CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Ysgol Cybi

Safeguarding Policy

Autumn Term 2023

Date adopted by Governing Board *(should also be recorded in the minutes of the meeting where it was accepted and adopted)*	20/12/23
Chair of Governors (signature)	
Headteacher (signature)	
Date of review *(3 years from adoption, unless policy updated by LA)*	Autumn Term 2024

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Revision history

Version	Date	Summary of changes	Date Accepted by Board of Governors
1.0			
2.0	**September 2022**	• Keeping Learner's Safe March 2022 • Director of Education : Marc Berw Hughes • Safeguarding Report to Governors	

Date of next review	
This policy will be reviewed in:	**Autumn Term 2024**
The review will be undertaken by:	**Designated Safeguarding Officer**

Contact Details:

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg. *This document is available in Welsh.*

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Education Service Safeguarding Guidelines

Appendix 1	**School Child Protection Model Policy**
Appendix 2	**Role of Education Department's Designated Executive Officer for Child Protection**
Appendix 3	**Role of Child Protection Designated Person at a School**
Appendix 4	**Child Protection Annual Report**
Appendix 5	**General Guidance for Meetings**

1. Introduction

1.1. The Education Service policies and procedures correspond to Anglesey Council's corporate policies and have been drawn up in accordance with the council's vision to ensure the safety and well-being of children and young people in Anglesey.

1.2. The Anglesey Education Service recognizes its statutory obligations in regards to protecting children in education. The aim of the education service is to ensure the well-being and safety of children and young people who make use of the services within and outside of schools and other educational provisions.

2. Legislative Background

2.1. The Authority complies with the following requirements and principles:

- Wales Safeguarding Procedures 2019
- Keeping Learners Safe 2022
- Child Protection In Education: Circular 158/2015 WG
- Working Together – the 2004 Act
- Gwynedd and Anglesey Safeguarding Children Board Protocols and Policies
- Vision of Anglesey Children and Adult Protection Strategy Panel
- Social Services and Well-being Act (Wales) 2014

2.2. The education service also has a monitoring role in ensuring that Anglesey Schools understand and implement child protection procedures.

3. Responsibilities within the Education Service

3.1. The Director of Education, Mr Marc Berw Hughes, is the Chief Statutory Officer responsible for ensuring that the service fully implements its statutory obligations as regards Child Protection.

3.2. The lead responsibility for developing policies and procedures is delegated to the Education Department's Child Protection Designated Executive Officer (Mrs Gwyneth Môn Hughes). She works closely with Children Services to ensure multi-agency policies and procedures and quality training. **The Senior Child Protection Officer (Gerallt Roberts) is the Education Department's Child Protection Designated Executive Officer for receiving any enquiries** (see Appendix 2).

3.3. The Director of Education represents Education on the Safeguarding Children Board and on Anglesey's Strategic Panel for Safeguarding Children and Adults. The Education Department's Child Protection Designated Executive Officer represents Education on Anglesey's Operational Panel for Safeguarding Children and Adults. Education Officers fully contribute on various sub-groups.

3.4. The Education Management Team receives quarterly reports against the Council's agreed indicators that indicate the Department's performance in the protection field. External validation of quality of protection procedures is completed annually, e.g. through school assessment by external peers.

4. Service Protection and Schools / Educational Establishments Duties

4.1. The role of the Anglesey Education and Schools service within the Child Protection system is to ensure a safe environment and ethos that enables children and young people to learn, with adequate focus on their well-being and safety. Every worker should consider their role in:

- protecting children from harm
- preventing abuse
- promoting well-being

4.2 Schools and the Education Services have an obligation to work with Social Services and the Council's other departments to promote safety through raising awareness, improving understanding and strengthening children and young people's resilience via the curriculum as well as through preventative and early intervention work; through referring concerns, contributing information and towards needs assessments.

The service will co-ordinate requirements and will work closely with schools and other agencies in the protection field, specifically Child and Health Services, and the Police.

