if they have concerns about a child's welfare" *Safeguarding Children: Working Together under the Children Act 2004*

*Keeping Learners Safe – Welsh Government Circular 158/2015* states:-

'Everyone working in education should share the same goals to keep children and young people safe'.

1.1 Ysgol Gyfun Gymraeg Glantaf fully recognises the contribution it makes to safeguarding children.

#### There are four main elements in our policy:-

- a. prevention through the teaching and pastoral support offered to pupils;
- b. procedures for identifying and reporting abuse cases or suspicions. Due to our daily contact with children, school staff are well placed to spot any outward signs of abuse;
- c. supporting pupils who could have been abused and
- d. prevent unsuitable people from working with learners

1.2 Our policy applies to all staff and volunteers working at the school, and to the governors. Learning assistants, midday supervisors, carers, maintenance or administrative staff as well as teachers, may be the first people to whom a child discloses information.

### Prevention

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication between pupils and an adult they can trust, helps protect pupils.

So the school will:

- a. establishes and maintains an ethos where children feel safe and encouraged to speak, and where we listen to them and take their views seriously;
- b. ensures that children know that there are adults in school that they can approach if they are worried or in trouble;

c. includes, in the curriculum, Personal and Social Education activities and opportunities to equip children with the skills necessary to protect themselves from abuse and to know who to turn to for support; and

d. includes, in the curriculum, material to help children develop realistic attitudes to the responsibilities of adult life, particularly in relation to childcare and parenting skills.

## Procedures

3.1 We will adhere to the All Wales Child Protection Procedures which have been confirmed by the Local Safeguarding Children Board.

3.2 The school shall:-

a. ensure it has a designated senior member of staff who has received the appropriate training.

b. Recognise the role of the designated person and arrange support and training.

Cardiff and Vale of Glamorgan Local Board's "Working together to Safeguard Children" course was completed by Mrs Beca Newis, Mr Denis Pugh, Mr Matthew Evans, Mr Dyfrig Rees, Mrs Bethan Davies (Canolfan Glantaf); Mr Hefin Griffiths, Mrs Aimee Moule, Mrs Siwan Lee, Frau Deborah Fawkes, Mrs Dwynwen Davies, Mr Tegid Richards and Mrs Gail James.

c. ensure that all staff and all governors know:-

- that Mrs Beca Newis, Assistant Headteacher, is the Child Safeguarding Officer and that they understand the nature of her role;

- have responsibility as individuals for referring child protection concerns using the right channels and within the deadlines agreed with the Local Child Protection Board; and

- if Mrs Beca Newis is not present they should go to Mr Denis Pugh. In the absence of the above two teachers, staff know that they should approach any other named person who has received the training (aforementioned 3.2b) or Mr Matthew Evans, The Headteacher.

d. ensure 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;

d. ensure parents understand the responsibility the school and staff have for child protection by setting out its commitments in the school prospectus;

f. provide training to all staff so that they know:-

i. what their personal responsibilities are;

ii. what are the agreed local procedures;

iii. the need to be alert to identify cases of abuse; and

iv. how to support a child who discloses abuse.

- e. notify the local social services team if:-
  - a pupil on the protection register will be suspended either for a fixed term or permanently; and
  - a pupil on the child protection register is absent from school without explanation for more than two days (or for a day following a weekend);
- f. work to develop effective links with relevant agencies and cooperate, as necessary, with their enquiries into child protection matters, including attending the initial review and core groups and child protection conferences and submitting written reports to the conferences;
- i. keeping records on *My Concern* of concerns about children (stating the date, event and what action was taken), even where the matter does not need to be referred to social services immediately;
- g. ensure that all records are kept safe and locked;
- K. adhere to the procedures set out in the Welsh Government guidance circular;
- h. ensure that recruitment and selection procedures are formulated in accordance with Welsh Government guidance in circular 34/2002 "*Child Protection: Preventing Unsuitable People from Working with Children and Young People in the Education Service*"; and
- i. designate a child protection governor to oversee the school's child protection policy and practices. The Link Governor of Child Protection is: **Mrs Iona Edwards**

## Supporting the at-risk pupil

4.1 We recognise that children who are at risk, who face abuse or witness violence, may be heavily affected by this.

4.2 School may be the only stable, safe and secure element in the lives of children at risk. However, when they are in school their behaviour can be challenging and unintelligible, or they can become introverted.

