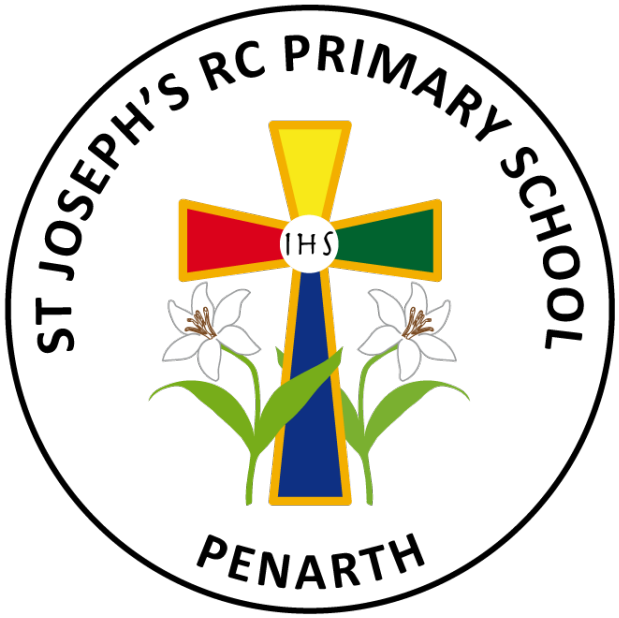
Vale of Glamorgan Council

Directorate of Learning and Skills

Safeguarding Policy

June 2026





Guidance Note

Schools and other settings within the Directorate of Learning and Skills must have an effective safeguarding/child protection policy that is:

- in accordance with Local Authority guidance locally agreed interagency procedures
- inclusive of services that extend beyond the school day
- reviewed at least annually
- made available to parents or carers on request
- provided in a format appropriate to the understanding of children, particularly where schools cater for children with additional needs

This model Safeguarding Policy is made available by the Vale of Glamorgan Directorate of Learning and Skills to support the development of safeguarding policies in all areas of the Directorate.

The model policy is based upon the model child protection policy provided in Welsh Government guidance document no: 283/2022 of *Keeping learners safe*.

https://gov.wales/sites/default/files/publications/2022-04/220401-keeping-learners-safe.pdf

Please note that the term school is used throughout this model safeguarding policy. However, the document is intended for use by all settings within the Directorate of Learning and Skills and therefore will need to be amended accordingly for use by libraries and Adult Community Learning.

Similarly, the model policy refers extensively to safeguarding/*child protection*, *children* and *pupils* and will need to be amended for use in adult settings.

The model policy should be adapted by individual institutions by the addition of an organisational logo and additional content relevant to the setting.

The model policy exists within the legislative and governance frameworks for safeguarding in Wales, including:

- Section 175 of the Education Act 2002
- Common law duty of care
- Children Act 1989
- Children Act 2004
- The Equality Act 2010
- The Social Services and Well-being (Wales) Act 2014
- Safeguarding Children: Working Together Under the Children Act 2004
- Wales Safeguarding Procedures
- The Children's Rights Framework
- The United Nations Convention on the Rights of the Child (UNCRC)
- The Rights of Children and Young Persons (Wales) Measure 2011
- The Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Regional Safeguarding Board policies and procedures
- Single Unified Safeguarding Reviews (SUSR)
- Counter-Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003
- European Convention on Human Rights
- Anti-racist Wales Action Plan
- Corporate Parenting Charter

NB. A safeguarding policy must reflect new and emerging legislation and guidance.

St Joseph's RC Primary School

Safeguarding Policy

April 2025



Disclaimer

Please ensure that you are using the most up to date version of this policy.

If the review date has passed please contact the Reviewer.

OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED UPON

Vale of Glamorgan Council Learning and Skills SAFEGUARDING **Model Safeguarding Policy**	

KEY CONTACTS WITHIN THE SCHOOL

DESIGNATED SAFEGUARDING PERSON FOR CHILD PROTECTION (DSP)
NAME: Mrs Laura Taylor
CONTACT NUMBER: 02920 702864

DEPUTY DSP
NAME: Mrs Natalie Lawrence
CONTACT NUMBER: 02920 702864

DESIGNATED GOVERNOR FOR SAFEGUARDING (DSG)
NAME: Anthony Rogers
CONTACT NUMBER: 02920 702864

CHAIR OF GOVERNORS
NAME: Angharad Price
CONTACT NUMBER: 02920 702864

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

REFERRAL TO Vale of Glamorgan CHILDREN & YOUNG PEOPLES SERVICE (CYPS)
Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone: **01446725202**
To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **029 20788 570**

POLICE (CHILD PROTECTION): 101 in an emergency 999

The Learning & Skills Safeguarding Team is able to provide advice and support.
CONTACT EMAIL: jdredrup@valeofglamorgan.gov.uk , scollier@valeofglamorgan.go.uk
Telephone 01446 709867

Natasha James – Local Authority Designated Officer (LADO)
CONTACT NUMBER 01446700111

Helen Anderson – Designated Officer for Safeguarding (DOS)
CONTACT NUMBER 01446700111

Katie Williams – Safeguarding Lead for Learning & Skills
CONTACT NUMBER 01446700111

Enquiries/referrals in relation to Safeguarding concerns about practitioners or persons in position of trust should be sent to Jason Redrup & Helen Anderson

Document Version Control

Document	**Safeguarding Policy**

Reference	

Version	

Previous Document	

Associated Documents	

Classification	
Circulation	
Author	
Reviewer	
Directorate Lead	
Consultation	
Approval	
Date of Approval	3rd April 2025
Date of Review	April 2026
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Version Number	Date Review Approved	Date Published	Summary of Amendments
1	November 2020	November 2020	N/A
2	January 2021	January 2021	Inclusion of School Specific Information
3	June 2023	June 2023	To reflect the Guidance: Keeping Learners Safe 283/2022
4	April 2025	April 2025	New Model Safeguarding Policy from LA

Safeguarding Policy for St Joseph's RC Primary School, Penarth

1. Introduction

St Joseph's RC Primary School fully recognises the contribution it makes to safeguarding and child protection and that children have a right to be safeguarded and protected from harm.

Our policy is informed by a children's rights approach to safeguarding as a principled and practical framework for working with children, grounded in the UN Convention on the Rights of the Child.

There are three main elements to our policy:

- Prevention through the culture, teaching and pastoral support offered to learners;
- Procedures for identifying and reporting cases, or suspected cases, of abuse – because of our day to day contact with children our staff are well placed to observe the outward signs of abuse;
- Support to learners who may have been abused

Our policy applies to all staff and volunteers working in the school and governors. Learning support assistants, mid-day supervisors, caretakers, secretaries as well as teachers can be the first point of disclosure for a child.

Our policy should be read in conjunction with Welsh Government guidance document no: 283/2022 *Keeping Learners Safe*. https://gov.wales/sites/default/files/publications/2022-04/220401-keeping-learners-safe.pdf

2. Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard learners.

Our school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- ensure children know that there are adults in the education setting whom they can approach if they are worried or in difficulty;
- include in the curriculum, activities and opportunities for Relationships and Sexuality Education which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;
- 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.
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate.
- take a whole school (setting) approach to wellbeing which will incorporate safeguarding and preventative measures to support children and families.

3. Procedures

We will follow the Wales Safeguarding Procedures that have been endorsed by 58 Safeguarding Children Boards. Our school will:

