



monmouthshire  
sir fynwy



## **SAFEGUARDING & CHILD PROTECTION POLICY**

**Revised Final – Autumn 2013  
Cabinet Approval 4<sup>th</sup> June 2014**

## CONTENTS

Policy Section	Page
1. Introduction	3
2. Purpose	3
3. Legislative Framework	3
4. Shared Objective	5
5. Roles and Responsibilities	7
5.1 The Role of the Local Authority	7
5.2 The Role of the Safeguarding & Quality Assurance Unit	9
5.3 The Role of the Governing Body	9
5.4 Additional responsibilities for Governors	10
5.5 The Role of Headteachers and Principals	10
5.6 The Role of the Designated Person in Schools	11
5.7 The Role of the Proprietor of Independent Settings	11
5.8 The Role of the Headteacher of Residential Schools	11
5.9 The Role of the Proprietor/Manager of Early Years Settings & Before/After school care	12
5.10 The Role of the Manager of LA Services (Leisure/Youth etc)	12
5.11 The Role of the Manager of LA Departments (SEN/Admissions etc)	13
5.12 The Role of LA Managers/Officers who commission CYP services	13
6 Child Protection Training	14
7 Records and Record Keeping	15
8 Information Sharing	15
9 Recruitment, Selection and Management of Staff	16
9.1 DBS Checks	17
10 Allegations against adults	17
11 Summary of Appendices	18
Appendix 1 Safeguarding Policies	19
Appendix 2 Safeguarding Documentation	20
Appendix 3 Introduction to Model School Policy	22
Appendix 3.1 Model Child Protection/Safeguarding Policy for Schools	23
Appendix 3.2 Model Safeguarding Statement	31
Appendix 4 Flowchart 1 Referral	33
Flowchart 2 Action Following Initial Referral	34
Flowchart 3 Dealing with Professional Allegations	35
Flowchart 4 Cross Border Checklist	36
Appendix 5 The Monmouthshire Point	37
Appendix 6 Key Definitions and Glossary	37
Appendix 7 Safeguarding Audit Tool	39

## 1. INTRODUCTION

This policy document has been produced to support good practice within educational settings and other child and family services in Monmouthshire. We believe that all children and young people in Monmouthshire have the right to be safe from harm and deserve the opportunity to fulfil their potential. The Council recognises its role and responsibilities in safeguarding and promoting the welfare of children, including the contribution it must make to working together with other agencies to ensure the well-being of the children in the county.

Monmouthshire County Council places significant emphasis on the need for equality of opportunity to permeate all child related activities, and will continue to promote and develop its role as an advocate and protector of those who face special difficulties in realising their full potential.

The policy applies to **all settings providing services for children, young people and families in Monmouthshire** including schools, early years, grant funded and commissioned services, leisure and youth services, central support services and social services.

## 2. PURPOSE OF THE POLICY

This policy aims to provide a framework which ensures that policies and practices within Monmouthshire County Council are consistent and in line with stated values which underpin all work with children and young people. This document provides a context for establishing good practice in all matters relating to the safeguarding of children. It endeavours to clarify to all Monmouthshire County Council staff their professional responsibilities to ensure that statutory and other duties are met in accordance with local and national requirements and procedures, regarding the protection of children.

The policy makes explicit the expectation that all settings providing services for children in Monmouthshire including schools and centrally managed support services will have their own safeguarding and child protection policies and procedures, which are in keeping with this document and with other local, regional and national procedures and guidance.

## 3. LEGISLATIVE FRAMEWORK

Monmouthshire County Council is committed to the principles of the UN Convention on the Rights of the Child as the basis for its dealings with children and young people. The council has adopted the Welsh Governments' Seven Core Aims and will work to ensure that all children and young people:

- 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
- are not disadvantaged by poverty.

Section 25 of the Children Act 2004 requires that each local authority in Wales must make arrangements to promote co-operation between the authority, each of the authority's relevant partners and such other persons or bodies that the authority thinks is appropriate, to improve the wellbeing of children and young people in their area.

Safeguarding Children: Working Together under the Children Act 2004 requires the local authority to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children and contribute to the work of the Safeguarding Children Board.

Section 175 of the Education Act 2002 requires local authorities and governing bodies of maintained schools and further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Section 157 of the Education Act 2002 requires local authorities to ensure that proprietors of independent schools fulfil their responsibilities with regard to safeguarding and promoting the welfare of the children in their care.

The following guidance sets out the duties of local authorities to take the lead in driving forward partnership working that puts in place effective integrated services for all children and young people:

- Stronger Partnerships for Better Outcomes - July 2006
- Safeguarding Children: Working Together Under the Children Act 2004
- The Children and Young People's Plan (Wales) Regulations- September 2007
- Shared Planning for Better Outcomes- September 2007
- The Framework for Assessing Children in Need and their Families – 2001.

The council operates within an equal opportunities framework including the statutory duties as outlined in the Race Relations Act 1976, and the Race Relations Amendment

Act 2000, with particular reference to the implementation of the statutory Race Equality Policy.

Safeguarding Children in Education, 2008 gives guidelines on the arrangements for safeguarding children and young people up to the age of eighteen in education.

The All Wales Child Protection Procedures 2008 set out the inter agency procedures for recognising and responding to child protection concerns. This policy should be read in conjunction with both the above documents.

#### **4. A SHARED OBJECTIVE**

This policy is underpinned by the belief that 'The welfare of the child is paramount' and all employees, volunteers and partners working with Monmouthshire County Council have a responsibility to the children in their care.

Services operating within the council will be expected to respond to the needs of children within a broad concept of 'safeguarding' and adhere to principals of partnership working in promoting prevention and early intervention. This will include participating in arrangements for 'Joint Assessment Family Framework' (JAFF) and 'Team Around the Family' (TAF).

Services will be expected to respond to the needs of children who are at risk of significant harm (or where significant harm is suspected) following the procedures outlined in the All Wales Child Protection Procedures 2008. Services are asked to be vigilant towards all children and families but particularly those from vulnerable groups such as children who are 'looked after', disabled children and children with additional learning needs.

Where children are Looked After by the local authority, the local authority has specific and additional responsibilities as the corporate parent. Services operating within the council will also be expected to support the council in fulfilling its role as corporate parent. This will entail planning a joined up, holistic approach to meeting the needs of Looked After Children and promoting their life chances.

This policy must be considered within the context of other local, regional and national policies that pertain to work with children and young people. Staff will need to be aware and consider how other issues can and do have a bearing on safeguarding and child protection situations.

A comprehensive range of good practice guidance and protocols for safeguarding and protecting children is listed at Appendix 2 for example, working with children and young

people at risk of self-harm or suicide; working with children who go missing; working with children affected by domestic abuse.

It is an expectation that everyone in Monmouthshire County Council and its partners share an objective to help keep children and young people safe by contributing to:

- Creating and maintaining a safe learning environment;
- Identifying where there are child welfare concerns and taking action to address them in partnership with other agencies;
- The development of children's understanding, awareness, and resilience through the curriculum.

To achieve this objective Monmouthshire County Council has a responsibility to ensure that its schools, further education institutions, educational settings, partner agencies and local authority departments working with children (such as the AEN department and/or Inclusion Service) have effective systems in place to:

- Prevent unsuitable people from working with children and young people;
- Promote safe practice and challenge poor and unsafe practice;
- Identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe;
- Contribute to effective partnership working between all those involved with providing services for children and young people.

Additionally, all settings within Monmouthshire County Council should:

- Have a safeguarding policy/child protection policy in place that is in accordance with guidance within this policy (see Appendix 3 for Model School Policy).
- Have a senior member of staff who is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LA and working with other agencies. The designated person should be a senior member of staff who is appropriately trained and experienced. (NB a deputy should be available to act in the designated person's absence).
- Ensure that these policies and procedures cover services that extend beyond the school day (eg. boarding accommodation, community activities on school premises, etc.).
- Operate recruitment and management procedures that take account of the need to safeguard children and young people, following related Monmouthshire County Council policies (see Appendix 1).

## 5. ROLES AND RESPONSIBILITIES

The welfare of children is a corporate responsibility of the entire local authority. The following sections set out the roles and responsibilities of Monmouthshire County Council, the governing body of schools and FE institutions with Monmouthshire County Council, the HT or Principal and proprietors of independent and residential schools and other partnership agencies providing services for children and families in Monmouthshire and for Monmouthshire children outside of the county.

