

Ffedarasiwn Cwrt Henri, Ffairfach a Talylychau

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Safeguarding Statement – Procedures and Policies

Federation of Cwrt Henri, Ffairfach and Talylychau

General Safeguarding Statement

Introduction

The purpose of this document is to provide a framework which ensures that all safeguarding policies and practices are consistent and in line with stated values which underpin all work with children and young people. As such, this document provides a context for establishing good practice in all matters relating to the protection and care of children.

What do we mean by ‘safeguarding’?

There are two aspects to safeguarding and promoting the welfare of children:

Taking all reasonable measures to ensure that risks of harm to children’s well-being are minimised (Safeguarding). This is a broad agenda that *includes* the more specific responsibility to:

Take all appropriate actions to address concerns about the welfare of a child(ren), or young person, working to agreed local policies and procedures in full partnership with other local agencies (Child Protection).

Our Commitment to Safeguarding

Our school is committed to the Safeguarding outcomes for children and young people so that learners:

- **Feel safe:** the effectiveness of providers in taking reasonable steps to ensure that children and young people feel safe; and
- **Are safe:** the effectiveness of providers in taking reasonable steps to ensure that children and young people are safe.

We are committed to:

- Following the guidance in the *All Wales Child Protection Procedures*
- Respecting the rights of children
- Nurturing, protecting and safeguarding all of our pupils
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any local authority guidelines in relation to safeguarding children and adults in need of protection.
- Supporting parents and families.

- Sharing information with partner agencies where this is necessary to safeguard and promote the well-being of children.

Underpinning Values of Safeguarding Policies and Procedures

Overarching value:

The welfare of the child is paramount

Welsh Assembly Values:

7 Core Aims

- Have a flying start in life;
- Have a comprehensive range of education and learning opportunities;
- Enjoy the best possible health and are free from abuse, victimisation and exploitation;
- Have access to play, leisure, sporting and cultural activities;
- Are listened to, treated with respect, and have their race and cultural identity recognised;
- Have a safe home and a community which supports physical and emotional wellbeing; and
- Are not disadvantaged by poverty.

School values:

- ***Diversity***
Ensure that all children and young people are safeguarded from harm or exploitation whatever their race, religion, health or disability, age, gender or sexuality.
All work with children and young people will be informed by equal opportunities and anti-oppressive practice, and will reflect the diversity of needs of the communities that we serve.
- ***Respect***
Children have a right to be treated with respect and dignity and to be listened to as do the adults who work with them.
- ***Security***
All adults working on a paid or voluntary basis within the school and link organisations will have a responsibility to protect children from harm when and wherever they are in a position to do so.
All those working with or on behalf of children and young people must reflect and promote the value of 'Working Together' with parents, colleagues and other agencies in order to create safe environments and protect children from harm.
We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
We undertake to exercise proper care in the appointment and selection of all those who will work with children.
- ***Care***
All children should have the opportunity to raise concerns, express their views and contribute and comment on decisions taken about their lives, when and where possible and appropriate.
Staff recognise that the needs of children are paramount and that children can only learn effectively at school and in other educational settings if their basic needs for, amongst other things, food, shelter, warmth, love and respect are met.

- **Determination**
All adults have a responsibility to safeguard children
- **Achievement**
All children are encouraged to be the best they can be in all aspects of their lives

Who is responsible for Safeguarding?

Safeguarding is everyone's responsibility

LAs Children's Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child

Designated Officer for Safeguarding: Gethin Richards, Headteacher

Deputy Designated Officer for Safeguarding: Angharad Vaughan-Owen (Cwrt Henri), Alison Morgan (Ffairfach), Alana Walker (Talylychau)

Governor responsible for Safeguarding: Alun Jones (Cwrt Henri), Eleanor Jones (Ffairfach and Talylychau)

Systems in place to safeguard pupils (refer to separate policies)

