



RYDAL PENRHOS SCHOOL

Safeguarding and Child Protection Policy including the Prevent Duty

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Abbreviations/Terms used this document:

SSD	Social Services Department	NSPCC	National Society for the Prevention of Cruelty to Children
DSL	Designated Safeguarding Lead (School)	LSCB	Local Safeguarding Children Board
LADO	Local Area Designated Officer (Conwy SSD Area Manager)	WRAP	Workshop Raising Awareness of Prevent
CPP	Child Protection Procedures	AWCPP	All Wales Child Protection Procedures
CPU	Child Protection Unit (police)	Staff	‘Staff – includes all those adults mentioned above who work for (or with) the School in any capacity.
FGM	Female Genital Mutilation		
CPOMS	Child Protection Online Monitoring System		

Defining Safeguarding & Child Protection

Safeguarding & Child Protection

The terms ‘safeguarding’ and ‘child protection’ mean different things to different people. The Welsh Government has defined the terms as follows:

Definition of Safeguarding

Safeguarding and promoting the welfare of children includes: -

- Protecting children from abuse and neglect
 - Preventing impairment of their health or development
 - Ensuring they receive safe and effective care, to enable them to have optimum life chances.
- (All Wales Child Protection Procedures 2008 - Page 20)

Definition of Child Protection

Child protection is a part of safeguarding and promoting welfare. It refers to the activity, which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect

(All Wales Child Protection Procedures 2008 - Page 16)

There are three main elements specifically regarding the safeguarding of children: -

- prevention through the teaching and pastoral support offered to pupils
- procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children, school staff are well placed to observe the outwards signs of abuse
- providing support to pupils who may have been abused

There are other related policies and procedures that should be read alongside this document, to help keep our pupils safe in a variety of circumstances. (See the list of related policies, page 20.)

Introduction

Circulation

This policy applies to all pupils in our school (including our Early Years Foundation Phase). It is addressed to all governors, teaching and non-teaching staff (including school medical and nursing staff), volunteers working in the School and further or higher education students on placement, and will be given to parents & pupils on request. It is also included in the New Pupils’ Handbook in the Senior School and is available on the School’s website. For the purpose of clarity, any reference to ‘staff’ within this document includes all adults who work for or with the School in any capacity.

As well as applying to the list of people set out above, it imposes personal obligations upon them.

‘It is a fundamental principle that the protection of children from harm is the responsibility of all individuals working with children.’

(All Wales Child Protection Procedures 2008)

Safeguarding Embedded - Positive Ethos

All children have the right to be safe in society. We have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of all children by creating a positive school atmosphere through: -

- a. our teaching and learning, pastoral support and care for both pupils and school staff
- b. establishing strong, positive relationships with parents which allow us to work in partnership to provide the best possible support for each pupil in our care
- c. ensuring that all adults who work within the School are aware of, and committed to, their responsibilities about safeguarding and child protection
- d. providing a safe and caring environment in which pupils can thrive and develop into confident, healthy, well-balanced and resilient individuals.

We are committed to maintaining an ethos where children and parents feel secure in being able to talk confidently to school staff about any concerns they may have, knowing that they will be taken seriously and treated with sensitivity.

Every pupil should feel safe and protected from any form of abuse. The safety and protection of pupils is the responsibility of all school staff and volunteers. We acknowledge that children can be abused physically, emotionally, sexually or by neglect. *Keeping Learners Safe* (Statutory Guidance for Wales) outlines safeguarding responsibilities in specific circumstances, including Radicalisation under the Prevent Duty (Appendix ii). It is our duty to report any concerns that we have of child abuse, as the health, safety, and protection of all children is paramount.

Safeguarding against radicalisation and extremism is no different from safeguarding against any other vulnerability/abuse in today's society. *The Prevent Duty Guidance for England and Wales* emphasises that the duty to have due regard for the need to prevent children from being drawn into terrorism is an aspect of safeguarding.

FGM is child abuse, and is an illegal act, affecting girls particularly from North African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although we consider girls in our school to be safe from FGM, we will continue to review our policy and assess the risks annually (Appendix ii).

On a practical day-to-day basis, safeguarding encompasses (but not exclusively) issues such as: health and safety, medical and health care, first aid, school security, off-site visits, staff recruitment, visitors to the School, e-safety, anti-bullying, peer-on-peer abuse, drugs and substance misuse and physical contact with pupils etc. (See related Safeguarding Policies list – page 20.)

See the guidance document for 'Safeguarding responsibilities in specific situations', chapter 4, which lists the circumstances of which to be mindful. Guidance can be found on the corresponding pages.

<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>

Our Curriculum deals with safeguarding through activities and opportunities in PSHE/Citizenship and other subjects such as RS, English, Drama and ICT, that will equip the children with the necessary skills and awareness to stay safe from abuse and to know who to turn to for help. The school seeks to 'educate against hate' and all members of staff have a duty to 'actively promote' the 'Fundamental British Values' of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. These values were first set out by the government in the 'Prevent' strategy in 2011.

The Aims of this Policy

The aims of this policy are: -

- a. to have in place procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children, and protecting them from abuse (including the Prevent Duty
- b. to ensure that all school staff are aware of their duty, and what action to take when dealing with any child protection issue
- c. to outline our commitment at Rydal Penrhos to take all reasonable measures to safeguard and promote the welfare of each pupil in our care.

We aim to do this by implementing procedures and systems to: -

- raise awareness of this policy to ensure that all staff are aware of their responsibilities
- protect each pupil from any form of abuse, including peer-on-peer abuse
- train all staff to be alert to signs of abuse and those pupils who may be vulnerable
- deal appropriately with every disclosure or suspicion of abuse
- support children who have been victims of abuse and / or exploitation
- work with others to provide the best level of care for those in need of additional support
- ensure that where abuse is suspected by another child, child protection procedures are applied to both children
- address any other safeguarding issues which may be specific to an individual pupil or our local area, assessing the risk of radicalisation, FGM and also Breast Ironing
- operate robust and sensible health & safety measures
- take all practicable steps to ensure that school premises are as secure as circumstances permit
- operate clear and supportive policies on drugs, alcohol and substance misuse
- operate clear policies and robust measures relating to e-safety
- deliver a curriculum which promotes safety and wellbeing
- prevent unsuitable staff and volunteers from working with children and young people (including informing the appropriate bodies if it is discovered that any person connected to the School is considered to be unsuitable to work with children)
- ensure staff are aware of the expected code of professional conduct
- to deal appropriately with any allegation of abuse by a member of staff whether they took place on the School premises or elsewhere
- enable staff who have concerns about the conduct of any adult working in school to share these
- ensure that teachers and others who are innocent are not prejudiced by false allegations.

Every complaint or suspicion of abuse from within or outside the School will be acted upon and will be referred to an external agency such as SSD, the CPU or the NSPCC, in accordance with the procedures published by Conwy and Denbighshire LSCB. Where there are concerns relating to radicalisation, this must be referred to the area Prevent Coordinator of the North Wales Police for advice.

Compliance

Rydal Penrhos School has a statutory duty under section 175/157 of the Education Act 2002 to safeguard and promote the welfare of children. Under this duty, the School follows the guidance set out in: -

- *Keeping Learners Safe 158/2015* (The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002)
- Safeguarding Children: Working Together Under the Children Act 2004
- The Independent Schools Standards (Wales) Regulations 2003, as amended from time to time.

The procedures within this document take into account the *All Wales Child Protection Procedures 2008* and give due regard to the statutory documents linked to all aspects of safeguarding within Wales and England.