- ensure it has a Designated Safeguarding Person (DSP) for safeguarding who has undertaken the appropriate training;
- recognise the role of the DSP and arrange support and training [schools may wish to mention the additional training undertaken by their DSP];
- ensure every member of staff and every governor knows:
  - the name of the DSP and their role and the name of the designated governor for safeguarding (DSG);
  - that they have an individual responsibility for reporting children at risk and protection concerns to socials services, or to the police, within the timescales agreed with the Wales Safeguarding Procedures 2019; and
  - how to take forward those concerns where the DSP is unavailable.
- ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect and know how to respond to a learner who may disclose abuse or neglect.
- ensure that members of staff who are Education Workforce Council of Wales registrants are aware of the Code of Professional Conduct and Practice for Registrants with the Education Workforce Council and the expectation within the Code that registrant has regard to the safety and well-being of learners in their care and related content;
- ensure that parents have an understanding of the responsibility placed on the school/college/setting and staff for safeguarding and child protection by setting out its obligations in the school brochure / website;
- provide training for all staff so that they:
  - understand their personal responsibility;
  - know the agreed local procedures and their duty to respond;
  - are aware of the need to be vigilant in identifying cases of abuse and neglect;
  - know how to support a child who discloses abuse or neglect; and
  - understand the role online behaviours may have in each of the above
- notify the local authority's social services team if:
  - a learner on the child protection register is excluded, either for a fixed term or permanently; or
  - there is an unexplained absence of a learner 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 the submission of written reports to the conferences;
- keep digital records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately; at this time schools utilise the 'My Concern' software platform for managing all safeguarding concerns
- ensure that all safeguarding records are managed securely on an approved safeguarding software platform(electronic);

- adhere to the procedures set out in the Welsh Government's Disciplinary and Dismissal Procedures for School Staff;
- ensure that recruitment and selection procedures are made in accordance with Welsh Government's Keeping Learners Safe guidance; and
- designate a governor for safeguarding (DSG) who will oversee the school's child protection policy and practice. Ensuring that this Governor attends the Local Authority Designated Safeguarding Governor training on a biennial basis.
- When a member of staff, teaching or non – teaching, is alerted to signs of abuse or neglect s/he should:
- discuss the issue with the school's DSP or in their absence the Deputy DSP. If the decision is taken that the incident needs to be referred**, the DSP in the case of an emergency where there are immediate child protection concerns must without delay make a telephone referral to CYPS** by telephoning the Duty Officer on 01446 725202, or out of hours on 02920 788570, in the unlikely event that they are unable to contact CYPS then the referrer needs to dial 999 and report the matter to police as an emergency. This must be followed within one working day by completing the Multi-Agency Referral Form (MARF) via e-mail to: dutymarfs@valeofglamorgan.gov.uk . Cases which do not require immediate child protection can be referred through submission of a MARF. If the "Child in Need" referral box is ticked, the MARF must be accompanied with parental consent. No parental consent is needed for the "CP" referral box.

Advice may be sought prior to referral by discussing concern with CYPS duty desk, or the Safeguarding Officer for Learning & Skills.

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014

defines abuse as follows;

> *'A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan'*

- **Physical Abuse**

  Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;

- **Emotional/Psychological Abuse**

  Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others

- **Sexual Abuse**

  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: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways

- **Financial Abuse**

  This category will be less prevalent for a child but indicators could be:

  - not meeting their needs for care and support which are provided through direct payments; or
  - complaints that personal property is missing

- **Neglect**

  Failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
- Child sexual exploitation (CSE)
- Radicalisation or extremism
- Female genital mutilation
- Modern slavery
- Honour Based Abuse

For further information on these types of harm visit the Safeguarding Wales web site for further explanation in the glossary of terms

4. Schools Governing Body

St Joseph's RC Primary School Governing Body is responsible for ensuring that:

- the school has an effective child protection policy and safeguarding procedures in place that is in accordance with local authority model guidance and Keeping Learners Safe 2022

- the school's child protection policy and safeguarding procedures are:
  - available to parents and carers
  - provided in a format appropriate to the understanding of children, and in particular for children with additional needs
- the school operates safer recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out for new staff and volunteers who will work with children, including relevant DBS checks.
- the head teacher and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively: and is kept up-to date by refresher training
- the governing body addresses any identified areas for improvement in regard to child protection arrangements that are brought to its attention

- the governing body to ensure that the designated senior person (DSP), designated governor for child protection and safeguarding (DSG) and the chair of governors undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

5. Supporting those at risk

We recognise that children/young people who are at risk, suffer abuse or experience violence may be deeply affected by this.