Safeguarding	Policy	System
Allegations Against Staff	Child Protection Policy	The Headteacher/Assistant Headteacher (in Headteacher's absence) should be informed immediately of any allegations against staff. All suspected or alleged abuse must be reported to the CRT Team or the police without delay. The Education Service Safeguarding Team should also be informed. The school will seek advice from Human Resources (HR) regarding the member of staff's continued employment, and a risk assessment should be undertaken and recorded in writing immediately. In the event of the allegation being made directly or indirectly about the Headteacher, the staff member should promptly report the allegation to the chair of governor and the Central Referral Team.
Attendance	Attendance Policy	Attendance registers are completed on entry to school. There is a late register and parents are contacted if a child is absent without prior notification. Any child whose parents have not informed the school of their absence is contacted via text to ask them to contact the school asap.
Behaviour	Behaviour Policy	The school follows a restorative approach to dealing with behaviour/conflict. Pupils are encouraged: I respect myself. I respect other children. I respect all adults. I respect my surroundings A number of procedures are in place to promote these guidelines such as SEAL lessons, Emotional literacy, etc. We understand that the person being harmed <i>and</i> the person who has harmed have similar needs. They need: Someone to listen Time to calm down and reflect A chance to ask or a chance to explain A sincere apology or an opportunity to apologise

Safeguarding	Policy	System
		<p>Things to be put right</p> <p>Reassurance it will not happen again and that we can all move on</p> <p>Staff try to meet these needs through the way in which they respond to incidents. Giving time for discussion, showing empathy and working collaboratively to find solutions. When dealing with conflict we ask the following questions:</p> <p>What happened?</p> <p>What were you thinking/how were you feeling?</p> <p>What do you need?</p> <p>How can we move on?</p> <p>Some pupils have Individual Behaviour Plans to remind them of the school guidelines and to monitor their progress. These pupils reflect on their targets. Pupil risk assessments for behaviour are completed as the need arises and updated or discontinued as appropriate. Behaviour is tracked when required.</p>
Bullying	Anti-Bullying Policy	Full support is given to any child who is bullied and measures are taken to address the behaviour of a child who bullies. All incidents are recorded, monitored and responded to and incidents are sent to the Local Authority.
Child Protection	Child Protection Policy	All staff have regular Child Protection training and Child Protection is a regular agenda item for staff meetings. Child Protection concerns are raised with the designated teachers and recorded and filed in a securely in the headteacher's office. The concerns are actioned accordingly by the designated teachers. Procedures are detailed for all teachers and key contacts are on display around the school.
Complaints	Complaints Policy	<p>The schools follows a complaints policy with 3 main stages:</p> <p>Raise your concern verbally with the teacher / headteacher</p> <p>Put your complaint in writing to the Headteacher or to the Chair of Governors if your complaint is about the Headteacher and the school will invite you to discuss your complaint at a meeting.</p> <p>Put your complaint in writing to the Chair of Governors and the complaints committee will call a meeting within 15 school days.</p>
Confidentiality	Prospectus Teacher Handbooks, etc.	Guidelines for staff, parents, students and volunteers stated in relevant documents are laid out in the relevant handbooks. We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Staff should avoid being drawn into discussions, which relate to school matters or matters regarding an individual child, group of children or their families or other members of staff. Confidential records including those in hard copy, on a laptop or on a memory stick are kept in a safe place at all times and should not be left in open places in school at home or left in cars.
Critical Incidents	Health and Safety Policy Lockdown Procedures	An incident plan is in place and contact details for parents are available.
Data Protection	Data Use Policy	<p>All data is stored and used confidentially, with the consent of the user</p> <p>The school has a data map which is reviewed once a term</p>