### 5.1 THE ROLE OF THE LOCAL AUTHORITY

The Local Authority has responsibilities at three levels:- strategic, support and operational.

On a **strategic** level Monmouthshire County Council will plan, co-ordinate services and allocate resources working in partnership with other agencies.

At this level Monmouthshire County Council will:

- Appoint a named officer to work with colleagues in the Safeguarding and Quality Assurance Unit dealing with allegations against professionals in schools and partner agencies;
- Work with other agencies to put in place and support effective partnership working including cross border processes;
- Allocate resources to enable educational settings and local authority staff to discharge their responsibilities for safeguarding children satisfactorily;
- Liaise with the appropriate diocesan authorities in respect of arrangements for safeguarding children in aided schools in Monmouthshire;
- Monitor the compliance of maintained schools using the guidance listed in Section 2 Legislative Framework above;
- Bring any deficiencies to the attention of the governing body of the school/setting and give advice as to how to remedy deficiency;
- Take action to resolve any inter-agency problems;
- Play a full part in case reviews in accordance with Chapter 10 of the Safeguarding Children: Working Together Under the Children Act 2004;
- Disseminate information about relevant findings from case reviews to designated staff for child protection in the authority and maintained schools;
- Allocate resources to support the work of the Safeguarding Children Board;
- Ensure that a senior officer represents the authority on the Safeguarding Children Board;

- Through the work of the Safeguarding and Quality Assurance Unit ensure that all internal and external educational providers fulfil their responsibilities in safeguarding the children of Monmouthshire.

On a **support** level Monmouthshire County Council will endeavour to ensure that the governing body of all schools and further education institutions, the Head Teacher or Principal and proprietors of independent schools and other partnership agencies providing services for children and families:

- Are aware of their responsibilities for Child Protection and Safeguarding;
- Are aware of their responsibilities to Looked After Children in Monmouthshire;
- Have appropriate guidance and support available from the Monmouthshire Children's Services Safeguarding Unit/Team, facilitated by the Designated Lead Officer for Education;
- Have access to a programme of appropriate training;
- Have a Model Child Protection Policy for schools to follow (see Appendix 3);
- Have flowcharts and procedures to follow in line with the All Wales Child Protection Procedures 2008.

On an **operational** level Monmouthshire County Council will be responsible for promoting the safety and welfare of children in the following circumstances:

- Children excluded from school, or who have not obtained a school place (for example children in Pupil Referral Units);
- Children with complex medical needs and specific or additional learning needs;
- Home educated children;
- Children subject to Child Protection Plans;
- Looked After Children;
- Children who are educated outside of Monmouthshire.

The Local Authority recognises that children in such circumstances are potentially, particularly vulnerable and may need significant additional help to access learning, play and leisure services and / or to attain their full potential. All those working in Monmouthshire educational settings and child and family services are required to work in partnership with others to monitor the wellbeing and attainment of vulnerable children and to provide additional support and services to those who require it.

In addition Monmouthshire County Council will:

- Monitor and oversee safe recruitment procedures in line with national, regional and local guidance including the Vetting and Barring Scheme;

- Have procedures in place for dealing with allegations of abuse against members of staff and work with schools and RSCB partner agencies to ensure that allegations are dealt with fairly, consistently and quickly;
- Liaise with other local authorities to ensure that child protection allegations are investigated where children from other authorities receive education within Monmouthshire?;
- Support schools to liaise appropriately with other local authorities to meet the safeguarding needs of children from other local authorities receiving education in Monmouthshire;
- Similarly, where Monmouthshire pupils attend school in other local authorities, Monmouthshire County Council will support a shared understanding of the different policies and procedures that may exist including different criteria and referral routes.

## **5.2 THE ROLE OF THE SAFEGUARDING AND QUALITY ASSURANCE UNIT**

The Monmouthshire Safeguarding and Quality Assurance Unit has been established to support safeguarding across all services and settings in the county covered by this policy.

The Safeguarding and Quality Assurance Unit will hold schools, local authority departments, services and partner agencies to account for their safeguarding practices in the following ways:

- A bi-annual audit will be carried out with schools, educational settings, service areas and partner agencies – see attached Safeguarding Audit Toolkit;
- Staff will work with the HR department monitoring staff DBS/DBS checks;
- Training will be implemented across the authority to support settings in meeting their training requirements and to improve knowledge and understanding of child protection and safeguarding procedures;
- Take up of training will be monitored with detail of numbers, venues and type of staff attending. A report will be written each year with recommendations for future training;
- Regular meetings and visits will be carried out in schools/local authority service areas to discuss safeguarding procedures and practices;
- Any allegations against professionals will be followed up by the safeguarding unit in partnership with others in line with the All Wales Child Protection Procedures 2008.

## **5.3 THE ROLE OF THE GOVERNING BODY IN MAINTAINED SCHOOLS and FURTHER EDUCATION ESTABLISHMENTS IN MONMOUTHSHIRE**

Governing bodies of maintained schools in Monmouthshire have a responsibility to ensure that:

- The school/educational establishment has an effective Child Protection/Safeguarding policy in place in accordance with guidance in this document;
- The policy is reviewed annually and is made available to parents/carers and/or students on request;
- The school/educational establishment follows recommended procedures and guidelines for dealing with allegations of misconduct against members of staff, including child protection allegations, in line with MCC policy and WAG guidelines;
- The school/educational establishment operates safe recruitment procedures and ensures that all appropriate checks are carried out on all new staff and volunteers including governors in line with MCC policy and WAG guidelines;
- The school/educational establishment has a designated senior member of staff who is appropriately trained to take lead responsibility for dealing with child protection;
- The Head Teacher/Principal and all staff and volunteers (including governors) undertake appropriate safeguarding training.

#### **5.4 ADDITIONAL RESPONSIBILITIES FOR GOVERNORS OF COMMUNITY FOCUSED SCHOOLS, PRE AND POST SCHOOL LEARNING AND OUT OF HOURS LEARNING IN MONMOUTHSHIRE**

The governing body of a school controls the use of the school premises both during and outside of school hours, except where a trust deed allows a person other than the governing body to control the use of the premises, or a transfer of control agreement has been made (*Safeguarding Children in Education* WAG Circular No: 005/2008).

Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection must be applied.

Where services or activities are provided separately by another body, the governing body should confirm that the body concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection. Governing bodies should identify the person responsible for carrying out these checks and if there are any specific concerns about an organisation or individual these should be reported to the Designated Person in the local authority for safeguarding so that this information can be collated and shared with other schools where appropriate.

#### **5.5 THE ROLE OF HEAD TEACHERS AND PRINCIPALS**

Head Teachers and Principals of all educational establishments in Monmouthshire have a responsibility to ensure that:

- Safeguarding/child protection policies and procedures adopted by the governing body or proprietor are fully implemented and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children;
- All staff and volunteers understand the procedures for and are supported in raising concerns with regard to children in their care.

## **5.6 THE ROLE OF THE DESIGNATED PERSON IN SCHOOLS**

The designated senior person for safeguarding fulfills an essential role in developing and implementing policies that help to protect children from all forms of abuse and create a safe school environment.

The designated person should:

- Take lead responsibility for managing child protection issues and cases;
- Promote the interests of Looked After Children in their school;
- Be a member of the school's management team;
- Take responsibility for the school's child protection practice, policy, procedures and professional development.

## **5.7 THE ROLE OF THE PROPRIETOR OF INDEPENDENT SCHOOLS /EDUCATIONAL SETTINGS AND RESIDENTIAL ESTABLISHMENTS**

Proprietors of independent schools should ensure that:

- They comply with the requirements of the Independent Schools Standards Regulations 2003;
- They fulfil all responsibilities for child protection and safeguarding as listed in 5.3 above.

All boarding schools and residential establishments in Monmouthshire are required to follow the standards set out in the Independent Schools Standards Regulations 2003, the National Minimum Standards for Residential Special schools and the National Minimum Standards for Boarding Schools as appropriate or relevant.

Monmouthshire Boarding Schools and Residential Establishments should follow Standard 5 of the National Minimum Standards for Residential Special Schools and Standard 3 of the National Minimum Standards when dealing specifically with child protection matters and allegations of abuse.

## **5.8 THE ROLE OF THE HEADTEACHER/DESIGNATED PERSON IN RESIDENTIAL SCHOOLS**

In addition to the above in 5.3 and 5.4, Head Teachers and Designated Officers in Residential Schools/Settings in Monmouthshire have a responsibility to ensure that:

- The Child Protection Duty Officer/ Children's Services contact details for the originating authorities of all pupils are sourced and displayed in an area which is accessible to all staff;
- In the event of a child protection concern a referral is made both to the duty officer in the child/young person's home authority and to the Monmouthshire duty officer;
- In the event of an allegation against a professional the Safeguarding team is informed at the same time as the above referral/s.