Our school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school/college/setting their behaviour may be challenging and defiant or they may be withdrawn.

- Our school will endeavour to support the learner through:
    - the content of the curriculum to encourage self-esteem and self-motivation
    - our school ethos which:
        - promotes a positive, supportive and secure environment; and
        - gives learners a sense of being valued (see section 2 on Prevention)
- our school behaviour/relationship policy, which is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on needs of the child. The school will endeavour to ensure that the learner knows that some behaviour is unacceptable, but s/he is valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies who support the learner, including the following:
    - Educational Psychology Service, Engagement Services or the Education Welfare Service
    - Child and Adolescent Mental Health Services and advocacy services;
- keeping records and notifying the local authority as soon as there is a recurrence of a concern.
- ensuring that when a learner on the child protection register leaves, we will transfer information to the new provider immediately and inform Social Services.
- having a suitable secure email address in order for notifications to be received as part of Operation Encompass, and to support the child subject of that notification

6. Anti-Racism Policy

As a school community, we consider that racism in education should be treated as a safeguarding issue. We have an anti-racism policy with processes and procedures for us to follow when an incident occurs. This policy promotes equality and supports us to eliminate unlawful discrimination including racism. As a school we reject all forms of racist behaviour and are committed to the elimination of racial discrimination (including direct and indirect racism, racial vilification, abuse, antisemitism, harassment and victimisation) in our organisation, curriculum and in the learning and working environment

Anti-Racism Policy for Schools.docx

CYF TRA193405 Anti-Racism Policy for

7. Anti-Bullying

We have an anti-bullying policy which is set out in *(the anti-bullying procedures 2020)* reviewed annually by the governing body and consistent with Vale of Glamorgan Directorate of Learning and Skills *Policy 2021 and updated Guidance on Anti-Bullying in Schools/Educational Settings* (2014) and the Welsh Government Guidance document No: 050/2011, Rights, Respect, equality guidance 2019
https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-statutory-guidance-for-governing-bodies-of-maintained-schools.pdf

8. Physical intervention

Our policy on physical intervention is set out in *(a separate document*) and is reviewed annually by the governing body and is consistent with the Welsh Government's guidance on Safe and effective intervention – use of reasonable force and searching for weapons.
https://gov.wales/sites/default/files/publications/2018-03/safe-and-effective-intervention-use-of-reasonable-force-and-searching-for-weapons.pdf

Policy - Restrictive Practices and Physical

9. Children with Additional Learning Needs

We recognise that statistically children with additional learning needs and disabilities can be more vulnerable to abuse. School staff who engage with children with profound and multiple disabilities, sensory impairment and or social emotional and mental health difficulties need to be particularly sensitive to signs of abuse.

10. Prevent Duty

Our policy to protect pupils from radicalisation and extremism complies with the *Revised Prevent Duty Guidance: for England and Wales* (2015)
https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales

and Welsh Government guidance document No: 045/2011 *Respect and resilience*
https://gov.wales/sites/default/files/publications/2018-03/respect-and-resilience-developing-community-cohesion.pdf

and informed by the *Respect and resilience Self-assessment tool 2016*
https://gov.wales/sites/default/files/publications/2018-03/self-assessment-tool-respect-and-resilience.pdf

We ensure that staff are compliant with Home Office PREVENT E-learning and that school ensures ongoing security and safety measures are in place to help keep the whole school community safe.

11. Online Learning

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-principles-and-practice, to ensure that our whole school community is kept safe whilst learning online.

12. The use of images

Photographic and video images of children may be recorded for a variety of purposes. Staff will be required to take pictures of pupils for curriculum purposes, extra school activities, publicity and celebrating achievement.

Particular care should be taken regarding the use of images which may include children who are looked after or children of other vulnerable groups, for example asylum seekers.

Every parent/carer must give specific written consent for any image of their child to be recorded or shared.