Safeguarding	Policy	System
Drug Use and Misuse	Drugs Policy	Substance use and misuse education forms part of the curriculum and is delivered from Nursery to Year 6. The school is a No-Smoking ground. The grounds of a school are checked regularly for drug paraphernalia. If a child requires any medicines to be kept in school and administered during school hours the parent is encouraged to come to school to administer the medicine themselves. If this is not possible, parents must complete a form and the medicine must be labelled with the prescription dosage and stored in the medicine fridge. Any drug-related incident are taken seriously and each case dealt with in its own context.
Enhanced DBS checks	Safer recruitment policy DBS policy	All staff governors and volunteers are required to have an up to date Enhanced DBS. DBS certificates are tracked and new applications are made in a timely manner. There is a school data base of DBS checks for all staff, governors and volunteers that is updated regularly.
Internet Safety	Internet Safety Policy	The school has a clear Internet Safety Policy that outlines the rules and guidance for responsible internet use within the school. Pupils are regularly challenged in their use of the internet and email to impact upon appropriate use at home. Pupils are expected to play their part in reducing the risk by obeying rules which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of email facilities, by failing to follow the rules then the behaviour management system will be applied. This involves informing the parents. Photographs must not identify individual pupils. Full names will not be used on the website, particularly alongside photographs.
Medical Needs	Medical needs policy	First Aid will normally only be administered by a First Aider with a current First Aid at Work Certificate – staff trained. First Aid boxes are taken on all off-site visits. Healthcare Plans are in place for relevant pupils alongside medical needs statements in SEN files. Accident books are kept up to date and forms filed and issued to parents. Parents are informed by telephone of any head injuries. Online accident reporting is used for any injury requiring the person to be taken to hospital, head injury, any staff injury or verbal abuse towards staff
Physical Intervention	Use of reasonable Force Policy	All staff are trained and updates occur regularly, further training is provided as need arises to support specific pupils. When physical intervention procedures are used it is a last resort, incidents are logged and parents are informed.
Racial Abuse	Strategic Equality Plan	One of the school values is ‘diversity’ and are school guidelines are to ‘respect others’. The school is committed to eliminating any unlawful discrimination on grounds of race by creating an environment where every individual, regardless of background, is able to participate and is valued fully as a member of the school community. Being opposed to all forms of discrimination and prejudice, we promote a positive attitude towards differences and expect respect for people of all backgrounds. The school values and encourages involvement of people from all sections of the local community. Any language or behaviour which is racist or potentially damaging to any group will not be tolerated and will be challenged and monitored. Information derived from monitoring will be used to plan whole-school strategies to combat incidents. Information on identity based incidents will be shared regularly with the LA to help actions to combat hate crime.
Recruitment	Safer recruitment policy DBS policy	Recruitment of new staff follows LA guidance. Two written reference requests are sought prior to interview. When appointed, two references, Enhanced DBS checks, and GTCW membership, is required prior to start date. Staff induction includes

Safeguarding	Policy	System
		explanation of safeguarding procedures and access to the staff handbook. The induction process is completed with a member of SMT.
Risk Assessments	Health and Safety Policy	Risk assessments are in place. These assessments are reviewed termly-annually. The school uses the LA system 'Evolve' to carry out risk assessments for visits and trips
Security	Health and Safety Policy	Access doors to buildings are controlled preventing unwanted external access into buildings. School pupils are briefed/ informed regularly not to open access doors allowing entry to other or unknown persons. School reception staff request sight of identification at all times upon visitor arrival. All visitors must sign in to record their presence and are issued with school visitor badges. Visitors are made aware of the school H&S procedures. All visitors are told to sign out when leaving the premises. All contractors must report to the school's main entrance and sign in/ out as necessary. Staff also sign in/out. A well-maintained fire alarm and fire detectors are in place. Regular evacuation practices take place and a safe assembly point location is agreed.
Staff Conduct	Staff Code of Conduct for ICT Staff Handbook	To ensure that members of staff are fully aware of their professional responsibilities they are made aware of the code of conduct in the handbook. Members of staff should consult the school's e-safety policy for further information and clarification on handling and communicating information.
Toilet Arrangements	Intimate care policy	Able and disabled toilets are available in school and are cleaned daily. Staff also work hard to ensure hygiene is a priority for all pupils when using the toilets. Staff have separate toilets.
Use of Images	Staff handbook	Written permission from parents will be sought before photographs of pupils are published. Parents have the option of allowing their child's photo to be taken in school activities for use in a variety of situations as well as appear on the school website, facebook page and school closed Twitter account.
Vulnerable Pupils	Inclusion Policies Child Protection Policy ALN Policy	The school recognises that the following groups of pupils are additionally vulnerable to abuse: Children with a disability Looked After Children Children who live in a house hold where there is domestic abuse Children who live in a household where parenting is compromised by substance misuse. Asylum Seekers The school endeavours to support vulnerable pupils through: the content of the curriculum the school ethos and values which: promotes a positive, supportive and secure environment and gives pupils a sense of being valued. using restorative approaches liaison with other agencies keeping records a commitment to develop productive and supportive relationships with parents whenever it is in the pupils best interest to do so
Whistle Blowing	Whistleblowing Policy	We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should refer to the policy.