Guidance Wales

- Welsh Office circular 158/2015 Keeping Learners Safe (which supplements the guidance in Safeguarding Children: Working Together Under the Children Act 2004)
- The Independent Schools Standards (Wales) Regulations 2003, Standard 3
- The National Minimum Standards for Boarding Schools (2003)
- Welsh Government Circular No: 009/2014 Safeguarding Children in Education – Handling allegations of Abuse against teachers and other staff.
- The Counter-Terrorism and Security Act (2015 – Section 26, The Prevent Duty)
- The Social Services & Wellbeing Act, Wales (2014)
- Disqualification under the Childcare Act (2006 - Guidance published 2015)
- The Serious Crime Act (2015)
- The Female Genital Mutilation Act 2003
- Other requirements followed by the Welsh Government in its commitment to safeguard children and young people are those of:
 - The Education Act 2002 s175/175
 - The Children Act (1989 as amended 2004 section 52)
 - The United Nations Convention on the Rights of the Child (UNCRC) 1989, articles 12, 19, 28 and 29; The Equality Act (2010)
 - The Rights of Children & Young Persons Measure, Wales (2011)

Additional reference material –(England)

- Keeping Children Safe in Education DfE Statutory Guidance, (England - revised September 2016) especially annex A
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education (Safer Recruitment Consortium September 2015)
- Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018, HM Government

Responsibility for Policy and Procedures The Governing Body

The School's Governing Body will ensure that: -

- the School has in place a child protection policy and other related procedures that are: -
 - in accordance with local authority guidance and locally agreed inter-agency procedures;
 - inclusive of services that extend beyond the school day
 - reviewed at least annually
 - made available to parents or carers on request
 - available in a format appropriate to the understanding of children

They will ensure that: -

- the School operates safe recruitment procedures that take account of the need to safeguard children and young people, including appropriate reference checks on new staff and volunteers who will work with children, including, and relevant DBS checks
- the School has in place procedures to deal with allegations of abuse against members of staff and volunteers and member(s) of the Governing Body are nominated for liaising with the LA and other agencies as appropriate, in the event of allegations of abuse being made against the Principal/Head
- the Principal/Head and all other permanent staff and volunteers who work with children have undertaken appropriate training necessary to effectively carry out their responsibilities with regard to safeguarding and protecting children and that this is kept up to date with regular refresher training
- temporary staff and volunteers providing short-term cover and who will be working with children and young people receive clear guidance on the School's arrangements for child protection and on their responsibilities
- it remedies without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention
- the DSLs, the Designated Governors undertake basic and refresher training to keep their knowledge and skills up to date
- the Principal/Head provides termly reports on safeguarding pupils in the School
- a site safeguarding risk assessment is completed annually in line with health and safety procedures
- these policies and procedures are monitored for compliance

The Designated Governors

Two governors have been designated to take responsibility for scrutinising the School's Child Protection Policy and Procedures, including Prevent, alongside Safer Recruitment and other related policies, to ensure compliance with national and local regulations, arrangements and guidance.

The Designated Governors will: -

- ensure the Governing Body reviews the School's safeguarding related policies and procedures and how those duties have been discharged annually (through reviews and audits)
- meet with the DSLs at least twice a year to review and gain an insight into the practice and challenges facing the School on a practical level, in relation to safeguarding matters, and to check annual safeguarding audits
- take responsibility for the oversight of procedures relating to handling allegations against school staff and volunteers
- undertake safeguarding training at least every three years

The Principal/Head

The Principal/Head will: -

- ensure there are DSLs who have undertaken the appropriate, enhanced training and support required of the role
 - provide adequate resources for the DSL to undertake his/her role
 - ensure that there is always a DSL available to deal with any safeguarding /child protection issues (including arrangements for holiday periods)
 - work closely with the DSLs and nominated governors for child protection
 - work with all members of the Governing Body to understand and fulfil its responsibilities
 - monitor the effectiveness of this policy and report annually to the Governing Body on this
 - have read and fully understood the Welsh Government Guidance: circular No: 009/2014 – Safeguarding Children in Education – Handling allegations of abuse against teachers & other staff
 - ensure DBS and/or other required checks are undertaken for everyone working (or volunteering) in the school
 - ensure that the procedures outlined in this document are implemented and followed
 - follow procedure set out in the Welsh Government guidance circular: 009/2014 - (Handling allegations of abuse against teachers and other staff), when an allegation is made against a member of staff
- ensure that the recruitment and selection procedures are made in accordance the requirements of National Minimum Standards for Boarding Schools (CSSIW 2003) – Standard 38, with Welsh Government Circular: 158/2015 Chapter 5 (Safer Recruitment Practice)

The Principal/Head will ensure that all staff (including governors, supply teachers and volunteers):

- are aware of the School's Safeguarding & Child Protection Policy and procedures, and related policies
- know the names and contact details of the DSLs (and Deputy DSLs)
- know the names of the Designated Governors for Safeguarding & Child Protection
- know that they have a legal duty and individual responsibility for referring child protection concerns to the DSL within agreed timescales (or a Deputy DSL if the DSL is unavailable)
- know that they have a duty to follow up concerns and make a referral to Social Services if necessary
- can access sufficient resources to enable them to discharge their responsibilities
- feel able to raise concerns about poor or unsafe practice (and will ensure that such concerns are addressed sensitively and effectively in accordance with the School's Whistleblowing Policy)
- are provided with the School's policy and procedures as part of their induction
- undertake training in child protection procedures as part of their induction and receive training and updates in safeguarding and child protection regularly (formally, at least every 3 years) and to meet statutory training requirements)

The Principal/Head will 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, website, handbooks and other such documents or leaflets.

The Designated Safeguarding Lead

The school has appointed three senior members of staff (‘Designated Safeguarding Leads / DSLs) and at least two Deputy DSLs to be responsible for matters relating to child protection and welfare.

The DSLs will deputise for each other if either is absent from school.

The Designated Safeguarding Leads will: -

- be trained in child protection policy and procedures, and renew the enhanced training required for this role at least every two years, and other activities to update their knowledge / understanding at least annually
- undergo Prevent / WRAP or other appropriate training as required and keep up to date with all new guidance on safeguarding children
- be on the school site, or ensure that appropriate arrangements are in place in their absence, to ensure safeguarding/child protection issues are dealt with by a trained and named Deputy DSL
- work with other DSLs to help keep all school staff up to date with any changes to procedures
- assist with the organisation of appropriate training for school staff and governors (including Prevent awareness)
- work with other DSLs to help maintain an ongoing training programme for all school employees, including induction (to include Prevent)
- annually review the policy with the Principal/Head, DSLs and Designated Governors
- ensure the implementation of this policy and that everyone connected with the School is aware of this policy
- familiarise school staff with the policy and procedures
- ensure that pupils are made aware of: -
 - basic safeguarding procedures in school such as visitors signing in and wearing visitor badges
 - How to keep themselves safe in various situations (including online/internet safety and responding to bullying)
 - opportunities in forums such as the School Council to review the Anti-bullying Policy and the School Rules, and to raise safeguarding concerns
- coordinate the child protection procedures within their department in the School
- be a point of contact for pupils, teaching and non-teaching staff, parents, and external agencies in all matters of child protection and the Prevent Duty, and act as a source of advice within their department
- advise and act upon all cases of suspected or actual problems associated with child protection (including radicalisation) reported to him/her
- provide support for any child at risk
- ensure all incidents are recorded, reported and kept confidential, and monitor the keeping, confidentiality and storage of records relating to child protection in locked locations
- make and record child protection referrals (including those under the Prevent Duty)
- keep a confidential Child Protection Register of all those pupils known to be at risk
- transfer the child protection file of any pupil leaving to join another school
- ensure transfer of child protection file for any pupil joining their department in school is requested upon entry

- work closely with the Principal/Head and the Designated Governors and keep them informed of all actions unless the Principal/Head is the subject of a complaint
- liaise and seek advice from the Duty Social Services' Team or LADO (equivalent) when the need arises
- liaise with local Prevent Coordinators, North Wales Police, and local authorities and through existing multi-agency forums, including referrals to the Channel Police Practitioner when required

In order to establish strong, positive partnerships with parents, the DSL will also: -

- ensure that parents have access to this policy
- respect parents' and children's need for privacy and deal with all concerns with sensitivity and confidentiality (as appropriate)
- respect families from different backgrounds and cultures as long as it does not put the child at risk
- when making a referral share all information with parents unless there is potential for this to place the child at risk. (Advice may be sought from the SSD or Prevent contacts of the North Wales Police, before making a referral.)

The Deputy DSL will undertake appropriate training and will attend refresher training at 2-yearly intervals.

School Staff & Volunteers

School staff and volunteers should: -

All Staff have a legal duty to record and report any child protection problems, concerns or suspicions to the DSL as soon as it is identified and practically possible, and in any case within 24 hours to Social Services. This is not a matter of individual choice. There is a legal duty to record and report your concerns on the day the allegation/concern has been raised.