Staff should never use their own personal equipment to capture images.

It is recommended that when using a photograph the following guidance should be followed

- If the photograph is used, avoid naming the child
- If the child is named avoid using the photograph
- Establish and record whether the image will be retained for further use
- Images are stored securely and used only by those authorised to do so: they should be available for scrutiny to ensure acceptability.

13. Recruitment and Selection

Our school is committed to safeguarding and promoting the welfare of children and expects all employees, agency workers, contractors and volunteers to share this commitment.

Safer Recruitment is the first step to safeguarding and promoting the welfare of children in our school by the implementation of a policy and procedures that help deter, reject, prevent or detect people who might abuse children or are otherwise unsuited to working in a school environment.

Our policy on safer recruitment complies with the with the Vale of Glamorgan Council's *Safer Recruitment Policy* (Revised 2021)
https://staffnet.valeofglamorgan.gov.uk/Documents/Schools/Schools-HR-Policies/Safer-Recruitment-Policy.pdf
and *Safer Recruitment Guidelines* and Welsh Government guidance document no: 283/2020 *Keeping Learners Safe*. https://gov.wales/sites/default/files/publications/2022-04/220401-keeping-learners-safe.pdf

14. Self-Evaluation and Audit

Our school maintains an up-to-date safeguarding self-evaluation report which is reviewed annually by the governing body and consistent with the Estyn *Self-evaluation form for Safeguarding and Child Protection*

Safeguarding SER - Schools and PRUs.doc

or the Welsh Government safeguarding self-evaluation *Audit Tool and Guidance*

Keeping Learners Safe that accompanies *Keeping learners safe (Annex 3)* as tools for continuous improvement in safeguarding practice.

15. Allegations Against Employees and Volunteers

Any allegation of abuse made by or on behalf of a child will be taken seriously and the child will be listened to and dealt with sensitively.

Our school also has a duty of care to our employees and volunteers and will support individuals subject to an allegation to manage and minimise the stress inherent in the allegations process.

Our school has procedures set out that adhere to the procedures set out in Welsh Government circular no: 009/2014 *Safeguarding children in education: handling allegations of abuse against teachers and other staff*.

When an allegation has been made against a member of staff the Head Teacher must be informed immediately, the Head Teacher will then manage the allegation by informing the Local Authority Designated Officer (LADO) with support from the Learning & Skills Safeguarding Officer.

When an allegation has been made against the Head Teacher, the Chair of Governors must be informed immediately. The Chair of Governors will then manage the allegation by informing the Local Authority Designated Officer (LADO) with support from the Learning & Skills Safeguarding Officer.

https://gov.wales/sites/default/files/publications/2018-11/safeguarding-children-in-education-handling-allegations-of-abuse-against-teachers-and-other-staff.pdf

and the Wales Safeguarding Procedures: Section 5, allegations/concerns about practitioners and those in positions of trust Safeguarding Wales

16. Safeguarding Training

Our school is committed to ensuring that all staff (permanent and non-permanent) and volunteers undertake the appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for safeguarding children effectively, which is kept up-to-date by annual refresher training, this is known as Level 1 training.

Our school ensures that the Designated Senior Person (DSP), Deputy Designated Senior Person (DDSP) for safeguarding, the Designated Safeguarding Governor (DSG) undertake training to standards agreed by the Regional Safeguarding Board. In addition to basic safeguarding Level 1 training t is a requirement that the DSP, DDSP also undertake an annual refresher training, known as level 2 training. These training levels are in transition phase of being replaced by a national training framework referred to as Group B training.

17. My Concern

My Concern safeguarding software is used by the school. It is a simple and safe system for recording and managing all safeguarding, pastoral and wellbeing concerns.

Staff record and manage any safeguarding concerns as they occur. Integrated with SIMS, My Concern pulls through the relevant student information across from SIMS to create the student

profile in My Concern. Automatic notifications are sent to the designated safeguarding lead when any new concerns are added by users.