4.3 The school will seek to support the pupil by:-

- a. include things in the curriculum that encourage self-worth and self-motivation
- b. the ethos of the school which:-
  - i. promote a positive, supportive and safe environment; and
  - ii. to give pupils a sense of worth
- c. One of the aims of the school's behaviour policy is to support vulnerable pupils in school. All staff will agree on a consistent approach that focuses on the child's difficult behaviour but which will not damage the pupil's self-worth. The school will try to ensure that the pupil knows that certain types of behaviour are unacceptable, but that she or he is valued and not to be blamed for any abuse that has taken place;

d. have constant contact with other agencies that support the student, such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, the Behavioral Support Services and the Education Welfare Service; and by

d. keeping records and notifying Social Services as soon as any concern recurs.

4.4 When a pupil on the child protection register moves out of school, we will immediately transfer the information to the new school and notify Social Services.

## **Bully**

Our policy on bullying is set out in the Anti-Bullying Policy document and is reviewed annually by the governing body.

## **Physical Intervention**

Our policy on physical intervention is set out in the Physical Intervention Policy and is reviewed annually by the Governing Body.

## **Children with Special Educational Needs Statements**

We statistically recognise that children with disabilities and behavioural difficulties are the most vulnerable to abuse. School staff dealing with children with severe and multiple disabilities, sensory impairments and/or **behavioural and emotional problems, need to be particularly sensitive to signs of abuse.**

## **Recruitment Procedures**

Ysgol Gyfun Gymraeg Glantaf operates recruitment and management procedures that take into account the need to safeguard children and young people including arrangements for appropriate checks on staff and volunteers that comply with interagency procedures agreed locally with Human Resources.

Ysgol Gyfun Gymraeg Glantaf will follow Council procedures regarding advertising, interviewing and recruitment of staff including the requirement for Criminal Records Bureau checks which is the Disclosure Barring Service (DBS).

Ysgol Gyfun Gymraeg Glantaf operates safe recruitment practices ensuring that all staff who come into contact with or information about children have undergone appropriate DBS reference checks carried out in accordance with Welsh Government Circular No: 158/2015 *Keeping learners safe The role of local authorities, governing bodies and independent school owners under the Education Act 2002*

## Radicalisation

The school is aware of its responsibilities (under Section 26 of the Anti-Terrorism and Security Act 2015 and Duty to Prevent Guidance) to protect pupils at risk of radicalisation. The school does this by:

- Provide a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identify and assess the risk of individuals who may be attracted to terrorism, violent or nonviolent extremism.
- Know how to complete a Channel referral and how to get support for the child/young person
- Ensure staff receive appropriate PREVENT training and have the knowledge and confidence to identify pupils at risk of being attracted to terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorism and extremism materials when they use the internet at school, including implementing appropriate filtering levels.

## Requirement to report cases of Female Genital Mutilation (FGM) to the police

The school is aware of its duty to report known cases of FGM to the police (section 74 of the Serious Crime Act 2015). When staff suspect an FGM outbreak has occurred or believe a girl may be at risk, then the school will follow existing safeguarding procedures in these cases.

## Domestic Abuse and Gender-Based Violence

This relates to the following: physical, sexual, psychological, emotional or financial abuse where the victim lives with or is related to the abuser. Men, women and children can be victims.

Children in families, where there is a domestic abuse problem, are at risk of being harmed. Gender-based violence is violence or threats of violence arising from gender-related beliefs or practices. Sexual violence - includes exploitation, harassment or threats of a sexual nature.

There are often links between domestic abuse and child abuse. When the school knows or suspects there is domestic abuse in the home then the designated senior person for Child Protection should take appropriate action.

## Confidentiality

Confidentiality issues need to be understood if a child discloses information about being abused. A child may not feel confident to trust a member of staff if they feel the information will be disclosed to anyone else. However, teaching staff have a staunch professional responsibility to share relevant child protection information with the designated statutory agencies if a child is struggling with child welfare.

It is important that all staff deal with this sensitively and explain to the child that they must inform the appropriate people who will be able to help the child by recording details immediately on *My Concern*, and in case of an emergency to see the designated person, Mrs Newis without delay. The

member of staff should explain this to the child. They should allay the child's fears and tell them although the matter will be shared with individual persons the information will not be shared further than necessary.