- understand their role and responsibilities to safeguard and promote the welfare of children
- be familiar with the School's procedures and protocols for safeguarding and promoting the welfare of children
- have access to and comply with the *All-Wales Child Protection Procedures*
- understand the principles and practice contained in *Keeping Learners Safe 2015* and the *Social Services and Wellbeing Act 2014/2016*
- know who to contact to express concerns about a child's welfare
- know when and how to refer any suspected case of harm or abuse to the DSL
- know when and how to refer any suspected case of harm or abuse to Social Services or the police
- undertake appropriate training regularly to a level commensurate with their role, including updates and formal refresher training at 3-yearly intervals to identify signs of harm and abuse, including indicators of vulnerability to radicalisation and on how to respond to a child
- know that it is their legal duty to ensure that any knowledge, concerns or suspicions that a child is, has or is likely to be at risk of harm is referred to Social Services or the Police, who have statutory duties and powers to make enquiries and intervene when necessary
- know that a child, parent, caregiver, relative or member of the public who expresses concerns about a child's welfare to a professional and/or agency employee must never be asked to make a self-referral to Social Services or the Police. The professional and/or agency employee (staff member or school) must make the referral

- be alert at all times to the indicators of abuse or neglect and the risks which individual abusers or potential abusers may pose to children
- be aware of the impact and effects of abuse and neglect on children
- work co-operatively with the parents, unless this is inconsistent with the need to ensure the child's safety
- recognise when a parent or carer has problems which may affect their capacity to provide effective or appropriate care, or which may mean they pose a risk of harm to a child
- share and help to analyse information so that an informed assessment can be made of the child's needs and circumstances
- contribute, as necessary, at all stages of the Child Protection process
- contribute to the regular review of the outcomes for the child, against specific shared objectives
- be committed to full co-operation with all other agencies in the interests of safeguarding children
- ensure that they conduct themselves correctly at all times and do not put themselves at risk

This is not a matter for individual choice.

The suspected abuse of a child must be reported to Social Services or the Police, who are the agencies together with the NSPCC with statutory powers to investigate suspected abuse. The School must not undertake its own internal child protection enquiries, but refer their concerns. If the concern involves a member of staff, the procedures outlined in the Welsh Government Circular No: 009/2014 Safeguarding Children in Education – Handling allegations of abuse against teachers and other staff.

Pupils

Pupils must be made aware of: -

- basic safeguarding procedures in school such as visitors signing in and wearing visitor badges
- what they should do and who they can talk to if they have any concerns or worries
- how to keep themselves safe in various situations (including online/internet safety and responding to bullying). (*See PSHE Policy and Programme*).

Awareness is raised through the PSHE curriculum, school assemblies, sessions with the school Liaison Police Officer and posters around school.

Every year the School will ask the views of all pupils by issuing a questionnaire and asking age appropriate questions such as: -

- Do they feel safe in school?
- Are they aware of basic safeguarding procedures in school?
- Are pupils aware of how to keep themselves safe?
- Do they know who to go to if they are concerned about their own safety or that of others?
- Are they aware of e-safety?
- Do they know how to keep themselves safe outside school?
- Do they know how to keep themselves safe when using the Internet?

Parents

Parents are: -

- asked to work in partnership with the School in order to establish excellent home-school relationships by sharing all information which will help to promote the welfare of their child
- made aware that we have a responsibility for the welfare of all our pupils
- made aware that we have a duty to involve Social Services if we have any concerns about a child
- made aware they will be informed of our actions (either by the DSL or SSD, depending on the circumstances surrounding the referral)

Through a parental questionnaire, annually we will ask parents if: -

- they have concerns about the safety of their child when in school
- enough time is given for children to learn how to keep safe
- they know who to talk to if they have any concerns
- their views are listened to and acted upon

Early Identification and Intervention

A proactive approach to identifying and providing early help and support for children is more effective in promoting their welfare and providing for their needs than reacting later. We are particularly alert to the potential requirement of early help for vulnerable children such as, those who are disabled or have specific additional needs or those who show signs of engaging in antisocial or criminal behaviour or whose family circumstances present particular challenges (e.g. substance abuse, adult mental health, domestic violence, and/or who is showing early signs of abuse and/or neglect).

Staff must work together (and with other agencies when required) in order to provide children with the best possible help and support systems. (*See Appendix i for types and signs of abuse and neglect*).

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure and have any concerns (no matter how insignificant they may feel these could be), they should always speak to the DSL, or in their absence, the Deputy DSL. It may be that their observation is one of other observations being passed to the DSL, which are starting to piece together a bigger 'picture' of concern for an individual. (*See Referral Process Flowchart 1 AWCPP, appendix vi.*)

All staff must read and understand the procedures set out in this policy, which reflect the AWCPP. If it is thought that a crime has been committed and/or a child is at immediate risk, the police should be notified without delay. (*See Referral Process Flowchart 3 AWCPP, appendix vii.*)

An important aspect of keeping children safe in school is the maintenance of a positive culture which supports early identification of abuse and neglect, so that cases of children who may be in need of help or protection are responded to as early as possible. Staff are advised to maintain an attitude of, 'It could happen here'. To this end, we also have clear whistleblowing procedures, which are referenced in staff training, including induction, along with our Code of Conduct. (*See separate policies.*)

These processes are in place to ensure that issues about safeguarding and promoting the welfare of children are addressed in our school by all staff who must feel able to raise concerns, and feel supported in their safeguarding roles.

Procedures and Guidance for Reporting Concerns

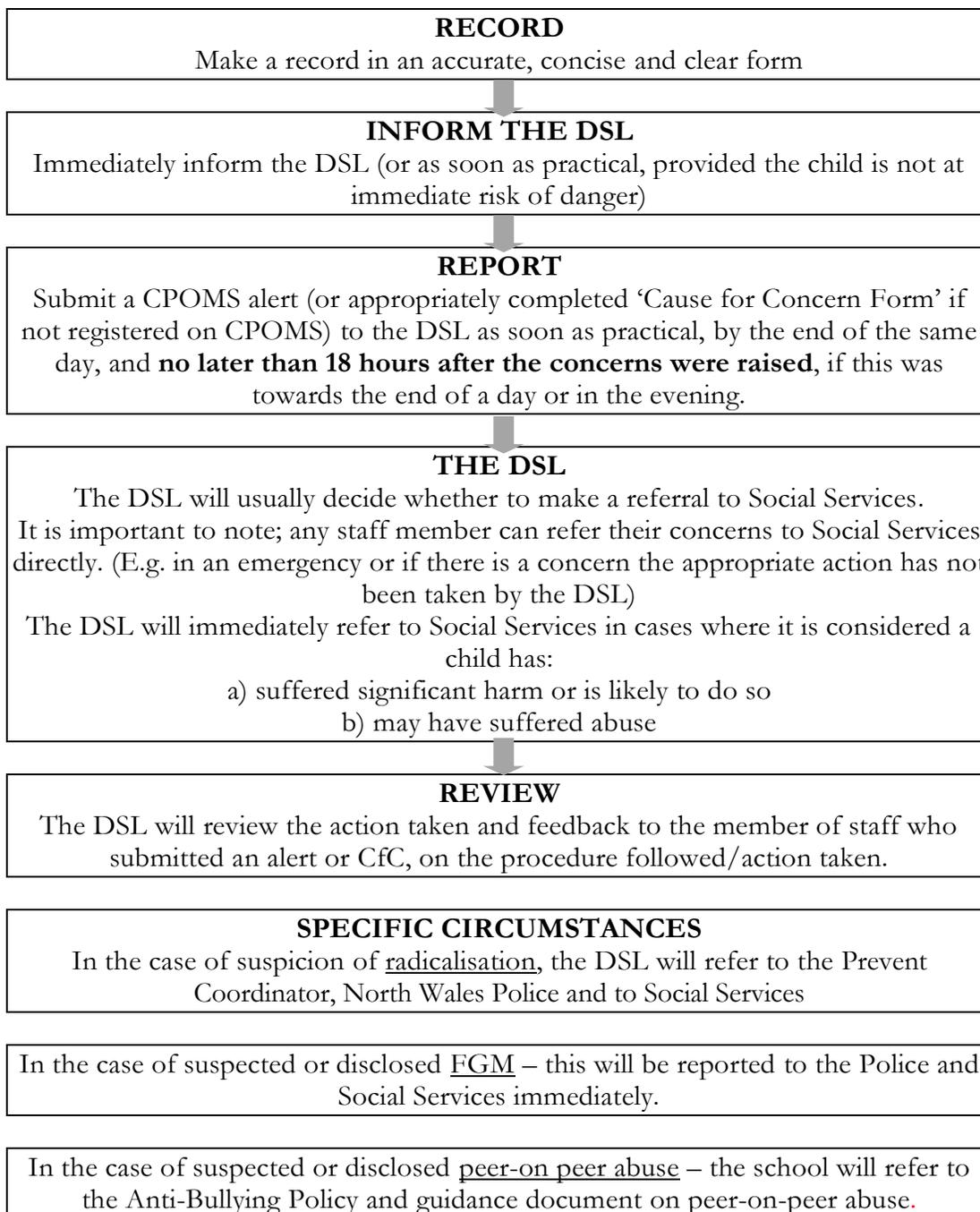
We will comply with the All Wales Child Protection Procedures (AWCPP) 2008 that have been endorsed by the LSCB. A copy of these procedures can be found on the school's intranet:

[T:\Whole School\Policies\Pastoral\Child Protection Policy and Related Documents\All-Wales-Child-Protection-Procedures-2008 \(1\).pdf](T:\Whole School\Policies\Pastoral\Child Protection Policy and Related Documents\All-Wales-Child-Protection-Procedures-2008 (1).pdf)

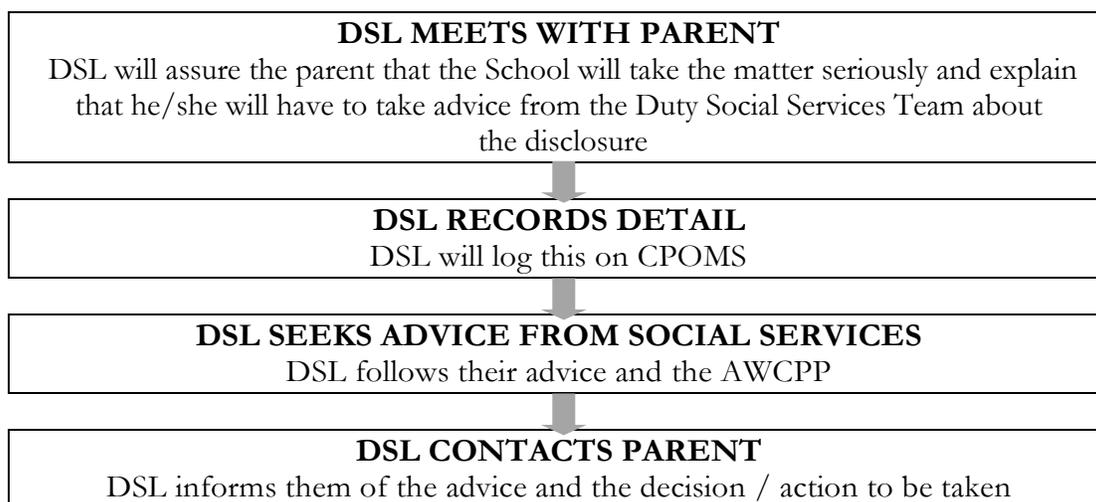
A. **A PUPIL MAKES DISCLOSURE** - If a pupil informs a member of staff that they or another young person are being abused:

DO	DO NOT
Do show the pupil that you have heard what he/she is saying and that their allegations are being taken seriously.	Do not interrupt when the pupil is recalling significant events, ask leading questions or make the pupil repeat their account.
Do encourage the pupil to talk and reassure them that they are doing the right thing in telling someone.	Do not promise to keep what they have been told secret or confidential. <i>[Adults have a responsibility to disclose information to those who need to know: reporting concerns is not a betrayal of trust.]</i>
Do explain what actions will be taken/how you are going to help, in a way that is appropriate to the age and understanding of the pupil.	Do not investigate or make judgments. To do so could create serious problems at later stages of any legal proceedings.
Do ask the DSL what action he/she intends to take and record the response. If you are not satisfied with the action taken, challenge the decision or consult with Social Services.	Do not allow any shock or distaste to show.
	Do not confront the alleged abuser.
Do write down as soon as they can (no later than 24 hours) what you have been told, using the exact words if possible (making note of the date, time, place and people who were present at the discussion, including what you did and the response that you received)	Do not worry that you may be mistaken. Concerns will always be taken seriously by Social Services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment
Do make sure the relevant emergency service is informed [If the pupil is in danger or needs medical attention].	Do not ask the pupil to remove or adjust clothing if bruises are observed.
Do Review any action taken	Do not delay emergency action to protect a young person - a failure to act may lead to a more serious outcome.
RESPOND, RECORD, REPORT AND REVIEW	

- B. **STAFF SUSPECTS ABUSE** - If a member of staff has concerns about a child or suspects that a child may be a victim of abuse then they should: -



C. PARENT MAKES A DISCLOSURE - If a parent makes a disclosure to school, the Designated Safeguarding Lead:



Reporting to the Designated Safeguarding Lead

If staff members are unsure they should always speak to the DSL. In exceptional circumstances, such as in an emergency, where there is a risk of immediate serious harm to a child or a genuine concern that appropriate action has not been taken, staff members can speak directly to Social Services.

The DSL in consultation with the Head of the School will usually decide whether to make a referral to Social Services, but it is important to note that any staff member can refer their concerns to Social Services directly. If the child's situation does not appear to be improving, the staff member with concerns should press for reconsideration for a referral. Concerns should always lead to help for the child.

Guidance and Procedures for Recording Information

ALL concerns about child protection (including those relating to suspected radicalisation) must be reported in writing (via CPOMS or by using a Cause for Concern Form or Radicalisation & Extremism Cause for Concern Referral Form as appropriate.)

- If a disclosure is made by a child, the adult must make a sufficient written record of the conversation
- Any record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence
- Observed injuries or bruises, if applicable, should be noted on the written record or CPOMS form
- The record should be dated and signed by the person making it and should use names, not initials
- Any paper record must be kept securely and handed to the DSL
- All information should be treated confidentially and sensitively
- The DSL may seek advice from the Duty Social Services Team, LADO/Area Manager or Prevent Coordinator, North Wales Police
- Any paper records will be kept securely and/or uploaded to related CPOMS records

Action by the Designated Safeguarding Lead

The action to be taken will take into account the procedures in the *All Wales Child Protection Procedures 2008, Keeping Learners Safe*; and *Working Together Under the Children Act 2004* published by the Welsh Assembly Government.

The School will not undertake its own child protection inquiry but refer the disclosure or concerns. If the matter involves a member of staff, the School must not make its own internal decision about whether it is a disciplinary issue or a child protection matter.

If there is room for doubt as to whether a referral should be made, the DSL may consult with the SSD or other appropriate professionals on a no name basis without identifying the family. However, as soon as a problem, suspicion or concern about a pupil becomes apparent, a referral will be made without delay, and certainly within 24 hours.

If the initial referral is made by telephone, the DSL will confirm the referral in writing to SSD within 48 hours. If no response or acknowledgement is received within 3 working days, the Designated Safeguarding Lead must contact Social Services again.

(See flowchart for the referral process All Wales Child Protection Procedures 2008 – Appendix v)

Involvement of Parents or Carers

The School will discuss any concerns about a child's welfare with the family and, where possible, seek their agreement to making a referral to Social Services. However, this will not be done where it would put the child at risk.

The child's views should be considered in deciding whether to inform the family, particularly where the pupil is sufficiently mature to make informed judgements about the issues.

Where there are doubts or concerns about involving the family, the DSL will clarify with the external agencies whether and how the family should be told about the referral.

Support

Mechanisms are in place for any child that is at risk, to support and help build their self-esteem and confidence.

School staff and volunteer helpers who feel distressed as a result of being involved with a case or incident will/may receive support and counselling.

Counselling

The School has a Counselling Service in which the welfare of pupils is the over-riding consideration. Any pupil who is worried about their work, activities or relationships is encouraged to seek counselling help.

Support continued

Appropriate people for pupils to seek support from are:

<ul style="list-style-type: none"> ▪ Housemaster / Housemistress ▪ Form Tutor ▪ Another Teacher ▪ The Deputy Head ▪ The Principal/Head of Senior School/Head of Prep School 	<ul style="list-style-type: none"> ▪ Head of School (Lower/Middle/Sixth Form) ▪ The Health Centre ▪ The Chaplain ▪ The School's Independent External Counsellor ▪ Childline
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Information Sharing

7 Golden Rules for Information Sharing

(Advice for the DSL or anyone needing to make a referral.)