4.3. The education service implements Anglesey's corporate and educational responsibilities when ensuring that all schools, units, Further Education colleges, other education placements and partners have effective procedures when:

- preventing inappropriate individuals from working with children and young people
- promoting excellent practices and challenging inadequate and unsafe practices
- robustly identifying and responding to any concerns as regards a child's safety and well-being, implementing procedures that ensure safety
- regularly monitoring and evaluating to improve quality of structures and service protection procedures

4.4. In the event of a lack of appropriate action as regards child protection cases in Anglesey schools, the following measures will be taken:

- The Department's Senior Child Protection Officer will complete a safeguarding audit within the school without any prior notice
- A letter will be sent to the School's Chair of Governors to inform him/her of the concern
- A report will be prepared and shared with the School and Governors following the audit

4.5. All educational establishments in Anglesey are expected to ensure:

- that there is a current and comprehensive child protection policy in place that accords with guidance provided (Appendix 1);
- that broader safeguarding policies are reviewed and adopted in a timely manner by the School's governing body
- that the broader safeguarding policies and procedures take account of activities that may occur within and outside of the school (use of leisure facilities, educational visits, use of the school's facilities for community purposes etc.)
- that a member of the senior management team is designated for Child Protection and is responsible for Safeguarding matters within the establishment. See Appendix 3. They should provide advice, induct all members of new/supply staff, provide specific and general guidance, secure training and refresher arrangements, and serve as contact with the education service/social services/other agencies in protection matters;

- that the Designated Safeguarding Person has the appropriate authority to take action, has received training of the appropriate level and has suitable experience;
- that a safety 'substitute/deputy' is known to all in the Designated Person's absence;
- that each school and unit annually introduces a Child Protection Annual Report for the attention of the Education service, by the end of the Summer term
- that a Child Protection Designated Governor has also been trained to the appropriate level, that they are available to assist the Designated Person when appropriate, and annually contributes towards and presents the Annual Report to Governors to the Governing Body's attention (Appendix 4);

4.6. Due attention is given to the categories of abuse highlighted in Wales Safeguarding Procedures Guidelines 2019:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Negligence
- Financial abuse

4.7. The entire Anglesey Education Service workforce have an obligation to:

- be aware of the Wales Safeguarding Procedures Guidelines 2019
- act professionally and legally in regards to the well-being and safety of children and young people
- "whistle-blow" if they are aware of any instance of abuse
- look out for signs of abuse and respond in line with Wales Safeguardin procedures 2019 (see Section Section 1)
- look out for signs of abuse from adults who work with or who supervise children and young people, and respond in accordance with l Wales Safeguarding Procedures (see Section 2)
- look out for signs of bullying (refer to national and local guidelines)
- know how to respond when a child discloses information and what appropriate action to take (see Section 3)
- know to whom to refer any suspicions or disclosure from a child or young person, within and outside of school hours;
- present a written statement/record of what was seen or heard by a child or a young person

4.8. In compliance with WG guidelines, each school has an obligation to designate a teacher and governor responsible for the field of Safeguarding Children (see Protecting Children In Education: 158/2015).

4.9. Education Department Officers will plan and co-ordinate service provision and allocate resources to fulfil Safeguarding requirements, in accordance with legal, national and local requirements. Collaboration occurs via the North Wales Safeguarding Board, and Anglesey Safeguarding Strategy/Operational Panels with other agencies whilst jointly planning and providing with professional workers in the health care field, social services, youth justice team.

4.10. Strategically, the Anglesey education service will:

- ensure regular contact with the appropriate diocesan authorities regarding arrangements for aided schools;

- annually monitor and report on schools' success in compliance with Wales Safeguarding Procedures Guidelines 2019 , particularly implementation of appropriate policies and procedures;
- ensure safe recruitment and employment structures, in accordance with the Corporate policies;
- collaborate corporately to ensure that staff are trained to the appropriate level, including the designated persons responsible for child protection (teachers and governors);
- draw the School Governing Body's attention to any shortcomings and advise them on actions required to remedy this;
- take action to resolve any inter-agency problems as soon as they become apparent;
- play a full role in case reviews in accordance with Chapter 10 – Safeguarding Children; Working Together – under the Children's Act 2004 and the Social Services and Well-being (Wales) Act 2014;
- share information and relevant outcomes on cases and reviews with schools/designated persons as part of the quality improvement procedure;
- ensure multi-agency and partnership collaboration across the service;
- collaborate with the Local Safeguarding Board and the council to ensure appropriate resources to meet Safeguarding requirements