A pupil who reveals information has had to be extremely brave and may experience interlocking emotions such as feelings of guilt, embarrassment, infidelity (if the person who has abused them is someone close to them) and have been hurt.

Only Mrs Beca Newis, Mr Denis Pugh and Mr Matthew Evans have access to child protection records. At other times, the records are kept safely locked and separate from the child's main file.

## **Appendix 1 –**

### **YSGOL GYFUN GYMRAEG GLANTAF**

#### **SAFEGUARDING CHILDREN GUIDANCE FOR ALL STAFF AND GOVERNORS**

##### **What is Child Abuse?**

*An abused child is a person under the age of 18 who suffers significant ill treatment that causes significant impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.*

A child may suffer from one or a combination of these forms of abuse.

A child in need of protection is a child who suffers or is likely to suffer significant harm. 'Probable' was defined by case law as a 'real possibility' of abuse, supported by factual evidence. That could include an unborn child who may be at risk in the future.

A "child" is defined as someone under the age of 18. However, a person can come under the provisions of the Act up to the age of 21, if the case occurred before the age of 17. People with special needs of any age can be protected, if they are not capable of making decisions themselves.

##### **Abuse categories**

The main categories of abuse for registration purposes are:

###### **Neglect**

- Gross or persistent neglect of a child, or failure to protect a child from any form of danger, whether physical or psychological
- This can mean a parent or carer who deprives the child of adequate food, shelter, or clothing.
- Failure to protect a child from physical harm or danger
- At times it can mean failing to provide suitable medical care to the child
- It can also mean depriving the child of basic emotional needs
- Failure to provide education

###### **Physical Abuse**

- Actual or probable bodily injury to a child, or failure to prevent bodily injury. This includes punching, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or anything that causes bodily harm to a child.
- Bodily harm can also include a parent or babysitter who fakes the symptoms of a child they are caring for. This situation is known as Munchausen syndrome by deliberate proxy.

###### **Sexual Abuse**

- This means using a child or young person to engage in sexual acts, whether the child is aware of it or not.
- Acts may include physical contact, including having sex, or sexual acts



- They could also include unrelated acts such as having children watch or be involved in pornographic products, or watching sexual acts, or promoting pupils to behave in a sexually inappropriate manner.

## Emotional Abuse

- A real or likely serious adverse effect on a child's behavioural and emotional development caused by abuse
- Severe or consistent emotional rejection. This can mean giving children the impression that they are worthless, without love, or valuable only when they meet the other person's needs. This can mean unsuitable expectations from an adult about a child.
- This may result in the child developing slowly
- A child living in fear.
- Unrealistic expectations for their age or the child's level of development
- The child may feel anxious or at risk, or it may involve exploitation.
- Elements of emotional abuse can be found in all categories of abuse although it may occur without the other categories.

## Child Abuse Awareness

It is very important that anyone in contact with children and families is constantly aware of **the potential indicators of child abuse**. It is incumbent on anyone with information, concerns or suspicions that a child is being abused, or at risk of significant harm, to provide that information to the agencies with statutory powers to investigate and intervene. Those agencies are the Department of Social Services, the Police or the NSPCC, and they all offer a 24-hour service.

Parents may be responsible for child abuse, or other family members, carers, neighbours, professionals who work with children, or any adult the child and family know, or a stranger. It is unusual for a child to be abused by an adult they do not know. A child may also be abused by another child.

It should be remembered that serious injury is not necessarily the first sign to indicate that a child is being abused. It can be suspected that a child is being abused as a result of comments heard by the child, family members or friends, or noticeable changes in the child's behaviour or response.

It should be remembered to refer any concerns relating to child abuse, or the risk of child abuse to the Department of Social Services, NSPCC or the Police without delay. These are the agencies that will follow the agreed procedures for further enquiries and will investigate possible abuse. Protocol has been organised by Social Services departments to provide children with the best possible service. This does not have to be done by an individual member of school staff. It will be up to Mrs Beca Newis – Assistant Headteacher to decide and make any phone call.