These steps are outlined in the Cross Border Flowchart entitled, "**WHEN AN ALLEGATION OF ABUSE IS RECEIVED FROM A CHILD/YOUNG PERSON LIVING AWAY FROM HOME**" – Appendix 4

## **5.9- THE ROLE OF THE MANAGER OF EARLY YEARS SETTINGS / NURSERIES / PLAYGROUPS / BEFORE & AFTER SCHOOL CARE SETTINGS**

Managers of Early Years Settings and all partner agencies in Monmouthshire providing services for children should:

- Act as or appoint a designated person to take the lead role in safeguarding and protecting the children in their care.
- Ensure that they have an up to date Safeguarding/child protection policy and procedures which have been adopted by the proprietor/managing body and are fully implemented and followed by all staff;
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children; and
- All staff and volunteers understand the procedures for and are supported in raising concerns with regard to children in their care.

## **5.10- THE ROLE OF THE MANAGER OF LOCAL AUTHORITY SERVICES SUCH AS YOUTH AND COMMUNITY , LEISURE , OUTDOOR EDUCATION, LIBRARIES & OTHER**

Managers of services working with children, young people and families in the community should:

- Appoint a designated person to take the lead role in safeguarding and protecting the children in their care in each individual setting/service area;
- Ensure that all staff are trained in child protection and safeguarding on a bi-annual basis;
- Ensure that all staff have an up to date knowledge of the Monmouthshire policy and that the policy is fully implemented in all settings/service areas;
- Ensure that all staff and volunteers understand the procedures for and are supported in raising concerns with regard to children;
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;

#### **5.11- THE ROLE OF THE MANAGER OF LOCAL AUTHORITY DEPARTMENTS SUCH AS EDUCATION WELFARE, BEHAVIOUR SUPPORT, SPECIAL EDUCATIONAL NEEDS, EDUCATIONAL PSYCHOLOGY, SCHOOLS INFORMATION SERVICES, ADMISSIONS SERVICES, & OTHERS**

Managers of Local Authority Departments that provide services for schools and individual children, young people and their families should:

- Ensure that all staff are trained in child protection and safeguarding on a bi-annual basis;
- Ensure that all staff understand the Monmouthshire Safeguarding policy and their responsibilities to comply with this;
- Ensure that all staff understand that child protection disclosures and/or concerns should be reported to the designated person for safeguarding in the schools/settings that they are working in;
- Ensure that all staff understand their responsibility to make a referral direct to Children's Services if there is no designated person available.

#### **5.12- THE ROLE OF LOCAL AUTHORITY MANAGERS/OFFICERS WHO COMMISSION SERVICES FOR CHILDREN, YOUNG PEOPLE AND FAMILIES**

Managers and Local Authority Officers who commission services for children and young people in Monmouthshire should:

- Provide a copy of the Monmouthshire Safeguarding and Child Protection Policy at the point of commissioning and agreeing services.
- Ensure that all those providing services understand that they are required to comply with the policy in all their work for MCC.
- Ensure that all adults who work directly with children, young people or families are in possession of an up to date DBS check.
- Follow appropriate procedures(as outlined in this policy for designated officers) in the event of any allegation or safeguarding concern.

## **6. CHILD PROTECTION TRAINING**

All staff, whether permanent or temporary, and volunteers who work with children in Monmouthshire should, as part of their induction be given a written statement about the policy and procedures within the relevant setting, and the name and contact details of the designated child protection person when they start work (see appendix 3).

All staff who work with children and families in Monmouthshire County Council should have Level 1 (Basic Awareness) Child Protection training updated at least every two years. The objectives of this are to ensure that all staff know their responsibilities for safeguarding children; can recognise basic signs and symptoms of abuse and neglect and know what to do if they have a concern.

Designated teachers and Senior Members of staff responsible for Child Protection should attend interagency Child Protection training at Level 2 (Safeguarding Children Board) updated at least every three years.

Designated teachers should be able to evidence their on-going professional development in respect of safeguarding and child protection through attendance at level 3 Safeguarding Children Board training courses, or other specialist learning or training events.

All educational settings and partners working with children in Monmouthshire should keep records of training and carry out regular audits to ensure that all staff training for safeguarding/child protection is kept up to date. Educational establishments and partner agencies will be required to provide information on staff training to the local authority and the Safeguarding Children Board on request.

The Safeguarding and Quality Assurance Unit in Children's Services for Monmouthshire County Council will be responsible for informing educational settings and partner agencies of the Safeguarding Children Board Training Programme at levels 1, 2 and 3.

Attendance and take up of training by staff from schools and other services in Monmouthshire will be monitored via a bi-annual audit which will be undertaken with all services on a rolling programme.

## **7. RECORDS AND RECORD KEEPING**

Well-kept records are essential in situations where it is suspected that a child may be at risk of harm.

All establishments, organisations and services in Monmouthshire are required to maintain accurate and relevant child protection records. These records must be kept in a secure place and separate from all other records pertaining to the child. These Child Protection Records should be accessed and maintained by the designated person/s only. Records should be clear, accurate, timed and dated with all actions and decisions recorded.

Each establishment, organisation or service in Monmouthshire will need to include in their child protection policy specific procedures for the information sharing and the transfer of sensitive records as and when required.

Each establishment, organisation or service will keep and maintain records which detail allegations of abuse against any member of staff working for them, whether in a paid or voluntary capacity, whatever the outcome. There are clear requirements of when this information is to be shared with legal or statutory organisations such as ISA and the General Teaching Council for Wales (GTCW) to name but two. Advice and guidance for the sharing of this specific information must be sought from the Human Resources Department in Monmouthshire County Council.

## **8. INFORMATION SHARING**

Monmouthshire County Council recognises that information sharing is essential to ensure effective safeguarding practices in all its establishments which provide services for children. All information sharing in Monmouthshire establishments should be informed by and follow the principles laid out in the Welsh Government guidance Safeguarding Children: Working Together under the Children Act 2004.

In order to keep children safe from harm, professionals must share relevant information across geographical and professional boundaries as required. As a general rule, information relevant to child protection will be about:

- The health and development of a child and his / her exposure to possible harm;

- A parent / carer who is unable to care adequately for a child
- Other individuals who may present a risk of harm to children.

Information about children, young people and families must be shared appropriately and always in accordance with the All Wales Child Protection Procedures. It is critical that, when there is a reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm, consideration should always be given to referring these concerns to Children's Services and / or the Police.

All information sharing should be carried out in accordance with the Human Rights Act 1998, Crime and Disorder Act 1998 and Data Protection Act 1998 and confidential information must only be shared for genuine purposes.

## **9. RECRUITMENT, SELECTION AND MANAGEMENT OF STAFF**

Monmouthshire Council will implement Safe Recruitment and Employment standards in accordance with Safeguarding Children Board regional guidance and as set out in the Monmouthshire Recruitment and Selection Policy and Guidance Handbook and DBS Guidance September 2012.

For the purpose of implementing these standards, "staff" will be defined as all those engaged as part of the workforce, including permanent and temporary employees, workers provided by an employment agency, contractors, consultants and volunteers.

The Council's Disciplinary Procedures set out what action should be taken against employees who do not comply with the Council's policies and procedures, including those in place to safeguard and promote the welfare of children.

To promote safe recruitment and HR practices the council will:

- Review its recruitment and selection procedures regularly and will carry out regular auditing on DBS checks for staff working in educational settings and partner agencies in Monmouthshire;
- Ensure that managers responsible for recruitment receive safer recruitment training which must be updated on a regular basis, according to their role and remit and / or ensure that managers have access to appropriate advice and support; (Induction programmes for new managers should include training on safe recruitment.)
- Ensure that safe recruitment procedures are made accessible to and used by all managers;

- Ensure that safer recruitment standards are applied and monitored within the contractual arrangements in services that are commissioned by the council or supported through grants;
- Monitor staff compliance with its policies and procedures for safeguarding and promoting the welfare of children through training opportunities and auditing of HR processes.