4.11. At a support level the education service ensures:

- that training is available at an appropriate level for all of the Authority's new staff, for staff who work with children at a school and other education services, and for school governors. The training will enable them to effectively fulfil their child protection responsibilities. Annual training will be provided to ensure that staff's skills and knowledge are regularly updated.
- further training for the Authority staff who are mainly responsible for child protection and safeguarding, provided through collaboration with the North Wales Safeguarding Board.
- a record of all designated individuals and the governors nominated by the governing bodies to be responsible for child protection within schools, and of what training was provided to those individuals and dates of training.
- opportunities for staff to update training to the appropriate level in accordance with the policy of the Department and the Council Level 1 annually and Level 2 and 3 every two years.
- that schools are offered model policies and procedures on all aspects of child protection.
- that appropriate action is taken as regards abuse allegations against staff and volunteers.
- that advice and support is provided to schools and other education services to deal with individual cases: implementation on their behalf where required to solve any difficulties with Safeguarding Board partner agencies.

4.12. On an operational level, the Council, in collaboration with the education service will:

- Ensure safe recruitment procedures and that all specific investigations are completed and updated on staff, volunteers and Governors who work with children, as necessary.
- Ensure arrangements for protecting and promoting the well-being of children who do not attend schools, who have been excluded from school, who are taught in referral units, who have complex and intense medical needs, or who receive a home tutoring service.
- Monitor the well-being, safety and educational welfare of children taught at home.
- Collaborate with the relevant agencies to monitor Safeguarding arrangements for learners who are taught out of county
- Ensure that there are procedures in place to deal with abuse allegations against members of staff in accordance with Welsh Government guidelines. Work with schools and partner agencies of the Safeguarding Children Board to ensure that allegations are dealt with quickly, fairly and consistently.

- Ensure that Authority staff (including any staff who fulfil functions on behalf of the Authority) who work with children are investigated to an appropriate level and receive training to effectively fulfil child protection responsibilities.
- Ensure support for schools by contacting establishments and services outside of the county, so as to receive or exchange relevant information and promote effective collaboration across counties.

5. The Governing Body's Role in Schools and Further Education Colleges

The Governing Body's role at a School or Further Education College is to;

- Ensure that their establishment implements effective policies and procedures to safeguard and promote pupil well-being in accordance with national and local guidelines, including committing resources to child protection matters and monitoring that the school complies with field requirements;
- ensure that the school has safe recruitment procedures and to ensure that all appropriate checks are conducted on new staff and new volunteers who will be working with children, including DBS checks. (see Safe Recruitment Policy);
- ensure that a senior member of the school's leadership/management team has been designated as a Safeguarding/Child Protection Designated Person, and receives an appropriate level of refresher training and a regular update to consistently update their skills and knowledge, to advise and support other staff. The Designated Person will maintain contact with the education service and will work with other agencies (see Appendix 3 – role of the Designated Person at a school) and, where appropriate, provide guidance to other staff. A deputy should be designated for the designated person's absence, and in large establishments, or those where there are a great number of child protection concerns, more than one deputy designation will be required;
- ensure that the Designated Person, all staff and other permanent volunteers who work with children receive the appropriate training so as to enable them to effectively fulfil their child protection responsibilities, and refresher training to update their knowledge (Level 1 annually and Level 2 and 3 every two years). Also that supply/temporary staff and volunteers who deputise during short term absences, and who will be working with children, receive clear guidelines on school child protection arrangements and their responsibilities;
- ensure that the Designated Protection Governor has been trained to a confident level of proficiency in the field (Designated Governor and the Chair to receive Level specific and appropriate training fulful and other Governors to receive Level 1 training , to fulfil their functions and to understand their broader safeguarding responsibilities. The designated Governor should maintain regular contact with the headteacher, and should assist in providing information and annual reports for the governing body on matters where there are no allegations against staff;
- comply with the correct guidelines and procedures where a child protection allegation has been made against a member of staff, including appointing an independent investigator where appropriate, in accordance with Wales Safeguarding Procedures Gidelines 2019 (Part 5) and the School Staff Disciplinary and Dismissal Procedures Circular: Revised Guidance for Governing Bodies 002/2013.
- ensure that the Safeguarding policy is annually reviewed and that the annual report is presented to the education department annually, and is available to parents or carers on request;
- ensure that the governing body without delay rectifies any shortcomings or weaknesses in the child protection arrangements that are brought to their attention.

