

Safeguarding and Child Protection Policy

Date Agreed	Review Date	Person Responsible
September 2015 (Interim Feb 2016)	September 2016	EN/LP/MS/AA
February 2017	February 2018	EN/LP/MS/AA
November 2017	November 2018	MS/LP/CLC/AA
March 2019	March 2020 COVID update added September 2020	JC/ MS / LP / CW
September 2020	July 2021	JC/ MS / LP / CW
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September 2023	July 2024	JC/MS/LP/DJ/CW
September 2024	July 2025	JC/MS/LP/DJ/CW
October 2025	September 2026	JC/MS/LP/DJ

Introduction

1.1

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

There are three main elements to our policy:-

- Prevention through the teaching and pastoral support offered to pupils;
- Procedures for identifying and reporting cases, or suspected cases of abuse. As a result of our day to day contact with children school staff are well placed to observe the outward signs of abuse; and
- 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

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child. This first point of contact is an important part of the child protection process, and it is essential that all staff are aware of and implement the school's procedures as noted in this policy.

Prevention

2.1 Our school recognises that high self esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard children at our school.

The school will therefore:-

- Establish and maintain an ethos where children feel secure and encouraged to talk and share their concerns and will be listened to;
- 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.
- Include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know that they can turn to staff for help; and
- 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 our school we will follow the [Wales Safeguarding Procedures](#) (2023), [The Social Services and Wellbeing Act](#) (2014) and other guidance and protocols that have been endorsed and agreed by the Newport Safeguarding Children Board. (NSCB) including Circular 158/2015 - Keeping Learners Safe. The following documents apply:

The Education Act 2002, Section 175

- *Preventing unsuitable people from working with children and young people – Circular No: 34/2002*
- *Keeping learners safe - The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 – Guidance Document 158/2015*
- *Respect and resilience - developing community cohesion 2015 - Guidance document 196/2016*
- *Protecting children from radicalisation: the prevent duty – Department for Education, UK Government*

3.2 The school will:-

- Ensure that all staff are aware of the different categories of abuse. These are:
 - **Physical abuse**
 - **Emotional abuse**

- **Neglect**
 - **Sexual Abuse**
 - **Financial Abuse**
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- Ensure it has at least two designated senior members of staff who have undertaken the appropriate training in line with agreed national and local requirements. This school has four staff trained to deputise in the absence of the DSP. In the unlikely possibility that all are absent or unavailable the most senior person will act as contact point for other staff. All staff are aware of these arrangements.
 - Recognise the role of designated person and arrange support and training. The school will look to the NSCB and in particular the Authority's Child Protection Officer for Education, Nicola Davies, for guidance and support in all child protection matters in assisting the school's designated person.
 - Ensure that all members of staff, including permanent, part time and adult volunteers, along with every governor know:-
 1. the name and contact details of both the designate and deputy person responsible for child protection;
 2. that it is the named designated persons and/or their deputy who have the responsibility for making child protection referrals within NSCB timescales, by completing the agreed multi-agency form. That the designated person and deputy will seek advice from the LA CPO and or Social Services Safeguarding Hub if necessary when a referral is being considered; **if in doubt a referral must be sent**. That the referring person will ensure that the CPO will be sent a copy of the referral as soon as it is practically possible.
 - 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.
 - Ensure that parents have a clear understanding of the responsibility placed on the school and its staff for child protection by setting out their obligations in school prospectus and other forms of communications. In particular, there is a clear obligation that '**the welfare of the child is paramount**' and in some circumstances this may mean that the parents are not initially informed of a referral made by the school. This circumstance is in line with All Wales Child Protection Procedures guidance.
 - Provide training for all staff so that they know:-
 - i) their personal responsibility;
 - ii) to be cognisant of agreed local procedures(NSCB)
 - iii) the need to be vigilant in identifying suspected cases of abuse; and
 - iv) how to support a child who discloses abuse, particularly the do's and don'ts
 - Notify the CPO and Social Services if:-

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

if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)

- 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.
- 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.
- Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is the responsibility of the designated person to ensure that any transfer of records is conducted via the Authority's agreed protocol and procedures for the 'Transfer of Sensitive Information'.
- Adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools.
- Ensure that all recruitment and selection procedures follow all national and local guidance. The school will seek advice and guidance from the Authority's Human Resources Department on recruitment and selection.
- 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 not be required to contribute to the schools SER on its child protection activities. The school will hold a termly meeting with the Governor and DSP.