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

HM Government Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018

Confidentiality and Security of Information

It is imperative that confidentiality is observed at all times as the protection, health and wellbeing of the child are paramount. However, the duty of confidentiality is not absolute and may be breached where this is in the best interests of the child and in the wider public interest.

School staff have a professional responsibility to share information with other professionals who are investigating a case.

A child, when confiding information to a member of staff, must be made aware that for the child's own sake this information cannot be kept secret if the child is at risk of or suffering significant harm.

All child protection records are regarded as confidential and will be kept in a secure place.

Preserving Evidence

All evidence (for example, scribbled notes, and mobile phones containing text messages, clothing, and computers), must be safeguarded and preserved. Whilst note can be uploaded/logged on CPOMS, original written notes of evidence must be preserved.

Pupils Transferring to another School

The following procedures will take place if a pupil on the child protection register transfers to another school: -

- the case social worker will be contacted by the Designated Safeguarding Lead
- child protection records will be passed on to the Designated Safeguarding Lead at the receiving school only if that school is in the same Local Authority
- if the child is moving to another Local Authority, then information will only be passed on with outline details of case conferences but not minutes of conferences
- the School (RPS) will request any relevant information upon transfer

Training

In-house training is organised or delivered by a DSL, who has received accredited NSPCC training. Other appropriate accredited agencies will be brought in to deliver more comprehensive, higher level or focused training sessions to school staff, volunteer helpers and governors when required.

Training is provided:

- on induction to the School (including during NQT induction)
- at appropriate times throughout the academic year to keep staff up to date with current safeguarding matters

All school staff must undertake appropriate training at least every three years in:

- recognising signs of abuse
- handling disclosures
- specific child protection issues including Prevent training
- restraint training (as required)

Staff will have access to relevant updates and refreshers at least annually; this may include e-learning, staff bulletins, departmental meetings, etc. We ensure all school staff have equal access to relevant training. In addition, pupils who offer guidance and support to younger pupils, for example peer mentors and prefects, also receive basic safeguarding awareness training.

Dealing with Allegations against School Staff, Volunteers or the Principal/Head

The School has procedures to deal with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations which are in line with Welsh Government Circular No: 009/2014 *Safeguarding Children in Education – Handling allegations of Abuse against teachers and other staff*. In addition, staff should read the RPS Whistleblowing Policy.

What is an allegation?

An allegation is any behaviour where an adult within the school staff group is alleged to have:

- (a) behaved in a way that has harmed a child, or may have harmed a child;
- (b) possibly committed a criminal offence against or related to a child; or
- (c) behaved towards a child or children in a way that indicates he or she could pose a risk of harm to children

An allegation may be triggered by one specific incident or by a pattern of behaviour by the adult, or low-level concerns which when considered collectively amount to an allegation.

Any allegation about a staff member should be reported to:

- ◇ The Principal/Head or DSL (unless the allegation is against the DSL)
- ◇ The Principal/Head & the Chair of Governors if the allegation is against the DSL
- ◇ The Chair of Governors and General Secretary MIST if the allegation is against the Principal/Head
- ◇ The Principal/Head & the Chair of Governors' if the allegation is against a governor

The General Secretary MIST will be informed of all allegations against staff and volunteers.

The adult to whom the concern or allegation relates should not be informed.

Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure: -

- The safety and welfare of the pupil or pupils concerned
- The need for a full and fair investigation.

How will allegations be handled?

Allegations will be handled in line with:

- a) Safeguarding children in education: handling allegations of abuse against teachers and other staff – Welsh Government Circular 009/2014
 - b) Disciplinary and dismissal procedures for school staff – Welsh Government Circular 002/2013
- See appendix viii for a summary of procedures for handling allegations.*

Allegations against a teacher who is no longer teaching should be referred to the police.

Dealing with Allegations against another Pupil

The management of the conduct of pupils is explained within our school anti-bullying and behaviour policies and procedures (the latter includes sanctions and rewards), and also our peer-on-peer abuse guidance.

When an allegation is made by a pupil against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed. For example, threats and intimidation, blackmail, indecent touching or sexual assault, photography of inappropriate content or filming, sexting, violence, particularly when this may be a criminal offence or present risks to other children.

A factual record of the allegation should be made. However, the school staff should not investigate until specialist advice is sought from Social Services via the DSL. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate. (Records of peer on peer incidents should be placed on both pupils' files.)

If a referral is required, then there will be separate strategy discussions held regarding (a) the alleged perpetrator and (b) the alleged victim. Where it is not considered that support of outside agencies is required, the School will investigate the allegation internally.

In situations where the School considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan.

It must be remembered that children who engage in abusive behaviour may have been subject to abuse from other children or adults, so additional sensitivity will be required outside the normal school discipline code.

The age and understanding of the alleged perpetrator must be considered throughout all decision-making. Staff will need to distinguish between behaviour appropriate to a child's developmental stage as distinct from sexually harmful or sexually problematic behaviour or peer on peer abuse, and consideration will be given to elements of coercion, violence and disparity in the ages between the abusing and abused child. However, allegations of peer on peer sexual abuse must be referred to Social Services.

The Principal/Head will ordinarily ensure that involved children are kept separate to avoid collusion or intimidation, until enquiries are complete. The school will not talk to the children about the incident other than initially establishing what is alleged to have taken place, but will keep a log of actions, discussions and decision. The school will contact parents of the involved children and request that parents do not discuss the matter with each other until Social Services complete their enquiries.

If the situation warrants it, for example, local interest or press coverage, the School should send a letter to all parent/carer(s) of children in the school, giving appropriate information about the situation following legal advice. The wishes of the abused child and their parents should be appropriately considered in any decision-making.

Depending upon the nature of the allegation, a pupil against whom an allegation of abuse has been made may be excluded from the School during the investigation and upon following the school's policy on behaviour, discipline and sanctions.

(See Behaviour Policy & Anti-bullying Policy)

Related Safeguarding Policies, Procedures & Guidance

All related policies below must be read and complied with alongside this policy.

It is also a term of this policy that risk assessments are documented and securely stored in relation to any activities (or persons) as required in the following policies.

- Attendance
- Anti-bullying
- Behaviour, Rewards & Sanctions
- Breast Ironing Guidance
- Missing Child/Pupil
- DBS Disclosure Checks
- Disciplinary Procedure
- Equal Opportunities
- E-safety
- FGM Guidance
- Health and Safety
- ICT and Access to the Internet
- Medical and First Aid
- Prevent Duty Guidance
- PSHE as part of SMSC, including Promoting Fundamental British Values
- Peer-on-Peer Abuse Policy/Guidance
- Pastoral Care, including Referral Procedures for the School Counsellor
- Photographs/Creation & Use of Digital or Media Images
- Safer Recruitment
- School Rules
- School Staff Code of Conduct
- School Security & Intruders
- Sex and Relationships Education
- Sick Child
- SEN
- School Staff and Volunteer induction
- Uncollected Child
- Use of Physical Force/ Restraint
- Visitors & Contractors
- Whistleblowing

Equality Statement

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We believe that this policy is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The Designated Safeguarding Leads will monitor the operation of this policy and its procedures and make an annual report to the Governing Body.

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the DSLs, the Principal/Head and the nominated governors. Any necessary recommendations for improvement will be made to the Governors.

Date	Review Date	Designated Safeguarding Leads	Deputy DSLs	Nominated Governors
27/3/19	26/3/20	Mrs Alison Hind	Mr John Murphy	Dr Nigel Bicketon
		Mrs Gabriella Murphy	Mrs Louise Roberts	Mrs Anne Watson
		Mrs Lavinia Lewis		
Principal/Head:		Mr John Waszek	Date:	28/3/2019
Chair of Governing Body:		Mr Julian Barnes	Date:	28/3/2019

This policy is subject to review on an annual basis; however, it may require earlier revision in the light of any regulatory change which comes into force in the interim.