6. Governing Bodies' Additional Responsibilities for Multi-Site Education, Education Outside of School Hours and Communal Use of Locations

6.1. The school's Governing Body controls safe use of its sites outside of school hours, except for when there is a trust arrangement in place, or if there is a management transfer agreement in place.

6.2. When a Governing Body commissions or offers activities and services under the school staff's direct supervision, the school's safeguarding policies and procedures must be implemented.

6.3. Where the children and young people who attend the school are provided with activities, services and experiences off the school premises, it must be ensured that the entity fully complies with safe recruitment policies and that there are robust safeguarding procedures in place. The Governing Body should designate a responsible person to ensure this, whilst preparing a suitable safety risk assessment and monitoring it.

6.4. There is an obligation to refer any inadequate safeguarding practices or complaints about locations to the attention of the Safeguarding Children Designated Executive Officer (Gwyneth Mon Hughes) in the education department, in order to take action to reduce the risk for all of the children and young people of Anglesey.

7. The Role of Headteachers and Heads

The role of Headteachers and Heads is to;

- ensure full implementation of child protection policies and procedures adopted by the governing body, and ensuring that they are followed by all staff;
- ensure that adequate resources and time are allocated to enable the designated person and other members of staff to fulfil their responsibilities, including contributing towards strategy discussions, other inter-agency meetings, and child assessments;
- ensure that all staff and volunteers understand the procedures and feel as though they can voice any concerns regarding poor or unsafe child related practices, and that those concerns are sensitively, effectively and promptly handled in accordance with the *Procedures for Whistle-blowing in Schools and Model Policy – circular 36/2007*.

8. Role of the Designated Person at a School

8.1. The Designated Person fulfils a key role at the school in ensuring a safe ethos and ensuring that safe procedures and policies are established and implemented for pupils' well-being.

8.2. The Designated Person should:

- lead and take responsibility for managing matters and cases relating to safeguarding children and child protection
- promote the well-being and interests of Looked after Children and vulnerable groups
- be a member of the school management team
- take responsibility for practices, policies, procedures and professional development in the Safeguarding field (see Appendix 3)
- receive Level 2 and 3 training and update it every two years .

9. Role of Proprietors of Schools/Independent Residential Establishments and Role Of Proprietors Of Independent Schools

- See Wales Safeguarding Procedures Gudilines

- **Role of Managers of Preschool and After School Childcare, Nurseries, Placements and Early Years Units**

10.1. Managers of early years, nurseries and partner placements should ensure that:

- they act as a Designated Safeguarding Person and take a leading role in protection matters and procedures, ensuring the safety of the children in their care;
- that all members of staff and volunteers are carefully recruited, that they receive safeguarding training and refresher courses, and that they follow safeguarding procedures to the highest standard;
- that staff have the time and suitable resources to fully enact their duties, including time to contribute to children's assessments/to attend case and strategy conferences as appropriate;
- that there are clear and standard policies and guidelines that are available to parents, staff and other stakeholders.

11. Training for Education Service Staff Including Schools

11.1. As part of the establishment's induction arrangements, each member of staff (whether permanent or temporary, and volunteers) should receive **written guidance on Safeguarding policies and procedures**, with the Designated Person's contact details, on their first day at work (see Appendix 1 - schools).

- Each new member of education service staff, including that of schools, is expected to undertake Level 1/basic training as soon as possible, in accordance with the Anglesey corporate Safeguarding training policy.
- Staff are expected to receive refresher/renewal training according to their role.
- The Designated Person and Designated Governor are expected to follow an advanced level course, to ensure that they are able to fully undertake their duties.
- Headteachers/governors will receive training/guidance on handling allegations and cases of professional abuse (Part 5)
- The education service will keep training and guidance records, including staff and governor training details.
- Schools are expected to annually present a record of staff safeguarding training to the education service, as part of the Annual Report to Governors in the Safeguarding field.
- An annual training programme is organized through the Anglesey Safeguarding Board training programme.