## **Signs of Child Abuse**

*Below are some general points that indicate that a child may be abused:*

- A history of sustained injuries, or other evidence relating to such injuries.
- Attend a clinic or hospital frequently, or admit to a hospital frequently.
- Delay in seeking medical advice or treatment when clearly necessary.
- Conflicting histories and explanations about how the child and carers were injured
- The carer is unaware or denies injury or incident.
- Very low self-esteem.
- Fearful and retreating behavior.
- Failing to thrive and meeting developmental milestones.

## **CLOSURE**

The phenomenon is seen when families try to tighten the boundaries around them to reduce contact with the external world. Few people can meet them e.g. curtains remains closed, children stop playing outside, no longer go to school, parents fail to adhere to meetings with professionals, they do not take the children on visits to health clinics and social workers and health visitors are denied access. This situation creates particular concern if there were previously regular contacts with professionals as evidence suggests that children are at terrible risk in such situations.

## **Appendix 2**

### **Dealing with Personal Disclosure**

#### **1. RECEIVE**

- Listen to what is being said, without showing shock.
- Accept what is being said
- Record on My Concern immediately following the revelation.

#### **2. SUPPORT**

- Comfort the child, but be honest. For example, don't make promises that you can't keep like "I'll stay with you" or "It will be all right now".
- Don't promise confidentiality, we have a duty to share information.
- Comfort the child and try to ease the guilt if the child is talking about it. For example you can say:

*"It's not your fault"*

*"You're not alone, this happens to other people"*

#### **3. RESPOND**

- There is no need to ask for full information. Enough should be asked to confirm if the matter needs further reference. If so, the appropriate head of year, and the Designated person with responsibility for Safeguarding Children, Mrs Beca Newis, should be contacted.
- Don't ask "leading" questions like "*What did he/she do next?*" (this implies that he/she did something!). You shouldn't ask very personal questions. This can negate your evidence in a court of law.
- You can ask open questions like "*Do you have something else to say?*", "*Yes?*", "*And?*".
- Do not criticise the person who has committed the 'act'; Perhaps the pupil loves him/her and will want to forgive him/her.
- Don't ask the pupil to repeat it all to another member of staff. Explain what you have to do next and who you will contact. Keep in touch with the pupil. In the event of an interview with Social Services, the pupil should have a person to support them if they so wish, (if possible, it is the personal tutor/teacher who has been supporting the child).