## 9.1 DBS CHECKS

All managers and appointing officers are required to:

- Comply fully with Monmouthshire County Council DBS Policy;
- Identify all relevant positions / posts within their area of responsibility that come under the definition of Regulated Activity and are therefore entitled to an Enhanced DBS check;
- Ensure that all staff and volunteers working with children and young people (as defined under regulated activities) provide a DBS disclosure certificate **prior to** taking up post;
- Ensure that they have sight of and record on a local database the details of all DBS certificate checks;
- Submit the number and date of all DBS disclosure checks to the Employee Services department on the appropriate proforma;
- Ensure that staff and volunteers working with children and young people renew their DBS disclosure certificates on a three yearly basis **where this is a requirement of their professional body (note this would apply also when the staff member is on long-term sick or maternity leave)**;
- Ensure that an updated DBS disclosure certificate is obtained by any individual staff member or volunteers working with children when there are reasonable grounds to do so e.g. following involvement in criminal activity or if a professional allegation is made;
- In the event of any disclosure information being obtained, either at the point of recruitment or subsequently, ensure that a risk assessment is completed and brought to the attention of Employee Services.

Additional Note: In the event of an employee or volunteer becoming involved in any criminal activity managers are required to complete a risk assessment and report this to Employee Services, their line manager and / or relevant manager within the Local Authority.

## 10. ALLEGATIONS AGAINST ADULTS WHO WORK WITH CHILDREN AND YOUNG PEOPLE

It is essential that all allegations of abuse are dealt with fairly, quickly and consistently, providing effective protection for the child while supporting the person who is the subject of the allegation. Allegations should be dealt with in line with the All Wales Child Protection Procedures 2008, Regional Safeguarding Children Board guidelines on Professional Abuse and the Monmouthshire County Council Flowchart for schools issued November 2012 (See Appendix 4). Child protection enquiries by Children's Services and / or the Police will take priority over disciplinary investigations, and will determine whether investigations can be carried out concurrently.

The sharing of information about an allegation must be handled sensitively and must be restricted to those who have a need to know in order to:

- Protect children;
- Facilitate enquiries, or
- Manage disciplinary / complaints aspects.

Information about the child or family must not be shared with the individual against whom the allegation was made or anyone representing them.

On the completion of Police or Social Services investigations, if formal disciplinary action is not required, appropriate action should be instituted within three working days (e.g. arrangements made for a suspended employee to return to work). If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

Governing bodies are responsible for staff disciplinary matters in all maintained schools.

Any Monmouthshire employee who believes that allegations or suspicions are not being investigated properly has a responsibility to escalate their concern to a higher level within the Council, or directly to the Lead Officer for Safeguarding Children in Education.

The Council has a Whistleblowing Policy that can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour towards children or young people, or any conduct that breaches criminal law or statute; compromises health and safety; breaches accepted professional codes of conduct, or otherwise falls below established standards of practice in relation to children and young people.

## **11. SUMMARY OF APPENDICES**

Appendix 1 provides a list of associated Monmouthshire policies, documents and guidance for all employees, schools and educational establishments.

Appendix 2 gives details of relevant websites with hyperlinks to additional guidance, advice and information relating to child protection and to the safeguarding and wellbeing of children.

Appendix 3 gives a model policy for schools and educational establishments to follow and an example safeguarding statement.

Appendix 4 provides flowcharts for the reporting of child protection concerns

Appendix 5 provides information about the councils anti-bullying policy and reporting requirements

Appendix 6 gives some key definitions and a glossary of terms.

Appendix 7 is the Safeguarding Audit tool which will be sent out to schools and services on a bi-annual basis.

## **APPENDIX 1**

**The policies and guidance listed below are all available on The Monmouthshire Point <http://thepoint.monmouthshire.gov.uk>**

Monmouthshire Whistleblowing Policy

Monmouthshire Whistleblowing Procedure

Monmouthshire Safer Recruitment Policy

Monmouthshire Policy on Recruitment and Selection for Schools

Monmouthshire Race Equality Policy for Schools

Monmouthshire DBS Check Policy

Monmouthshire Code of Conduct

Monmouthshire Disciplinary Procedure July 2009

Monmouthshire Policy on Employing People with Convictions

Monmouthshire Domestic Abuse Policy Nov 2012

## **APPENDIX 2**

**All these documents can be found on the Government website:**

**[www.wales.gov.uk/educationandskills](http://www.wales.gov.uk/educationandskills)**

- All Wales Child Protection Procedures- April 2008
- Safeguarding Children in Education- April 2008
- Education Records, School Reports and the Common Transfer System-circular 13/2006
- Safeguarding Children: Working Together Under the Children Act 2004-circular 12/2007
- Teaching Drama: guidance on Safeguarding Children and Child protection for managers and drama teachers- circular 23/2006
- Procedures for Whistle blowing in Schools and Model policy- circular 36/2007
- Reporting Cases of Misconduct or Professional Incompetence in the Education Service- circular 018/2009 (replaces no: 33/2005)
- Information and Guidance on Domestic Abuse: Safeguarding Children and Young People 2010
- Children Missing from Education 2010
- Safe and effective intervention-use of reasonable force and searching for weapons October 2010

### **Documents from other sources**

- Sexual Offences (Amendment) Act 2000: Chapter 44- Sections 1-7, Her Majesty's Stationary Office and Queen's Printer of Acts of Parliament.
- Safeguarding Children and Safer recruitment in Education (Came in to force 1st January 2007 in England) Every Child Matters: Change for Children.
- The Children Act 2004
- The Education Act 2002
- The Education Act 2011
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Children Act 1989

**Hyperlinks to websites that have important links to Safeguarding, and in particular Child Protection (This is not an exhaustive list)**

- <http://sewsc.org.uk/>
- [www.wales.gov.uk](http://www.wales.gov.uk)
- [www.awcpp.org.uk/areasofwork/safeguardingchildren/awcpprg/index.html](http://www.awcpp.org.uk/areasofwork/safeguardingchildren/awcpprg/index.html)
- [www.gtcw.org.uk](http://www.gtcw.org.uk)
- [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)
- [www.education.gov.uk/publications/standard/publicationDetail/Page1/DfES/1081/2004](http://www.education.gov.uk/publications/standard/publicationDetail/Page1/DfES/1081/2004)
- [www.DCSF.gov.uk](http://www.DCSF.gov.uk)
- [www.wales.gov.uk/domesticabuse](http://www.wales.gov.uk/domesticabuse)
- <http://www.governorswales.org.uk/>

Hyperlinks to All Wales Child Protection Procedures additional Practice Guidance

<http://www.childreninwales.org.uk/areasofwork/safeguardingchildren/awcpprg/proceduresandprotocols/index.html>

- Safeguarding and Promoting the Welfare of Children and Young People Who Are At Risk of Abuse Through Sexual Exploitation
- Female Genital Mutilation
- Procedural Response to Unexpected Deaths In Childhood (PRUDIC)
- Safeguarding Children and Young People Affected by Domestic Abuse
- Safeguarding and Promoting the Welfare of Unaccompanied Asylum Seeking Children and Young People
- Safeguarding and Promoting the Welfare of Children Who May Have Been Trafficked
- Missing Children – Children Who Run Away or go Missing From Home or Care

Regional Guidance includes and can be accessed via the SEWSCB website link below:

<http://sewsc.org.uk/>

- Suicide and Self-Harm Practice Guidance
- Resolving Professional Differences
- Professional Abuse Allegations and Safe Recruitment
- Neglect Practice Guidance

## **APPENDIX 3**

### **Example Child Protection Policy for Education.**

It is recommended that the model policy recorded in Safeguarding Children in Education produced by the WAG (April 2008) is used as the basis for all establishments, organisations and services linked to Education in Monmouthshire. This format can be adapted to meet the needs and requirements of those linked to Education and can be used as the starting point for specifically constructed policies to suit their roles and responsibilities in working with and supporting children. (An example policy has been constructed and can be found below in Appendix 3.1)

The Safeguarding and Quality Assurance Unit will monitor school policy and procedures via a bi-annual audit. (Safeguarding Audit tool attached – Appendix 7)

**This format can be found on pages 47-51 of the document *Safeguarding Children in Education 2008* named above.**

Added to the above reference to other related school or organisation policies can be added, as in the examples given for ‘Bullying’ and ‘Physical Intervention’. Other associated additions could include:-

- E Safety and the use of the Internet
- Dealing with Allegations against Staff (including MCC Whistle Blowing Policy)
- Children with Special Needs and or Disabilities
- Child Protection Procedures Process: From Referral to Action and Support
- Abuse of Trust as noted in the Sexual Offences (Amendment) Act 2000

Other information for children, parents, staff and governors could be added as appendices to the main policy. This could include methods of internal recording of concerns and guidance and advice to children, staff and parents in raising concerns.