Last reviewed by AH:	March 2019
Approved by Governing Body:	28 th March 2019
Next review:	March 2020

IMPORTANT CONTACTS

Important Telephone Numbers & Email Contacts		
Internal		
Designated Safeguarding Lead:	Mrs Alison Hind	Internal Extension 303 07833050345 ahind@rydalpenrhos.com
Designated Safeguarding Lead - Senior School:	Mrs Gabriella Murphy	gmurphy@rydalpenrhos.com 07793800428
Deputy DSL - Senior School:	Mr John Murphy	jbmurphy@rydalpenrhos.c 07793800427
Designated Safeguarding Lead - Prep School:	Mrs Lavinia Lewis	Internal Extension 310 llewis@rydalpenrhos.com
Deputy DSL - Prep School:	Mrs Louise Roberts	Internal Extension 305 lroberts@rydalpenrhos.com
Nominated Safeguarding and Prevent Governor:	Dr Nigel Bickerton	Via Mrs Philippa Mart (Clerk to the Governors) at the School address or pmart@rydalpenrhos.com
Nominated Safeguarding and Prevent Governor:	Mrs Anne Watson	
School Counsellor:	Mrs Tracy Boothby	Internal Extension 223 Direct line: 01492 539735 07824544424 tboothby@rydalpenrhos.com

Important Telephone Numbers & Email Contacts	
External	
Social Services Advice & Referrals	01492 575111 (Conwy) 01824 712200 (Denbighshire) 01352 701000 (Flintshire)
Out of Hours Social Services	01492 515777 (Conwy) 0345 053 3116 (Denbighshire) 0845 0533116 (Flintshire)
North Wales Police	101 www.north-wales.police.uk/advice-and-support.aspx
NSPCC Helpline	0808 800 5000 help@nspcc.org.uk
Prevent Coordinator, North Wales Police	01745588814 neal.parkes@nthwales.pnn.police.uk

Appendix ii

Types and Indicators of Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Some Physical and Behavioural Indicators of Abuse

(Not exhaustive)

Physical Abuse	
Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, and slapped or having objects thrown at them. Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FII).	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Scratches ▪ Bite marks ▪ Bruises in places difficult to bruise ▪ Burns ▪ Untreated injuries 	<ul style="list-style-type: none"> ▪ Self-mutilation tendencies ▪ Chronic runaway ▪ Aggressive or withdrawn ▪ Fear of returning home ▪ Undue fear of adults ▪ Fearful watchfulness
Emotional Abuse	
Emotional abuse is the ongoing emotional maltreatment or emotional neglect of a child. It is sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are usually suffering another type of abuse or neglect at the same time – but this is not always the case.	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Speech disorders ▪ Wetting or soiling ▪ Signs of mutilation ▪ Frequent vomiting 	<ul style="list-style-type: none"> ▪ Rocking, thumb sucking ▪ Fear of change ▪ Chronic runaway ▪ Poor peer relationships ▪ Attention seeking behaviour

Neglect	
<p>Neglect is the most common form of child abuse in Wales. It can have a very damaging impact on a child's life. Child neglect has four main areas:</p> <p>Physical — lack of basic needs like food, clothes etc.</p> <p>Educational — lack of support in learning.</p> <p>Emotional — ignoring the child, failing to encourage, isolation or rejection.</p> <p>Medical — failure to give health care including dental health.</p>	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Constant hunger ▪ Exposed to danger, lack of supervision ▪ Inadequate, inappropriate clothing ▪ Poor hygiene ▪ Untreated illnesses ▪ Tiredness 	<ul style="list-style-type: none"> ▪ Listlessness ▪ Lack of peer relationships ▪ Low self-esteem ▪ Compulsive stealing or begging

Sexual Abuse	
<p>A child is sexually abused when they are forced or persuaded to take part in sexual activities. This does not have to be physical contact, and it can happen online. Sometimes the child will not understand that what is happening to them is abuse. They may not even understand that it is wrong.</p>	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Soreness/bleeding in genital area ▪ Itching in genital area ▪ Stained or bloody underwear ▪ Stomach pains or headaches ▪ Pain on urination ▪ Difficulty in walking or sitting ▪ Bruises on inner thighs or buttocks ▪ Anorexia or Bulimia ▪ Substance or drug abuse 	<ul style="list-style-type: none"> ▪ Chronic depression ▪ Inappropriate language or sexual knowledge for age group ▪ Sexual advances towards adults or other children ▪ Low self-esteem ▪ Fear of darkness ▪ Wariness about being approached by anyone

Peer on Peer Abuse (including bullying)	
<p>Everyone has the right to learn, free from the fear of bullying, whatever form that bullying may take. Bullying can be: physical like hitting or kicking, taking belongings, sexual harassment, name-calling, insulting, spreading rumours. Cyber-bullying is on the increase and includes texting, social media comments or sending malicious e-mails. *Peer on Peer abuse can also include sexually harmful behaviour, grooming and young people being in violent relationships. <i>(see other indicators)</i></p> <p>It's important that schools have a culture where everyone is safe and included and that they step in quickly to stop bullying.</p>	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Sleep disorders ▪ Wetting the bed ▪ Physical evidence of fighting ▪ Constant complaining of feeling ill or being sick, especially in the morning 	<ul style="list-style-type: none"> ▪ Loose bowel movements ▪ Unwillingness to mix with peers ▪ Preferring isolation ▪ Fear of attending school ▪ Absence from school

Child Sexual Exploitation

Children don't volunteer to be sexually exploited and can't consent to their own abuse. They are forced or coerced. CSE includes: -

- the exchange of sexual activity for payment
- the production of indecent images
- grooming
- trafficking

Raising awareness with children and young people is an important part of educating them to stay safe and speak up.

Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Child going missing for periods of time or regularly returning home late ▪ Skipping school or being disruptive in class ▪ Appearing with unexplained gifts or possessions that can't be accounted for ▪ Experiencing health problems that may indicate a sexually transmitted infection ▪ Using drugs and/or alcohol ▪ Showing signs of unexplained physical harm, such as bruising and cigarette burns 	<ul style="list-style-type: none"> ▪ Having mood swings and changes in temperament ▪ Displaying inappropriate sexualised behaviour, such as over-familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ("sexting")

Female Genital Mutation (FGM) and Breast Ironing

Several communities consider FGM to be an act of tradition however FGM is illegal and is child abuse. Usually, it's the girl's family who arranges it.

All staff must be aware of the requirement of teachers to report to the police where they discover (either through disclosure by the victim or by visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. (Mandatory from October 2015) Unless any good reasons not to, the teacher should, in the first instance, pass the concern to the designated safeguarding officer who will make the referral/report.

Breast Ironing is a form of abuse, and any member of staff suspecting or receiving a disclosure of Breast Ironing should follow the School's safeguarding and child protection procedures.

Physical indicators FGM	Behavioural indicators FGM
<ul style="list-style-type: none"> ▪ Rare for teachers to see any physical evidence, and they should not be examining pupils. ▪ Has difficulty walking, sitting or standing ▪ Spends longer than normal in the bathroom or toilet 	<ul style="list-style-type: none"> ▪ Has unusual behaviour after an absence from school or college ▪ Is particularly reluctant to undergo normal medical examinations ▪ Asks for help, but may not be explicit about the problem due to embarrassment or fear.
Physical indicators BI	Behavioural indicators BI
<ul style="list-style-type: none"> ▪ May not see any physical evidence ▪ Breast development can be slowed down ▪ Can leave women with malformed breasts ▪ Severe chest pains ▪ Infections and abscesses Longer term: Longer Term: difficulty breastfeeding or producing milk,. In some cases, it may be related to the onset of breast cancer. 	<ul style="list-style-type: none"> ▪ Reluctance changing in front of peers ▪ Appearing withdrawn ▪ Appearing to be in discomfort ▪ Low self-esteem

Radicalisation and the Prevent Duty

The Counter-Terrorism and Security Act (July 2015), requires certain authorities, including schools, to "have due regard to the need to prevent people being drawn into terrorism". This is known as the 'Prevent duty'. The duty covers all types of extremism, whether political, religious or ideological.

Any suspicion of a pupil being drawn into radicalisation should be reported immediately to the DSL and a 'Radicalisation and Extremism Cause for Concern Form' (appendix iv) completed.

Radicalisation is the way some people come to support terrorism and violent extremism and even join terrorist groups. Signs that a child or young person is at risk of radicalisation may include a combination of indicators such as:

Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> ▪ Having extremist type literature ▪ Significantly change their appearance or clothing ▪ Accessing extremist material online, including on social networks such as Facebook and Twitter 	<ul style="list-style-type: none"> ▪ Changes in friendships, behaviour and language ▪ Solitary ▪ Distrustful of authority ▪ Quick to anger ▪ Argumentative and unwilling to listen to others' viewpoints ▪ Abusive to peers who are different to themselves, perhaps on the basis of race, religion, gender or sexuality. ▪ Susceptible to conspiracy theories and feelings of persecution. ▪ Changes in friendship groups and appearance ▪ Rejection of activities they used to enjoy ▪ Change their online identity, including their social media name or profile image. [Some will have two parallel online profiles – one their 'normal' or old self and the other an extremist identity, often with another name.] ▪ Excessive amounts of time may be spent online or on their phone, and be secretive and reluctant to discuss what they're doing ▪ Expressing extreme views ▪ Advocating violence ▪ Associating with known extremists ▪ Trying to recruit others.