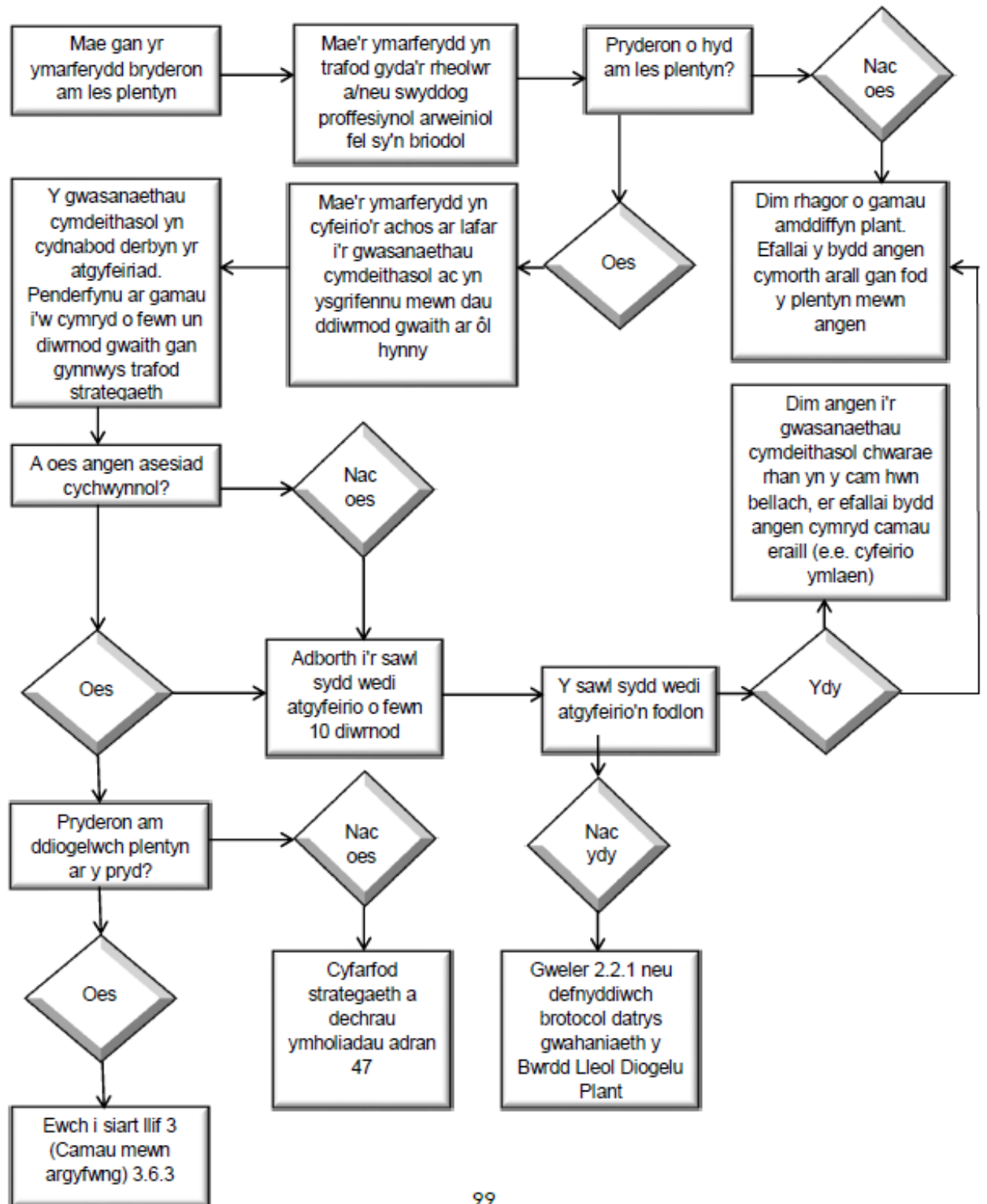
#### **4. RECORD**

- Make draft notes as you speak and then record them on *My Concern* as quickly as you can.
- Do not destroy the original draft notes, in case they are needed in court. Hand over all handwritten notes to Beca Newis to lock them in a safe place
- Make a note of the date, time, place, any unusual patterns of behaviour, and the words used by the child. If the child uses sexual, slang or profane words, record the exact words being used, rather than translating them into "correct" words.
- My Concern has the function to identify any physical bruises.
- Record any definite propositions and facts rather than any interpretations or assumptions.