It would be useful for the policy to be dated and also notification when the next formal review is intended. Where appropriate the date of approval by the Governing Body or Management would be important to be recorded on the policy.

Basic items from the policy could be included in school and or organisations’ publications for parents and children. A full copy of the policy can be made available to parents on request, but a nominal cost may be incurred.

## **APPENDIX 3.1**

An example Safeguarding and Child Protection Policy that follows the 'Safeguarding Children in Education guidance April 2008' format.

### **Child Protection & Safeguarding Policy** for (Name of School if not already noted above)

#### **Introduction**

1.1 The school fully recognises the contribution it makes to child protection.

There are three main elements to our policy:-

- A. Prevention through the teaching and pastoral support offered to pupils;
- B. Procedures for identifying and reporting cases, or suspected cases of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse;
- C. Support to those pupils who may have been abused.

1.2 This policy applies to all staff and volunteers working in the school and its governors. It is recognised by this school that all staff that come into contact with children can often be the first point of disclosure for a child. This first point of contact is an important part of the child protection process and it is essential that all staffs are aware of and implement the school procedures as noted in this policy.

#### **Prevention**

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

The school will therefore:-

- A. Establish and maintain an ethos where children feel secure, are encouraged to talk and share their concerns and will be listened to;

- B. Ensure that children know that all adults in this school can be approached if they are worried or concerned about matters that concern them or their siblings or friends.
- C. Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help;
- D. Include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

## **Procedures**

3.1 At this school we will follow the All Wales Child Protection Procedures (April 2008) and other guidance and protocols that have been endorsed and agreed by the South East Wales Safeguarding Children Board.

3.2 The school will:-

- A. Ensure it has a named designated senior member of staff who has undertaken the appropriate training in line with agreed national and local requirements. This school will also nominate a named deputy who will be the central contact in times when the designated person is absent. In the unlikely event that both are absent or unavailable the most senior person will act as a contact point for other staff.
- B. Recognise the role of designated person and arrange support and training. The school will look to the SEWSCB and in particular the local authority's Designated Officer for Safeguarding in Education for guidance and support in all child protection matters in assisting the school's designated person.
- C. Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor knows:-
  - The name and contact details of both the designated and deputy person responsible for child protection;
  - That it is the named designated person and/or their deputy who have the responsibility for making child protection referrals within timescales, by completing the agreed multi-agency form.
  - That the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty and Assessment Team if necessary when a referral is being considered; if in doubt a referral must be sent.
- D. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse. That all

members of staff will be offered and expected to attend appropriate training and updates as arranged by the school.

- E. Ensure that parents have a clear understanding of the responsibility placed on the school and its staffs for child protection by setting out their obligations in the school prospectus and other forms of communications. In particular, there is a clear obligation that 'the welfare of the child is paramount' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
- F. Provide training for all staff so that they:-
  - i) Understand their personal responsibility;
  - ii) Are cognisant of agreed local procedures
  - iii) Understand the need to be vigilant in identifying suspected cases of abuse;
  - iv) Know how to support a child who discloses abuse, particularly the do's and don'ts.
- G. Notify Social Services if:-
  - A looked after pupil or a pupil on the child protection register is excluded either for a fixed term or permanently;
  - There is an unexplained absence of a looked after pupil or a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- H. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial and review child protection conferences and core groups and support these with the submission of written reports.
- I. Keep written records of concerns about children (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- J. Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.
- K. Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- L. Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the local authority's Human Resources Department on recruitment and selection.

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

### **Supporting the pupil at Risk**

4.1 At this school we recognise that children who are at risk, suffer abuse or witness violence are often affected by these in adverse ways, some may be deeply troubled by these events.

4.2 This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless when at school due to these adverse factors their behaviour may be challenging and defiant or they may be withdrawn. At this school we will endeavour to be patient and supportive to the children at risk.

4.3 The school will endeavour to support the pupil through:-

- A. The content of the curriculum to encourage self esteem and self motivation (see section 2 of this policy on Prevention);
- B. The school ethos which:-
  - i) Promotes a positive, supportive and secure environment; and
  - ii) Gives pupils a sense of being valued (see section 2 on Prevention);
- C. The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will follow a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self worth. The school will express and explain to all pupils that some behaviour is unacceptable, (Shared with parents via school brochures and other points of communication) but each individual is valued and not to be blamed for any abuse which has occurred. Staff should read the school's Behaviour Policy in conjunction with this and other named policies noted in this policy.
- D. Liaison with other agencies who support the student such as Social services, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others;
- E. Keeping records and notifying Social Services if there is a recurrence of a concern with the individual.
- F. Making a JAFF referral when co-ordinated support would benefit the child and family.

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

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

### **Behaviour**

4.5 This school has a behaviour policy which clearly states our values and expectations. This is a separate policy which is reviewed on a regular basis by the Governing Body and can be located. (State where)

### **Bullying**

4.6 The school's policy on Bullying has been set out in (a separate document/ the school's behaviour policy etc). It would be useful to note any guidance from the Authority within any documentation. This policy/information can be located (state where).

### **Physical Intervention**

4.7 The school's policy on physical intervention has been set out in (a separate document/ the school's behaviour policy etc) It would be useful to note any guidance, support and training provided by the Authority within any documentation. This policy/information can be located (state where).

### **E Safety**

4.8 The school's policy on E Safety has been set out in (a separate document/ the schools IT policy etc) It would be useful to note any guidance, support and training provided by the Authority within any documentation. This policy/information can be located (state where).

### **Children with Statements of Special Educational Needs (SEN)**

4.9 This school recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. The school's policy on SEN has been set out in (a separate document) this policy/information can be located (state where).

### **Children who enter the Looked after System**

4.10 This school recognises that children who enter the Looked after System are often the most vulnerable and needy. The school has a responsibility to support the council in

its role as corporate parent. The school's policy on Looked after Children (LAC) has been set out in (A separate document) this policy/information can be located (state where).

### **Information for all staff**

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

Where the allegation is against a member of staff you should refer to authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004 and the SEWSCB guidance launched in Autumn 2013.

All staff should be aware that they can raise concerns through the MCC's Whistle Blowing Policy.

If an allegation of abuse is made against a member of staff this must be reported to the Head Teacher/Designated Person for Safeguarding/Child Protection.

If the concern is about the Head Teacher/Principal this must be reported to the Chair of Governors. If in doubt you can contact the Designated Officer for Safeguarding in Education for guidance and advice.

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the child when they are freely recalling events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so not to lead the child;
- You must report orally to the school's **Designated Person for Child Protection or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelyhood of both being absent seek out the most senior person in the school;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the child it is an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;

- Do not give undertakings of absolute confidentiality. (see note following this section for more details) You will need to express this in age related ways to the child as soon as appropriately possible during the disclosure. This may result in the child 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have shared a concern with you to the designated person. Often what is initially shared is the tip of an iceberg;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others.

## **Confidentiality**

6.1 The school and staff are fully aware of confidentiality issues if a child divulges that they are or have been abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However education staff (that is all staff at this school) has a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. (I.E. not discussed with other staff) Staffs need to be aware that it may well have taken significant courage on the part of the child to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

## **Training**

The school will be cognisant of national and local training requirements and guidance, which will include Safeguarding Children Board guidance, advice and training opportunities.

7.1 The school will ensure that the Designated Person for Child Protection (DO) will have received initial training when starting their role and continued professional updates as required. Specific updates as suggested by national and local requirements will be central to the DO's development. The designated deputy will be initially supported by the designated person and consideration for joint opportunities for training with the designated person will be given.

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

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

**The designated person** for child protection at this school is:-

.....

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

.....

**The nominated governor** for child protection at this school is:-

.....

**The Monmouthshire Lead Officer for Safeguarding in Education is:-**

**Heather Heaney** who can be contacted by:-

Phone- 01633 644392

Mobile- 07917707343

Email- heatherheaney@monmouthshire.gov.uk

**Monmouthshire Children's Services** can be contacted as follows:-

Phone: 01291 635669

Out of hours telephone number: 0800 328 4432

**This policy was updated on \_\_\_\_\_ by \_\_\_\_\_**

**This policy was presented and accepted by the Governing Body on \_\_\_\_\_**

**Staffs were made aware of this policy and or updates on \_\_\_\_\_**

This policy will be reviewed on \_\_\_\_\_

## APPENDIX 3.2

### EXAMPLE SAFEGUARDING STATEMENT FOR SCHOOLS AND EDUCATIONAL SETTINGS

#### EXAMPLE SAFEGUARDING STATEMENT:

The following statement was agreed by the Head teacher, staff and governors on .....