Supporting the pupil at Risk

4.1 At our 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:-

- The content of the curriculum to encourage self-esteem and self-motivation (see section 2 of this policy on Prevention);
- The school ethos which:-
 - promotes a positive, supportive and secure environment; and
 - Gives pupils a sense of being valued (see section 2 on Prevention);
- Liaison with other agencies who support the student such as Social Services, Families First, Child and Adolescent Mental Health services, the Educational Psychology Service, Education Welfare Service and others; and keeping records and notifying Social Services if there is a recurrence of a concern with the individual.

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.

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.

4.5 Staff are made aware of the 'risk factors' involved in radicalisation and extremism as set out in the Keeping Learners Safe document Circular 158/2015. Full local authority training took place on the 8th and 9th March 2016.

Behaviour

4.5 Our 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 on the school's shared drive, and on the school website.

Bullying

4.6 The school's policy on bullying has been set out in (Anti-bullying Policy) This policy/information can be located on the school's shared drive, and on the school website.

Physical Intervention

4.7 Our school's policy on physical intervention has been set out in the RPI Policy. This policy/information can be located on the school's shared drive.

E Safety

4.8 The school's policy on E Safety has been set out in (ICT Policy). This policy/information can be located on the school's shared drive.

Children with a Statement of Special Educational Needs (SEN) or Individual Development Plan

4.9 Our school recognises that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal 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 supporting children with Additional Learning Needs (ALN) is detailed in the ALN policy, which can be located on the school's shared drive.

Children who enter the Looked after System

4.10 Our school recognises that children who enter the looked after system are often the most vulnerable. The school's policy on looked after children (CLA) has been set out in the CLA policy, which can be located on the school's shared drive. CLA children are also supported on a weekly basis by the cluster CLA coach.

Prevent

Since the introduction of the Counter – Terrorism and Security Act 2015, specific duties have been placed on Local Authorities and education providers to have due regard to the need to prevent people being drawn into terrorism. All staff within this school have undertaken relevant PREVENT training including Welsh Government guidance relating to Respect and Resilience. The school's DSP for Child Protection is clear regarding the referral process. Our school values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech, or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. We always seek to protect our pupils and staff from all messages and forms of extremism and ideologies. Our School is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

Operation Encompass

An Operation Encompass Alert is sent to the school email address, and to DSPs, where there has been police involvement with the family on the previous day (or over a weekend). The DSP is responsible for adding this information to Edukey, and sharing relevant information with staff who support the child at school. The school has an important role in ensuring that necessary safeguarding and wellbeing measures are put in place to support the child. Where appropriate, this might include sharing information with other agencies.

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.

- 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 to the school's **Designated Person for Child Protection, or one of the Safeguarding Leads in their absence**, immediately to inform them of what has been disclosed. In the unlikelihood of all Safeguarding Leads being absent, seek out the most senior person in the school (if in doubt you can always contact the Authority's Child Protection Officer);

- Make a note of the discussion, using Edukey, as soon as is reasonably practical and 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 being the initial contact an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place. The 'body map' tool on Edukey should be used to record information on the location of an injury.
- 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, but whatever is shared is strictly confidential and not for general consumption with others.

Where the allegation is against a member of staff you should refer to the authority's guidance which takes into account the Welsh Assembly Government's guidance circular 45/2004. If an allegation of abuse is made against a member of staff this must be reported to the Executive Head Teacher.

If the concern is about the Executive Head Teacher this must be reported to the Chair of Governors, Aftab Ali. If in doubt you can contact the Authority's CPO Nicola Davies for guidance and advice.

The staff can also find guidance in raising concerns via the N.C.C. Whistle Blowing Policy and Procedures. These can be accessed by contacting the Civic Centre 01633 656656 and asking to speak to Human Resources Department. You can remain anonymous in raising concerns.

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:-

Confidentiality

6.1

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

It is important that each member of staff deals with this sensitively and explains to the child that they **must** inform the appropriate people who can help the child, but they will only tell those who need to know in order to be able to help. Staff should reassure the child and tell them that their situation will not be common knowledge within the school. (i.e not discussed with other staff) Staff 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 Newport Safeguarding Children Board's (NSCB) guidance, advice and training opportunities.