#### **5. REMEMBER**

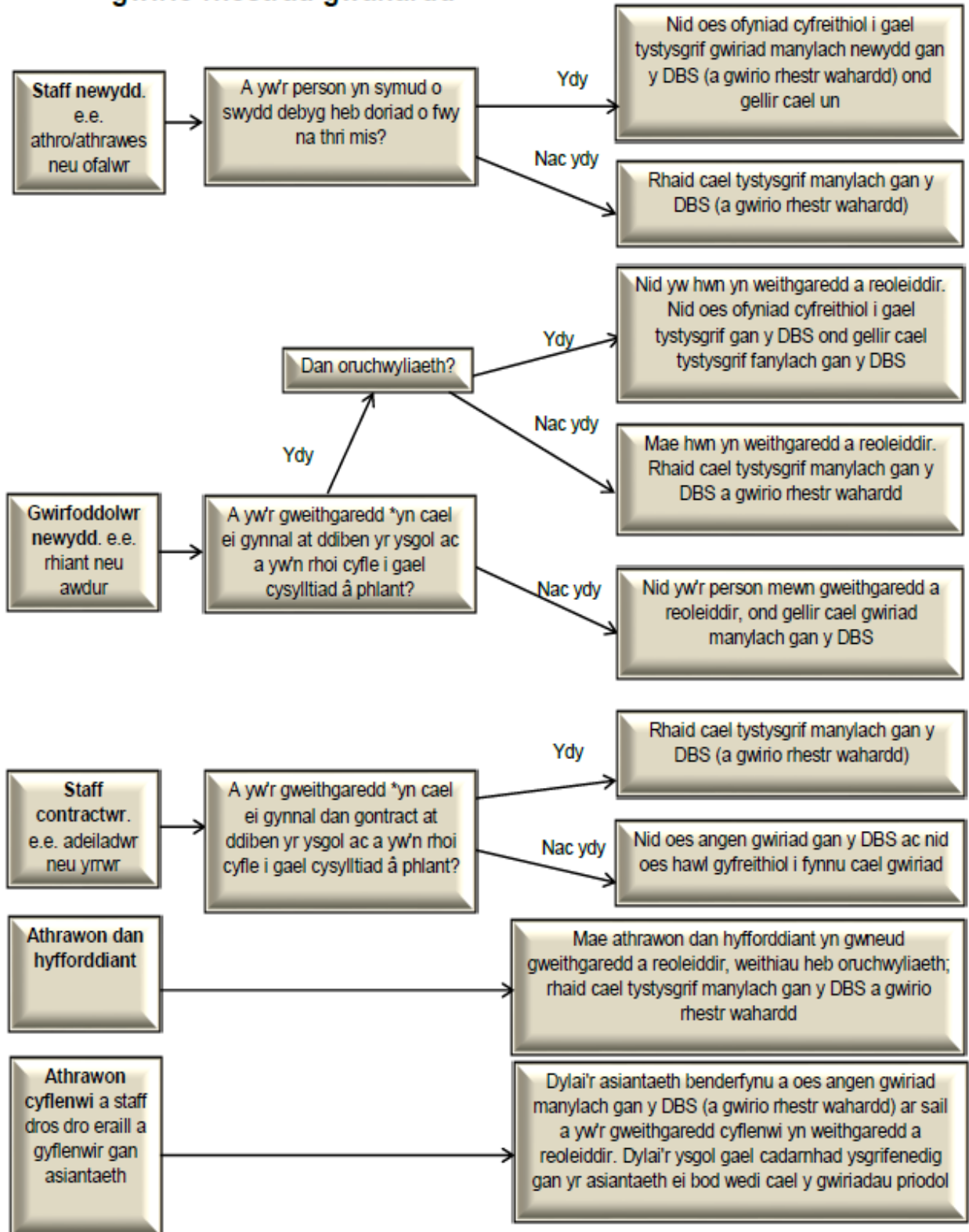
- The Designated Teacher, Mrs Beca Newis should be contacted in cases you are concerned about.
- Remember to seek support from the Designated Teacher.

**Atodiad 3: Gweithdrefnau Amddiffyn Plant Cymru Gyfan  
2008 – atgyfeirio**



**Appendix 5**

**Atodiad 4: Siart llif gwiriadau cofnodion troseddol y DBS a gwirio rhestrau gwahardd**



## **Appendix 5**

### **Safeguarding Child Contact Numbers**

- 1 **New Cases (MASH)** – 02920 536490
- 2 Cases that **have already been referred** and where the case is handled by a social worker – Intake and Assessment – 02920 536400
- 3 Office out of hours **telephone number** – 02920 448 360
- 4 **Delivery of reference form – email address on form 227**
- 5 Education Protection Officers, Children's Services, County Hall  
[SLLSsafeguardingteaminformation@cardiff.gov.uk](mailto:SLLSsafeguardingteaminformation@cardiff.gov.uk)

Jo Bowman 02922330876 [jobowman@cardiff.gov.uk](mailto:jobowman@cardiff.gov.uk)

Nikki Loukisas 029 223 30878

Any professional accusation

Natasha James 029 22330868 [NatashaJames@cardiff.gov.uk](mailto:NatashaJames@cardiff.gov.uk)

**See copies of the 2 reference sheets on:**

**RMStaff/Safeguarding Children/Reference Documents – 4CH 225 and 4CH 227**

**All 2 leaflets must be emailed to [CSMASH@cardiff.gov.uk](mailto:CSMASH@cardiff.gov.uk) *after contacting us via phone call.***

## **Referring to Channel**

email Channel - [prevent@south-wales.pnn.police.uk](mailto:prevent@south-wales.pnn.police.uk)

Prevent officers and further contact numbers

Julie Driscoll DC937 – [Julie.driscoll@south-wales.pnn.police.uk](mailto:Julie.driscoll@south-wales.pnn.police.uk)

02920527306 or 07785708617

Mathew Jones DS – [Matt.Jones@south-wales.pnn.police.uk](mailto:Matt.Jones@south-wales.pnn.police.uk) 02920527306

## **PREVENT Coordinator**

Carl Davies – Home Office Prevent Coordinator – 0292087281/07742931475