The Head teacher, staff and Governors of ..... School recognise their responsibility to safeguard all the pupils in our care.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of our pupils and to report any such abuse that we discover or suspect.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of pupils, and staff, and will ensure all our policies and procedures reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children.

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.

We recognise:

- Monmouthshire Children’s Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or family then speak to one of the following who are designated to take the lead in safeguarding in this school.

**DESIGNATED PERSON FOR SAFEGUARDING**

.....

**DEPUTY DESIGNATED PERSON FOR SAFEGUARDING**

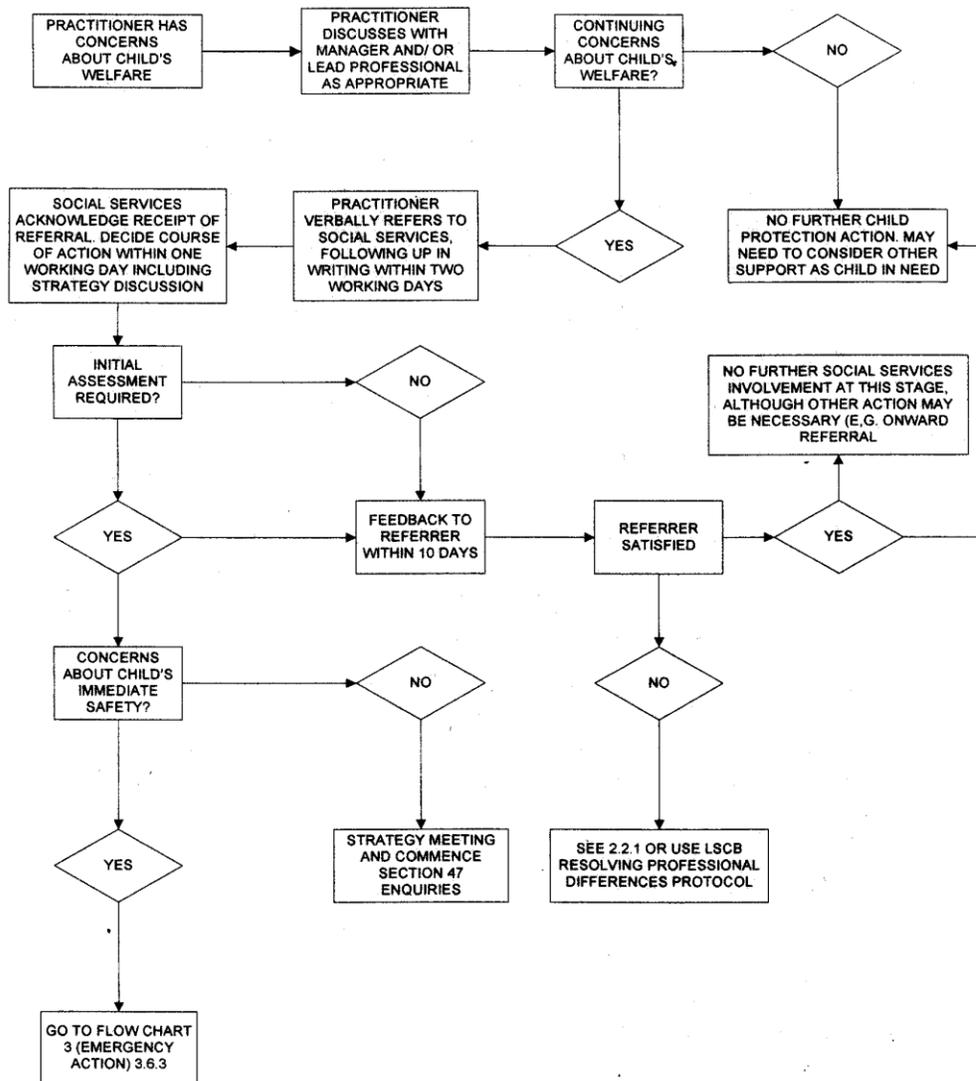
.....

**GOVERNOR WITH RESPONSIBILITY FOR SAFEGUARDING**

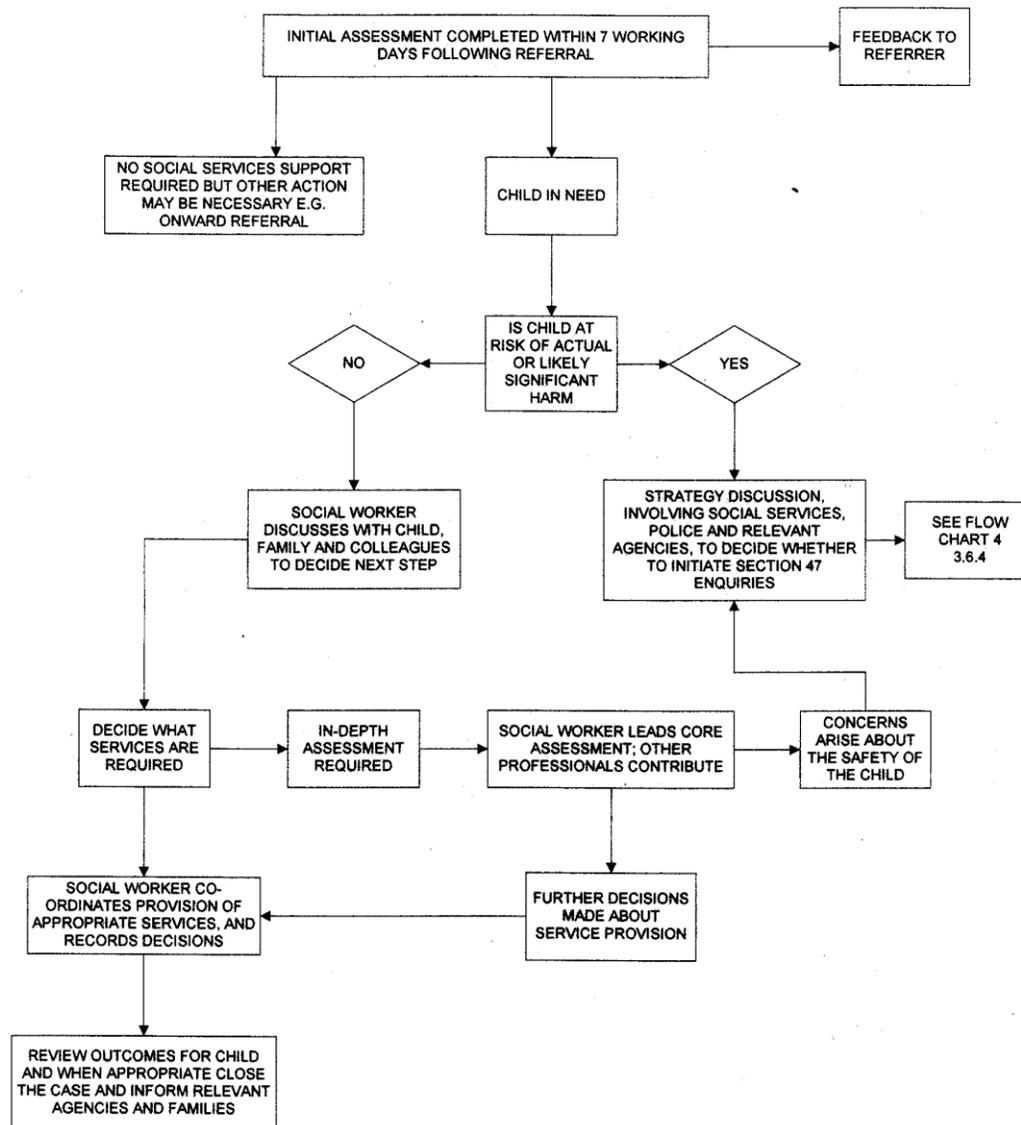
.....