12. Abuse Allegation Made by an Adult Against a Child

12.1. It is crucial that all abuse allegations are quickly, fairly and consistently addressed to ensure the child's safety and the well-being of the individual accused of the abuse.

12.2. All members of education service staff, including those of schools, should immediately refer to *Wales Safeguarding Procedures 2019 ,f*ollowing the procedure that is clearly noted in it.

12.3. For further guidance, and if the Designated Person is not available OR if the allegation is made against the Designated Person, please contact the education department and the Designated Child Protection Executive Officer (Gwyneth M Hughes) or another member of the Education Department.

12.4. For further guidance please contact Teulu Môn Social Service Child Referrals:

01248 725888

TeuluMon@ynysmon.gov.uk

13. Referral Arrangements and Procedures, Record Keeping and Contributing to the Process

13.1 See Appendix 5 for guidance.

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Appendix 1

Child Protection Policy

Ysgol Cybi

Date of Approval: ***20/12/23***
Review Date: ***Autumn Term 2024***

Signed

Staff Coordinator for Child Protection: .....

Responsible Governor: .....

Headteacher: .....

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Purpose of the Policy

'Do the fundamentally good things that keep children safe.

The following individuals are the Safeguarding Children Designated Persons at the school: Mrs Rhian Grieves

Person Safeguarding Children Deputy Liaison: Owain Lemin Roberts, Jessica Witrylak-Griffiths, Carwyn Jones

Designated Governor for Safeguarding Children: Mr Colin Bell

1. Introduction

1.1 Ysgol Cybi School fully recognizes its contribution to child protection.

There are four main elements to our policy:-

a) prevention of harm through teaching and pastoral support offered to pupils;
b) procedures for identifying and reporting on cases, or on cases where abuse is suspected;
c) due to the daily contact between staff and children, we are in an advantageous situation to identify any signs of abuse and to offer:
d) support for pupils who have possibly been victims of abuse.

1.2 Our policy applies to all staff and volunteers who work at the school including our Governors. A teaching assistant, break or lunch time supervisor, carer, secretary, technical or administrative member of staff might be the first person a child informs of being abused.

2. Prevention

2.1 We recognize that high self-esteem, confidence, supportive friends and good lines of communication with reliable adults reduces the risk of substantial harm to children by keeping them safe.

With comprehension of this, the school will:

a) establish and maintain an ethos where the pupils can feel safe and are encouraged to speak openly and to be listened to by any member of staff at the school;
b) ensure that pupils know that there are adults at the school whom they can turn to in distress for advice and feel confident that they will be listened to fairly without prejudice;
c) include PSHE activities and opportunities across the curriculum to develop the necessary skills to safeguard themselves from abuse and to know to whom to turn for help;
d) include material in the curriculum to assist pupils to develop realistic attitudes towards life responsibilities, especially in terms of caring for children, bringing up a family and being good parents.

3. Procedures

3.1 We will adhere to Wales Safeguarding Procedures approved by the Local Safeguarding Children Board .

3.2 The school will:

a) ensure that a member of the Senior Management Team has been deputised by the Headteacher, who has the main responsibility for Safeguarding Children and has received appropriate training;

b) acknowledge the role of the Designated Co-ordinator for Safeguarding Children, arrange training and provide support. All member of staffs involved in Safeguarding Children will have received the appropriate Level 2 training[under review] which has been approved by the Local Safeguarding Board.

c) ensure that all members of staff and each governor is aware of:-

- The name of the designated person and their role;
- The correct procedure to follow if they suspect that a child is enduring or is at risk of enduring substantial harm
- Their responsibility as individuals to refer child protection concerns by using the correct channels and within the deadlines agreed with the Local Safeguarding Children Board;
- How to address those concerns if the designated person is unavailable and understands the process of referral;
- The referrals process if there are concerns about the Headteacher.

d) ensure that members of staff are aware of the need to be aware of signs of abuse and know how to respond if a child alleges that they are abused;

e) understand that it is required to keep a detailed and accurate record of any disclosure made by a child who raises a concern

f) ensure that parents understand the responsibility of the school and of the staff in terms of safeguarding children by noting those responsibilities in the school prospectus, and raising awareness of the contact numbers on the school website.