My Concern allows schools to facilitate joint working and information sharing with trusted partners and colleagues such as the school's youth mentors or a child's social worker, by adding them as team members to a specific concern or student profile in My Concern. This promotes a complete picture of an individual's well-being and enables the relevant team members to act when required without having to send additional updates by email.

Documents, minutes, MARFs and other referral forms and other types of media can be uploaded and linked to the pupil's record. This minimises the need for paper records and centralises all relevant and supporting information. It enables our school to manage and prioritise actions and evidence the effectiveness of safeguarding arrangements to Estyn, Governors and Senior Leaders and drive improved outcomes for students.

Reports can be created on any combination of categories of concern or student information over a fixed or dynamic time period. Typical reports schools can run include a breakdown of 'total concerns by month', 'concerns by category', 'termly governor report' etc.

Schools have an equal responsibility to ensure that relevant documentation and information is shared in a secure and timely manner with all relevant safeguarding partners.

Additional areas for consideration

The following headings are for schools to consider for inclusion in this policy, for stand-alone policy or for retention as useful reference documents to inform practice. The content for each heading is contained within appendix A

- Child Collection & Release from school (Primarily Primary Schools)
- Ending Physical Punishment of children
- Suicide & Self-harm
- Social Networking and staying safe online
- Substance Misuse in education
- External Speakers & Visitors
- Venue Hire policy
- Children who enter the Looked after System
- Teenage pregnancy
- Child criminal & sexual exploitation (CCSE)

Appendix

Procedures at St Joseph's RC Primary School

St Joseph's RC Primary School follows the All Wales Child Protection Procedures and all local protocols in relation to safeguarding that have been endorsed by Cardiff and the Vale of Glamorgan
Local Safeguarding Children Board.

St Joseph's RC Primary School has:-

- a designated senior person for Child protection (DSP) Mrs L Taylor, who has undertaken the appropriate training and a deputy, who will substitute in the designated person's absence Mrs N Lawrence. This substitute is a senior member of staff and shadows the CP Designate. In the absence of both DSPs from school, the most senior member of staff will substitute and consult with the Safeguarding Officer, Jason Redrup, if required.
- appropriate arrangements are in place for the support and training of both the Designate and the Deputy Designate. Annual training is provided for all staff and Governors by DSP and DDSP.
- In the event of the DSP and Deputy DSP not being available to deal with an emergency involving Child Protection issues, the member of staff with the concern should follow procedures laid out in this policy.
- provided training for all staff regarding:-

I. their personal, statutory responsibility;
II. the agreed local procedures;
III. the need to be vigilant in identifying cases of abuse;
IV. how to support a child /young person who discloses abuse and
V. Record keeping-the use of My Concern

This should take place annually for existing staff and immediately for new staff.

- identified a specific governor who is a designated Child Protection link and who will oversee the school's Safeguarding policy and practice;
- ensured that every member of staff and every governor knows:
  - I. the name of the designated person and their role; and the shadow arrangements in place;
  - II. that they have an individual responsibility for referring child protection concerns using the appropriate channels and within the timescales laid down in the All Wales Child Protection Procedures;
  - III. the expectations of the school in regard to the recording and reporting of CP concerns
- ensured that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure or website;
- a clear understanding that the local Children & Young People Service (CYPS) team must be contacted immediately if:

- a child/young person who is on the Child Protection Register (CPR) is excluded either for a fixed term or permanently; and
- a child/young person who is on the CPR has an unexplained absence;

- worked to develop effective links with relevant agencies and co- operated as required with their enquiries regarding child protection matters, including attendance at Initial and Review Child Protection Conferences, core groups, and submitted written reports to such meetings as required and MARAC reports
- ensured that members of staff are aware of the definitions of abuse and neglect and the need to be alert to signs of abuse.