Sources: NSPCC, Keeping Learners Safe & NHS

Historical Abuse: There may be occasions when a child or adult discloses abuse that occurred in the past. This 'historical abuse' must be treated in exactly the same way as any other disclosure or suspicion of current child abuse. The abuser may still represent a risk to children.

Other support and guidance on defining the different types, and identifying the signs of abuse: -
<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>
(Appendix iii)

Other Key Documents

Safeguarding children: Working together under the Children Act 2004

<http://gov.wales/docs/dhss/publications/091126safeguardingchildrenen.pdf>

All Wales Child Protection Procedures 2008

<http://www.childreninwales.org.uk/wp-content/uploads/2015/09/All-Wales-Child-Protection-Procedures-2008.pdf>

Keeping Learners Safe - Wales

<http://gov.wales/topics/educationandskills/publications/guidance/keeping-learners-safe/?lang=en>

Welsh Government Circular No: 009/2014 Safeguarding Children in Education – Handling allegations of Abuse against teachers and other staff.

<http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-en.pdf>

Prevent Duty Guidance

http://www.legislation.gov.uk/ukdsi/2015/9780111133309/pdfs/ukdsiod_9780111133309_en.pdf

The Child Minding and Day Care (Disqualification) (Wales) Regulations 2010.

Guidance for Safer Working Practice

<http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

The Children Act Guidance 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441643/Children_Act_Guidance_2015.pdf

UNCRC <http://www.unicef.org.uk/UNICEFs-Work/UN-Convention/>

The Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>

Rights of Children and Young Persons (Wales) Measure 2011

<http://www.legislation.gov.uk/mwa/2011/2/contents>

Children and Families Act 2014 <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Social Services and Wellbeing Act 2014 (Wales)

http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

Serious Crime Act 2015/The Female Genital Mutilation Act 2003

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416323/Fact_sheet_-_FGM_-_Act.pdf

Home Office Multi-agency statutory guidance on female genital mutilation April 2016 *Statutory guidance issued under section 5C(1) of the Female Genital Mutilation Act 2003 (England and Wales)*

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf

Guidance / additional reading - England

Keeping Children Safe in Education DfE Statutory Guidance, (England September 2016) annex A;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Appendix iv

SAFEGUARDING/CP CAUSE FOR CONCERN

Name of Pupil:		Form:	
Nature of concern (Please record exactly what you have heard/witnessed/observed and when –all facts and actual words used by child/young person)			
Observed injuries (If applicable)			
Date:		Time:	
People Present and Position:		Place of meeting/interview	
		Signed:	
		Date:	

PLEASE PASS ON TO THE DESIGNATED SAFEGUARDING LEAD or IN HIS/HER ABSENCE, THE DEPUTY DSL

Follow up/Action:	
Name & Signature (DSL):	Date:
Monitoring?	Yes / No
If no action taken, please state reason here	

Name & signature (DSL)	Date:
-----------------------------------	--------------

Appendix v:

RADICALISATION AND EXTREMISM CAUSE FOR CONCERN REFERRAL FORM

Confidential

Please remember not to interpret what is seen or heard; simply record the facts.

After completing this form please ensure that it is handed to the Designated Safeguarding Lead immediately.

Name of pupil	
Year group and class	
Tutor of student	
Staff member completing the form	
Date of referral	

Please use the space below to provide details of your concern based on facts you have seen or heard

Nature of the concern (please tick):

Incident in school, outside school or both	
Directly observed/heard by staff member	
Information received second hand, e.g. overheard conversation	
Inappropriate content on an electronic device	
Evidence of propaganda material	
Involving more than one pupil/gang mentality	
Inappropriate material held by pupil	

Signed: Date:.....

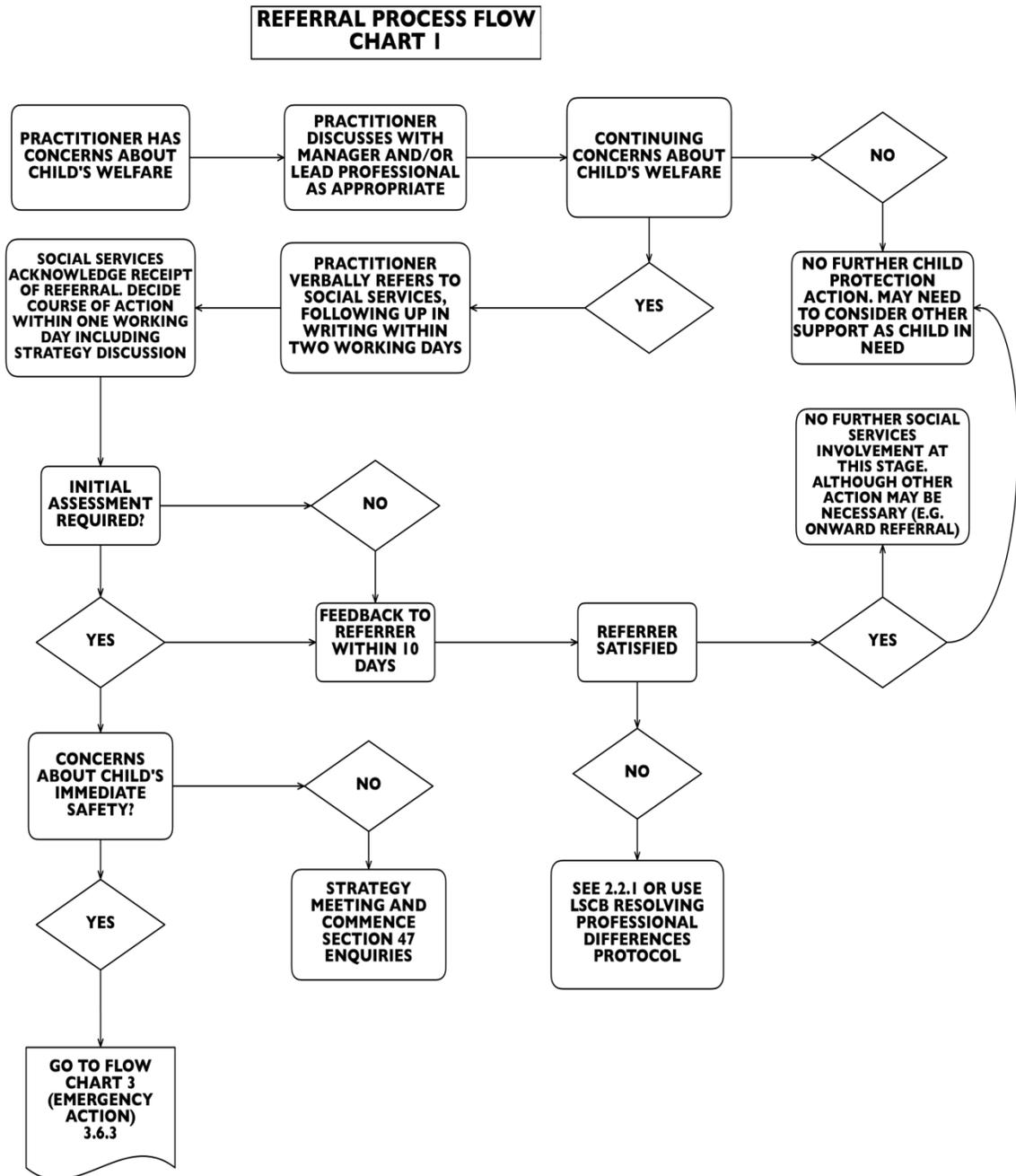
(Print Name)

.....