g) understand that a pupil can be referred to Social Services either as a child in needof early intervention or for care and support with parental consent or as a child at risk of substantial harm). It is important that staff, pupils and parents understand that there is NO need for parental consent to refer to Social Services if a child makes an allegation of abuse against a parent and is suffering or is likely to suffer substantial harm. . Social Services and the Police will need to commence an initial assessment which will involve speaking with the child as soon as possible.However in majority of cases , if it is safe to do so, communicating with parents where there are safeguarding concerns is seen as good practice

h) provide child protection training to all staff through the authority's level 1 training package which is updated annually. Level 2 and 3 training will be provided to the Headteacher, Designated Person and Designated Governor by the Education Department every two years. This training is to ensure that everyone understands;

- Their own responsibility;
- The locally agreed procedure;
- That there is a need to be vigilant to identify the symptoms and signs of abuse; and
- How to support a child who alleges that abuse has occurred.

i) notify the local social services team if:

- A pupil placed on the child protection register is excluded either for a fixed term or permanently; and
- If a pupil who is on the child protection register is absent from school without an explanation for more than two school days (or for a day following a weekend);

j) develop an effective link with the appropriate agencies and collaborate on enquiries into abuse including being present in the case from the start in safeguarding children conferences, core groups and presenting written reports to the conferences.

k) keep written records of concerns about individual children (including dates, incidents and the measures taken), even if there is no need to refer the matter immediately to the authorities;

l) ensure that records about cases are always safely locked away and key in the office of the Deputy responsible for safeguarding children;

m) adhere to the procedures mentioned in the Welsh Assembly Government guidelines in the circular 45/2004 Disciplinary Procedures.

4. The Recruitment and Staff Appointment Procedure in Schools

4.1. Ensure that the recruitment and staff appointment procedure complies with the Council Policy relating to DBS Procedures and the Disclosure Policy.

4.2. Appoint a designated Governor with responsibility for Safeguarding Children who will supervise the school's safeguarding children policy and its administration.

5. Support for the At Risk Pupil

5.1 We acknowledge that children who may be at risk of substantial harm, face abuse or have witnessed violence, may suffer terribly as a result.

5.2 The school may be the most stable, quiet and stable part of the child's life. However, a child who suffers at home can behave in a way that attracts attention, whether it be though challenging behaviour or through out of the ordinary behaviour.

5.3 The school will try and support the pupil through:

a) the school ethos which:
- promotes a positive, supportive and safe environment; and
- facilitates each individual pupil as a valuable member of the school society.

b) adhering to the school's Behaviour and Disciplinary Policy which specifically refers to vulnerable pupils. Each member of staff has a positive attitude which focuses on the child's behaviour without harming the young person's self-respect.

c) ensuring that the pupil realizes that some behaviour is unacceptable, that every individual is important to the school and that they realise that the child is not to blame for any abuse that has occurred.

d) contacting other pupil support agencies, such as Social Services, Children and Young People Mental Health Services, the Education Psychology Service, Behaviour Support Services and the Inclusion in Education Service;

e) keeping clear and concise records and informing Social Services if there is a regular concern about a child;

f) ensuring that information about a young person on the child protection register who is leaving the school is immediately transferred to the new school and notifying Social Services.

Refer a Child in need of Protection to the Social Services Department

6. Consent

6.1 The Designated Safeguarding Person has to make a judgement if the nature of the allegations, especially if they are against a parent or anyone who shares a home with the child, is NOT appropriate to discuss the matter, or obtain parental consent before transferring the matter to Social Services or Police under the appropriate safeguarding children procedure.

7. Anti-bullying

7.1 Our policy on anti-bullying is noted in a separate document and this is annually reviewed by the Governing Body.

8. Reasonable Force

8.1 Our policy on safe intervention is noted in a separate document and this is annually reviewed by the governing body.

9. Children with a Special Educational Needs Statement

9.1 Statistically, children who have disabilities and behavioural problems are the most vulnerable. Members of staff who deal with children with serious and multiple disabilities or sensory impairments must be very alert to signs of abuse.

9.2 Statistically, children who are Looked After are at greater risk of further harm

10. Dealing with an allegation that a member of staff is responsible for abuse.

10.1 If an allegation of abuse is made, the Headteacher should refer the matter to the Referrals Team in Social Services and immediately inform the Local Education Authority. However, it must be accepted sometimes that the situation must be dealt with there and then and the school should follow the steps below at that time:

Step 1 EACH member of staff who witnessed the incident must provide a verbal and written record to the attention of the Headteacher regarding the allegation(s)(*unless the allegations are against the Headteacher - see below).