## APPENDIX 4 – FLOWCHARTS

### 3.2.5 Flowchart 1: referral



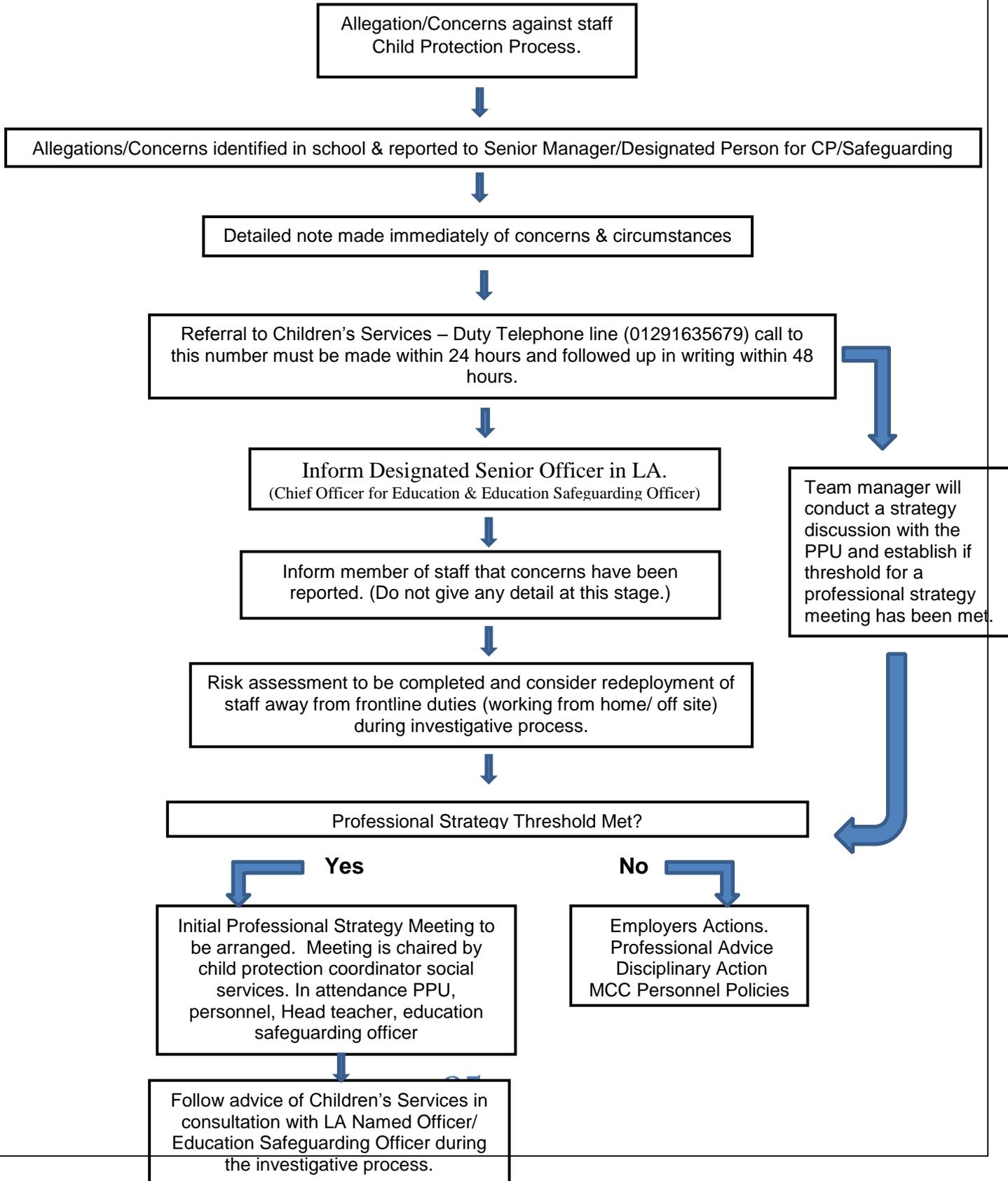
### 3.3.6 Flow chart 2: action following initial assessment



**IN THE EVENT OF AN ALLEGATION  
AGAINST A PROFESSIONAL**

**This Flowchart 3 should be used as a brief checklist of procedure in the event of an allegation against a professional in school.**

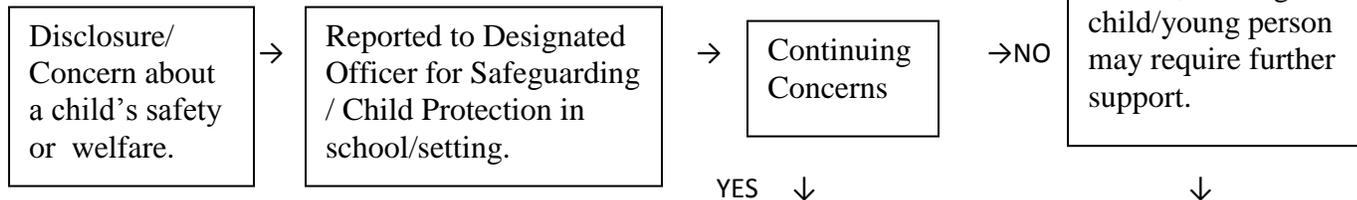
Detailed procedures to follow are outlined in All Wales Child Protection Procedures 2008, Section 4. Responsibilities are outlined in *Safeguarding Children: Working together under the Children Act 2004* – Welsh Assembly Government 2007.



## CROSS BORDER CHECKLIST – Flowchart 4 – to be used:

(Detailed procedures to follow are outlined in All Wales Child Protection Procedures 2008)

### WHEN AN ALLEGATION OF ABUSE IS RECEIVED FROM A CHILD OR YOUNG PERSON LIVING AWAY FROM HOME



DO verbally refers concern to CS duty officer in MCC and also to the duty officer in the home authority of the child/young person.  
If the allegation is of professional abuse the MCS Safeguarding team should be informed at the same time. See below for contact details



Social Services acknowledge receipt of the referral and decide course of action. Local Authority departments communicate and agree where / who will hold the initial strategy meeting/ discussion with the police. (AWCPP – p99 “...the initial strategy meeting will be convened by the authority where the child is found when he or she makes the complaint..... The initial strategy meeting/ discussion must be organised to allow for the attendance of a representative of the originating authority and the authority where the incident is alleged to have happened ....”)



A decision will be made during the initial strategy meeting/discussion as to which authority should have responsibility for carrying out any child protection enquiries (although this will usually be the authority in whose area the incident occurred). The initial strategy meeting will also decide what part should be played in the investigation by the other relevant authorities. Any decisions and reasons must be clearly recorded and made in the best interests of the child.



Section 47 enquiries initiated// Professional Abuse enquiries initiated alongside and/or following CP procedures.

**MONMOUTHSHIRE CHILDRENS SERVICES DUTY CHILD PROTECTION OFFICER: TEL: 01291 635669**

**MONMOUTHSHIRE CHILDRENS SERVICES SAFEGUARDING TEAM:**

MANAGER	JANE RODGERS	<a href="mailto:janerodgers@monmouthshire.gov.uk">janerodgers@monmouthshire.gov.uk</a>	TEL: 01633 644054	07795334786
LEAD OFFICER FOR EDUCATION	HEATHER HEANEY	<a href="mailto:heatherheaney@monmouthshire.gov.uk">heatherheaney@monmouthshire.gov.uk</a>	TEL: 01633 644392	07917707343
CHILD PROTECTION CO-ORDINATOR	KELLY TURNER	<a href="mailto:kellyturner@monmouthshire.gov.uk">kellyturner@monmouthshire.gov.uk</a>	TEL: 01291635606	07825681913

## APPENDIX 5

[http://thepoint.monmouthshire.gov.uk/Doc\\_Lib/Forms/default.aspx](http://thepoint.monmouthshire.gov.uk/Doc_Lib/Forms/default.aspx)



MCC Bullying  
Prevention and Racia

## APPENDIX 6

### Key Definitions and Glossary

<b>Child in need</b>	A child is a child in need if: <ul style="list-style-type: none"><li>- he/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority;</li><li>- his/her health or development is likely to be significantly impaired, or further impaired, without provision for him/her of such services; or</li><li>- He/she is disabled.</li></ul>
<b>Child protection</b>	<b>Child protection</b> is a part of safeguarding and promoting welfare. This 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.
<b>Children</b>	A <b>child</b> is anyone who has not yet reached their 18 <sup>th</sup> birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has become sixteen years of age is living independently or is in Further Education, or is a member of the armed forces, or is in hospital, or in prison or a young offenders institution does not change their status or their entitlement to services or protection under the Children Act 1989.
<b>Development</b>	Physical, intellectual, emotion, social or behavioural development.
<b>Harm</b>	Ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
<b>Health</b>	Physical or mental health.
<b>Local Authority</b>	A county council or county borough council.
<b>Abuse: emotional</b>	The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.