What to do if a child tells you that they or another child/young person is being abused:

- Show the child that you have heard what they are saying, and that you take their allegations seriously;
- Encourage the child to talk, but do not prompt or ask leading questions;
- Don't interrupt when the child is recalling significant events. Don't make the child repeat their account;
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child;
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust;
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible. Keep rough notes;
- Report your concerns to your line manager or (if appropriate) the member of staff in your organisation with designated responsibility for child protection;
- Do not confront the alleged abuser;
- Do not worry that you may be mistaken. You will always be taken seriously by CYPS. It is better to have discussed it with somebody with the experience and responsibility to make an assessment;
- Make a note of the date, time, place and people who were present at the discussion.'

Records of Concern/Significant Event/Disclosure

When a member of staff, teaching or non – teaching, is alerted to signs of abuse or neglect s/he should:

- Complete the Record of Concern/Significant Event/Disclosure (noting the date, event and action taken), even where there is no need to refer the matter to CYPS immediately and pass it to the DSP using the My Concern software.
- Discuss the issue with the school's DSP or in his/her absence the Deputy DSP, Head Teacher or Deputy Head Teacher. If the decision is taken that the incident needs to be referred, the DSP should make a telephone referral to CYPS by telephoning the Duty Officer on 01446 725202, or out of hours on 02920 788570. This must be followed within two working days by completing the Multi-Agency Referral Form (MARF) either in writing or via e-mail to: dutymarfs@valeofglamorgan.gov.uk. If the "Child in Need" referral box is ticked, it must be accompanied with parental consent. No parental consent is needed for the "CP" referral box. The "Information Only" referral box will be logged by CYPS and only acted upon if it is considered a CP matter.
- The DSP should ensure that parents are informed and made aware of the referral, other than in circumstances when doing so would put the child at further risk of harm.
- Significant events should always be added to the Chronology Log to enable the school to build up a picture of what might be going on for the child/young person.

(Advice may be sought prior to referral from the above asking for the duty desk, or the Safeguarding Officer, Jason Redrup – Safeguarding Officer 01446 709180 or in his absence Sarah Redrup, 01446 709147).

The Duty Officer
Vale of Glamorgan Council Dock Office
Barry
CF63 4RT

All staff should be aware of the following paragraph from AWCPP 2008:
If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to CYPS or the police, who have statutory duties and powers to make enquiries and intervene when necessary. AWCPP 2008 page 73.

NB If a referrer disagrees with a decision made by the DSP, who decides not to pass on concerns; it is the referrer's responsibility to make that referral.

St. Joseph's RC Primary School

Safeguarding Information for New Staff

It is the policy of St. Joseph's RC Primary School to safeguard the welfare of learners who are in our care by protecting them from physical, emotional, sexual abuse and neglect, by ensuring all staff are aware how to report concerns about possible harm, abuse or neglect.

'Safeguarding is the responsibility of everyone'

If you suspect a child is being maltreated, a young person confides in you, or a complaint is made about any adult or yourself, it is your duty to report it to one of the named Safeguarding Officers.

Code of Practice

- Do take all allegations or concerns of abuse seriously and refer to the named Safeguarding Officers immediately;
- Stay calm;
- Take what the child says seriously and allow the child to talk about their concerns without judgement;
- Do respect a child's right to privacy;
- Do plan activities that involve at least more than one person being present, or at least within sight and hearing of others;
- Do put this code into practise at all times.

If a young person tells you about abuse by someone else:

- Allow the child to speak at their own pace without interruption;
- Reassure the child that they have done the right thing;
- Let the child know that whilst you will offer support that you must pass the information on;
- Let the child know what you are going to do next;
- Report conversation immediately to the named Safeguarding Officer or Deputy Safeguarding Officer.
  In the event of Safeguarding Staff not being on site the Safeguarding Staff on the second site must be contacted.

Do not:

- Promise confidentiality;
- Ask leading questions;
- Ask the child to repeat what has been said;
- Interview other children or parents;
- Confront the alleged abuser.

If you have a concern about a child's safety and well-being:

- Discuss immediately with Designated Safeguarding Officer;
- Write careful notes of what you have witnessed, heard or were told, sign, date and pass on your information to the Designated Safeguarding Officer.
- You must not investigate, you must refer.