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

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 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:-

Mr Daniel Jones - Deputy Head

The deputy designated persons for child protection at this school are:-

Mr Mark Smith - Head of School

Miss Chloe Worley - Assistant Head

Miss Claire Welch - Assistant Head

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

Mr Aftab Ali

The Authority's Child Protection Officer is:- **Nicola Davies** and can be contacted by:-

Nicola Davies

Education Safeguarding Officer

Newport City Council

Room 208W

Civic Centre
Newport
NP20 4UR
E-mail - nic.davies@newport.gov.uk

Social Services can be contacted as follows:-

Phone- 01633 656656

When making a referral this needs to be e-mailed to:-

children.duty@newport.gov.uk

This will then go to the Social Service Duty and Assessment Team, and you will receive an e-mail acknowledgement.

This policy was updated on 10th October 2025 by Lucy Preece

Covid 19 safeguarding/child protection policy annex: to be read in conjunction with the school's safeguarding policy

Duty to Report Safeguarding Issues: Information for staff and volunteers during COVID 19 (school closure/partial closure)

Whether learners are at home or in the classroom, safeguarding and the welfare of learners is paramount and takes precedence over all other considerations. At all times practitioners should continue to follow the school or setting's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching or interactions.

The Social Services and Well-being (Wales) Act 2014 specifies the duty placed on practitioners and partners (under s.162 of the Act) to report both adults and children where they have reasonable cause to suspect the criteria regarding risk of harm is met.

A referral must be made whenever a professional has concerns about a child under the age of 18 years.

Remote learning and safeguarding

As a school we will take the guidance and advice laid out in the **Revised Keeping Safe Online**: Live streaming and video conferencing safeguarding principles and practice <https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principlesand-practice> to ensure that our whole school community is kept safe whilst learning online.

Details of information around remote learning, online safety and distance learning are available via the school's digital policy, which is available on the website.

Working with other agencies/information sharing

As part of the Council's response to COVID 19 we will work with Children's Services and other partners to support vulnerable learners. If schools have to return to a situation of remote learning, then children identified on the school's 'vulnerable learner list' will be contacted regularly by the school. Other relevant agencies involved will be notified where contact cannot be made or if concerns arise. The school will continue to participate in all relevant multi-agency meetings in order to safeguard children and young people.

Vulnerable Learners list/Contact Records (during periods of school closures)

The list of vulnerable learners may change regularly; for example, in response to an Encompass alert received by the school. As a school we will:

- Review the list on a regular basis.
- Keep in regular contact with all vulnerable learners.
- Liaise with the school's EWO and other relevant practitioners where we are unable to make contact with vulnerable learners/families
- Keep a record of all communication with learners and families.

Local procedures during this time

Newport's Safeguarding Hub will continue to respond to referrals that indicate that a child/young person is at risk of harm. This is defined as:

- A child/young person who has disclosed that they have been physically harmed resulting in an injury or bruising
- A child/young person who does not have the ability to communicate presenting with an injury or bruising that is unexplained.
- An allegation of sexual abuse
- The likelihood that abuse will take place immediately if the matter is not investigated under child protection procedures.

Referrals will continue to be made to Newport Children's Services using a Duty to Report Form (DTR). This form can be found on the Gwent Safeguarding website:

<https://www.gwentsafeguarding.org.uk/en/Children/Report/Report-a-child-at-risk.aspx>

The DTR should be sent to: children.duty@newport.gov.uk. After 5pm, on weekends and bank holidays, contact the South East Wales Emergency Duty Team (EDT) to report any safeguarding concerns: 0800 328 4432. If you think a child or young person is in immediate danger, contact the Police on 999

Concerns about a practitioner who may pose a safeguarding risk to children:

The usual procedures will be followed (see policy) and the Local Authority Designated Officer (LADO)/ Education Safeguarding Officer (ESO) will be contacted for advice. If not available, the Safeguarding Hub will be contacted for advice. Further information can be accessed via the Wales safeguarding procedures website

Other relevant guidance

<https://gov.wales/guidance-supporting-vulnerable-and-disadvantaged-learners>

<https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19>

<https://gov.wales/keeping-children-and-young-people-safe-non-statutory-guide-practitioners>