Appendix vi:

REFERRAL PROCESS FLOWCHART 1

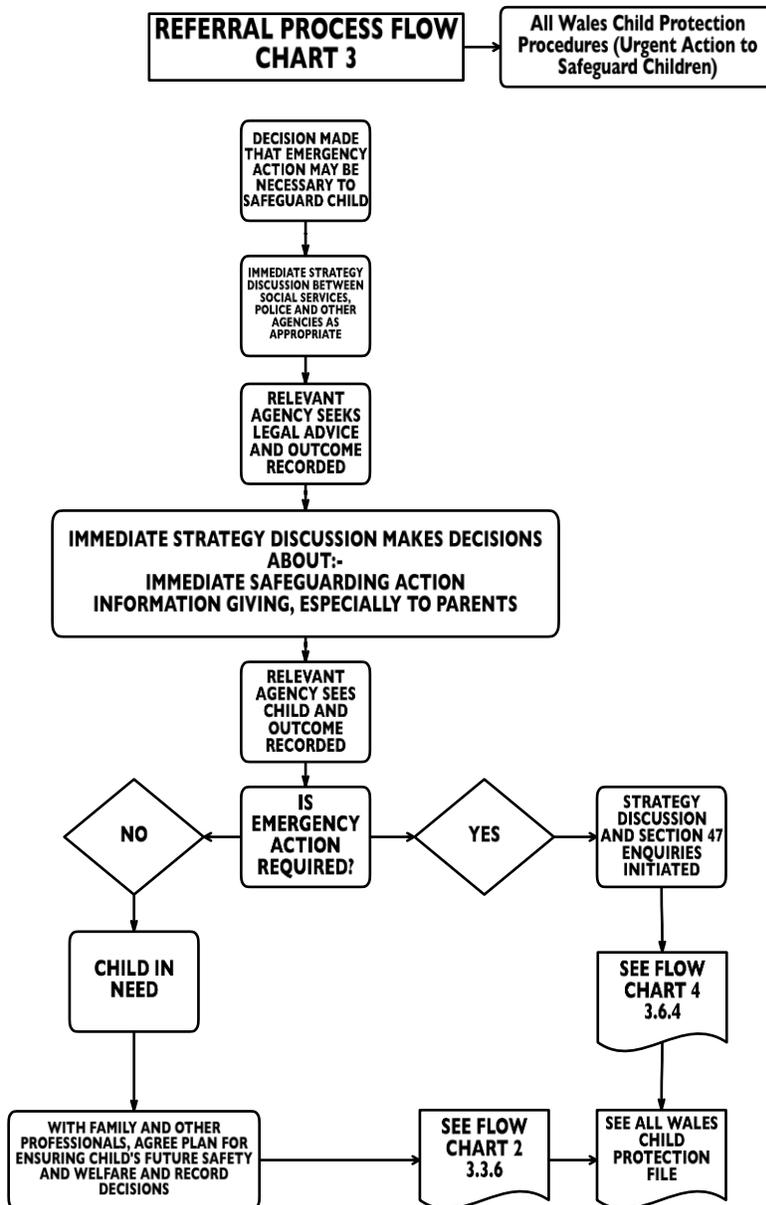
All Wales Child Protection Procedures



Appendix vii:

REFERRAL PROCESS FLOWCHART 3

**All Wales Child Protection Procedures
(Urgent Action to Safeguard Children)**



Appendix viii

How will Allegations against School Staff, Volunteers or the Principal/Head be handled?

- The Principal/Head (or Chair of Governors in the case of an allegation about the Head) will contact the (LADO) Local Authority Designated Officer for advice, or to make a referral as soon as possible and in any event within 24 hours of the school becoming aware of the allegation. All allegations will be referred without delay.
- Borderline cases will be discussed without identifying individuals in the first instance.
- The Principal/Head will discuss all allegations with the DSL unless it relates to the DSL.
- The LADO will discuss with the Principal/Head (or Chair of Governors, in case of allegations about the Head) and any other relevant agencies such as the Police, which further steps (if any) should be taken; this could involve informing parents.
- Where a referral to the Police has been made directly, the Principal/Head (or Chair of Governors) will inform the (LADO) of the referral as soon as possible and in any event within 24 hours of the school becoming aware of the allegation. There may be cases where the LADO or Police are made aware of an allegation before the school is, and in those cases they will notify the school of the allegation immediately.
- All discussions with external agencies should be recorded in writing.

Confidentiality and Information sharing

When an allegation is made against a staff member, the school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The Education Act (2002) introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions apply until the point that the accused person is charged with an offence, the accused person waives their right to anonymity or until the Secretary of State or the Education Workforce Council publishes information about an investigation or decision in a disciplinary case arising from the allegation.

The legislation imposing restrictions makes clear that “publication” of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited. “Publication” includes “any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public”. This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public).

The initial sharing of information and investigation may lead to a decision that no further action is to be taken, in which case this decision should be recorded by the Principal/Head and an agreement should be reached with the LADO on what information should be put in writing to the individual concerned.

The Principal/Head should then consider with the LADO what action should follow, both in respect of the individual and those who made the initial allegation. Where appropriate, the matter will be dealt with under the school's Behaviour Policy or, in the case of staff, the relevant school Disciplinary Procedure. The person against whom an allegation is made, and parents or carers of a child or children involved, should normally be informed as soon as possible after the result of the initial investigation is known. However,

where a Strategy Discussion is needed (when significant harm to the child has occurred or is likely to occur), or Police or Social Services need to be involved neither the person against whom the allegation has been made, nor the parents, should be informed until these agencies have been consulted.

During the course of the investigation, the school in consultation with the LADO will decide what information should be given to parents, staff and other pupils and how press enquiries are to be dealt with.

When the individual against whom the allegations have been made is spoken to, he/she will be warned that anything said will be documented. The school will appoint a representative to keep the person informed of the likely course of action and the progress of the case. They should also advise the individual to contact their union representative, if they have one, or a colleague for support. They should also be given access to counselling support.

They will be kept informed of the timescales in accordance with Keeping Learners Safe, as amended.

Circumstances where Suspension will be considered

If there is cause to suspect that a child or children at the school are at risk of harm from the accused person, or if the case is so serious that it might be grounds for dismissal, then the person concerned may be suspended. Due consideration should be given to the views of the LADO and to the Police when making a decision about suspension and all alternative options should be considered prior to taking that step.

The reasons and justification for suspension will be recorded and the individual informed of them. In the case of staff, the matter will normally be dealt with in accordance with the Staff Disciplinary Procedure. In cases where the school is made aware that the Secretary of State has made an Interim Prohibition Order in respect of an individual at the school, it will be necessary to immediately suspend that person from teaching pending the findings of the Education Workforce Council investigation.

Other Considerations - If a situation arose where a member of the Rydal Penrhos staff had a child protection allegation made against them and who, in the view of the Principal/Head (or in his absence the Chair of Governors), lived in accommodation where the continued occupation would be inappropriate, alternative accommodation offsite would be provided until such a time as the matter was resolved.

Referrals to other agencies

A prompt referral to the DBS will be made in circumstances where a member of staff has been removed from working in regulated activity where an allegation is substantiated, or would have been so removed had they not resigned or the school ceased to use the person's services. Failure to make a report by an employer where the member of staff has harmed or is likely to harm a child constitutes a criminal offence.

For teachers, separate consideration will be given to whether to refer the matter to the Education Workforce Council in order to consider prohibiting the individual from teaching.

Settlement agreements will never be used where the criteria for a referral to DBS or the Education Workforce Council for Independent Schools are met. The school will make every endeavour to complete the investigation and due process, even where the member of staff concerned refuses to cooperate or resigns before that person's notice period expires.

Similarly, where a member of staff's notice of employment expires, the school will always endeavour to complete the investigation and reach a conclusion.

If there has been a substantiated allegation against a member of staff, the school will work with the LADO to identify any changes which could be made to help prevent similar events in the future.

Records of allegations

In the registered settings of our Early Years Day Care and Boarding Provision: The Registered Person will also inform the Care Inspectorate Wales (CIW) of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The Registered Person will notify CIW of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

A record will be made of all conversations, including any advice or recommendations by the LADO. These records and any associated documentation shall be maintained in a folder which relates exclusively to allegations against staff. A clear and comprehensive summary of all allegations shall be kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The summary shall include details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached. Allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations, the school will, in accordance with Keeping Learners Safe, retain a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decision reached on the personnel record. A copy should be provided to the person concerned.

The personnel record should be retained until normal pension age or for a period of 10 years from the date of the allegation, if that is longer. Those allegations that are false, unsubstantiated or malicious will not be included within employer references provided by the school. Allegations that have been found to be unsubstantiated or malicious should be referred to Social Services in case the child concerned is in need of services or may have been abused by someone else.