<b>Abuse: neglect</b>	See <i>Neglect</i> below.
<b>Abuse: physical</b>	The hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or other causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.
<b>Abuse: sexual</b>	Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: <ul style="list-style-type: none"> <li>- physical contact, including penetrative or non-penetrative acts;</li> <li>- non-contact activities, such as involving children in looking at, or in the production of , pornographic material or watching sexual activities; or</li> <li>- Encouraging children to behave in a sexually inappropriate ways.</li> </ul>
<b>Neglect</b>	The persistent or sever neglect of a child; or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child’s health or development, including non-organic failure to thrive.
<b>Safeguarding and promoting the welfare of children</b>	<ul style="list-style-type: none"> <li>- Protecting children from abuse and neglect;</li> <li>- Preventing impairment of their health and development; and</li> <li>- Ensuring that they receive safe and effective care;</li> </ul> ... so as to enable them to have optimum life chances.
<b>Significant harm</b>	Section 31 (10) of the Children Act 1989 states that “where the question of whether harm suffered by a child is significant turns on the child’s health or development shall be compared with that which could reasonably be expected of a similar child”.
<b>Welfare and Well-being</b>	There is no statutory definition. The Children Act 1989 introduced the welfare checklist that a court shall have regard to in certain circumstances. The 1989 Act states that a “court shall have regard in particular to – <ul style="list-style-type: none"> <li>- the ascertainable wishes and feelings of the child concerned (considered in the light of his age and understanding);</li> <li>- his physical, emotional and educational needs;</li> <li>- the likely effect on him of any change in his circumstances;</li> <li>- his age, sex, background and any characteristics of his which the court considers relevant;</li> <li>- any harm which he has suffered or is at risk of suffering;</li> <li>- how capable each of his parents, and any other person in relation whom the court considers the question be relevant, is meeting his needs;</li> <li>- the range of powers available to the court under this Act in the proceedings in question.”</li> </ul>

## APPENDIX 7

The following audit tool will be used to monitor and gather information from schools and services working with children and families in Monmouthshire. The audit will be sent out on a bi-annual basis and information gathered will be used to improve safeguarding for all the children and young people in Monmouthshire.

### **MONMOUTHSHIRE                      SAFEGUARDING                      COMPLIANCE                      AUDIT** .....**DATE**.....

Following the LA Estyn inspection a need has been highlighted for Monmouthshire to carry out an audit of safeguarding practices in all schools and organisations that provide services for or work with children, young people and families.

The following audit is set out in sections related to different standards and requires you to think about your own practices and procedures in your school/organisation. It is designed to give you an understanding of safeguarding in your own establishment and to provide the Safeguarding and Quality Assurance Unit with an overview of the current situation regarding safeguarding in Monmouthshire.

The audit tool is based on Section 28 of the Children Act 2004 as set out in Chapter 2 of Safeguarding Children: Working Together under the Children Act 2004. Section 28 requires organisations to carry out their functions in a way that takes into account the need to safeguard and promote the welfare of children.

**Please undertake the following audit and return it to ..... by  
..... using the following contact details:**

Heather Heaney, Lead Officer for Safeguarding in Education  
[heatherheaney@monmouthshire.gov.uk](mailto:heatherheaney@monmouthshire.gov.uk)

Please think carefully about your own practices and procedures, complete the audit to the best of your knowledge and think about how you will evidence your responses. Please complete the RAG System (Red, Amber or Green – see below) and then produce an action plan with any actions that are required to improve safeguarding in your school. See page 8 below.

We will collate the information you give us, follow up every 2 years and also use this information to support and improve safeguarding practices in general. Please try to be

as realistic and honest as you can be and use this document to help you to identify your current position re safeguarding and set targets/actions to improve.

**ORGANISATION / SERVICE AREA / SCHOOL/ESTABLISHMENT  
NAME**.....

**PERSON COMPLETING THIS AUDIT**.....

**ROLE/POSITION**.....

**DATE COMPLETED**.....**DATE RETURNED TO LA**.....

Please list below all the individual services / organisations / establishments that you are responsible for and reporting on in this audit? Where relevant be specific in your audit regarding which service is being commented upon. (eg. Primary School, Comprehensive School, Nursery, Breakfast Club, After School Club, Sports Activities, etc.)

.....  
 .....  
 .....  
 .....

STANDARD	EVIDENCE	RAG RATING	FURTHER ACTIONS REQ'D
<b>STANDARD 1: DESIGNATED OFFICERS</b>			
1.1 There is a designated officer (DO) for Child Protection and Safeguarding and all staff know who that person is.			
1.2 There is a deputy designated officer for Child Protection and Safeguarding (to act when the DO is off site) and all staff know who that person is.			
1.3 The role of the designated officer is clearly defined in a job description which sets out their responsibilities in safeguarding.			
1.4 The DO and deputy DO are adequately trained and supported to fulfil their roles.			

<b>STANDARD 2: POLICIES AND PROCEDURES</b>			
2.1 Your school/organisation has adopted the Monmouthshire Safeguarding Policy (formally via governing body/trustee/management body if appropriate).	Give Date when adopted:		
2.2 The LA policy has been communicated to all staff members and is implemented in your setting.			
2.3 Your setting has its own written safeguarding policies and procedures which are reviewed regularly (at least every 3 years)	List any relevant policies:		
2.4 All staff and volunteers are made aware of all safeguarding policies and procedures and how these are applied within the setting.			
<b>STANDARD 3: ACCOUNTABILITY</b>			
3.1 Your setting has a clear accountability framework which all staff are aware of.			
3.2 All staff understand to whom they are directly accountable with regards to child welfare, and the level of accountability they have.			
3.3 All job descriptions are explicit and recognise responsibilities regarding safeguarding and promoting the welfare of children.			
<b>STANDARD 4: LISTENING AND RESPONDING TO CHILDREN &amp; YOUNG PEOPLE</b>			
4.1 There is an organisational awareness and focus on preventative activities in order to reduce the likelihood of children suffering harm.			
4.2 Children and young people have opportunity to express views about their safety and wellbeing, and the setting responds to children's feelings, wishes, concerns.			

<b>STANDARD 5: STAFF AND VOUNTEER TRAINING</b>			
5.1. All staff and volunteers receive appropriate training (at the relevant levels) to enable them to discharge their safeguarding duties.			
5.2 There is a record kept of all child protection / safeguarding training and this is updated as appropriate. (L1 Bi-annually for all staff)			
<b>STANDARD 6: Safe Recruitment &amp; Handling Allegations Against Workers and Volunteers</b>			
6.1. All staff have up to date DBS checks which are reviewed by a designated member of staff. There is a record of dates and DBS numbers for all staff and volunteers in your setting.			
6.2. All staff who have contact with children, young people and families are properly selected and have appropriate checks in line with current legislation and guidance: <ul style="list-style-type: none"> <li>- References are always taken up prior to appointment.</li> <li>- Identity and qualifications are verified.</li> <li>- Face to face interviews are carried out.</li> <li>- Previous employment history is checked.</li> <li>- Any anomalies or discrepancies are followed up.</li> <li>- Necessary checks are carried out before the employee takes up the post (e.g. DBS).</li> </ul>			
6.3 There is a Safe Recruitment policy in place			

6.4 There is a named senior officer with responsibility in respect of allegations against staff and volunteers. All staff know who this person is.			
6.5 There is a written procedure for handling allegations against staff and volunteers in place.			
6.6 Incidents and allegations of abuse are recorded appropriately and maintained confidentially.			
<b>STANDARD 7: Effective inter-agency working to safeguard and promote the welfare of children</b>			
7.1 Staff participate in multi-agency meetings and forums to consider the needs of and provide support for individual children and their families.			
7.2 Staff are able to recognise when children need additional support and are able to make the appropriate referral e.g. referrals to other single agencies, referral to JAFF, referral to Children's Services as Child in Need or Child Protection.			
7.3 Staff clearly understand how to share confidential information in order to safeguard and protect children.			
7.4 Any decisions made or actions taken in relation to child protection or safeguarding are recorded appropriately and maintained confidentially.			

## **RAG RATING**

Green - Means everything is in place, up to date, and meets the required minimum standard.

Amber – Means that something requires review or improvement.

Red – Means that something needs to be developed as a matter of urgency.

## **Part 2: Action Plan**

Name of Agency:.....

No	Standard	RAG Rating	Action Needed	Timescale	Lead Officer and Contact Details