Step 2 The Headteacher/Manager must assess the risk to the child immediately and determine what would be best for the child (medical advice will possibly be required).

Step 3 If a member of staff does not know about the accusations, it would be wise to obtain advice from Social Services and the member of staff should be informed that an allegation has been made against them. The member of staff should not be informed of who made the allegation.

Step 4 Depending on the seriousness of the accusation, the Headteacher might be required to keep the member of staff and pupil separate and decide whether or not the member of staff should be suspended from work. If a

decision is made not to suspend a member of staff, it should be ensured that a risk assessment is undertaken on a joint basis by the Headteacher and the Chair of the Governing Body. Suspension should be considered as a neutral and impartial course of action.

Unless the member of staff already knows, the Headteacher has no right to state who is making the accusation, or any details about it.

In order for the investigation to be undertaken thoroughly, an immediate suspension might be required. The member of staff will have the right to contact their Union for advice and this is a neutral course of action.
The member of staff must be given a contact name within the school who they can contact.
The Member of staff must receive the phone number for the county's Counselling Service.

Step 5 Social Services must be informed as soon as possible once an accusation is made against a member of staff, and on the same day the matter is put before the Child Protection Designated Person.
The responsible member of staff should telephone 01248 725888 to speak to the Referrals Team from Social Services in order to receive advice and guidance.
Having received verbal information, the appropriate Senior Manager with responsibility in the Local Authority's Social Services must co-ordinate the response.

Step 6 It is essential that the LEA's Designated Officer for Safeguarding Children is informed of the allegations as soon as possible and on the same day the matter is brought to the attention of the Child Protection Designated Person, as they can also offer advice – Gwyneth Hughes should be telephoned on 01248 752908 and the call should be confirmed by e-mail. Human Resource should also be made aware of any allegarion agains staff.

Step 7 The Anglesey Child Protection Referral Form should be completed as soon as possible with details of the child making the accusation and all known details about the incident. A further Part 5 form should be completed to give details of the staff accused
The forms should be e-mailed to the Anglesey Safeguarding Team, Teulu Môn: TeuluMon@ynysmon.gov.uk
At the same time, a copy should be e-mailed to the Designated Officer in the LEA:
geralltroberts@ynysmon.llyw.cymru

Step 8 Within 48 hours or sooner if possible, the Senior Manager of Anglesey's Social Services Department will call a strategy meeting where the Headteacher is invited to provide all available information at the meeting regarding : a) the child and b) the member of staff
*The Headteacher/Manager must inform the Chair of Governors about the accusation, and invite him/her to be present at the strategy meeting.

MINUTES
IT IS NOT THE HEADTEACHER'S ROLE TO INVESTIGATE THE ALLEGATION - THAT DECISION IS MADE IN THE STRATEGY MEETING.

However, the Headteacher will need to receive as much information as possible in order to obtain facts about the allegation. The information will be useful at the strategy meeting as they decide on the next appropriate steps.

11. Dealing with an Accusation against the Headteacher

11.1 If the accusation is against the Headteacher, the Chair of the Governing Body should be informed and it is the responsibility of the Body to inform the LA's Child Protection Designated Officer.

The Child Protection Designated Officer for Anglesey Council is Geralllt Roberts. His contact number is 01248752908/ 07770642817 or geralltroberts@ynysmon.llyw.cymru

If Mr Geralllt Roberts is unavailable, then the Chair of Governors must contact the Director of Education by telephoning 01248 752916.

If the LA Officer is not available, or if it is decided that further advice is needed, this should come from the child protection designated manager in the Authority's Social Services. This is not the same as referring a case to the authority but it could help the authority and the school when assessing the situation and deciding on the most appropriate steps.

If the allegation involves an offence or if it appears as though a child has been harmed or is likely to be harmed, the LA and the school must immediately refer the case in accordance with child protection procedures as established by the Local Safeguarding Children Board. The case will be referred to Anglesey Social Services. The Police will intervene if the accusation involves an offence.

12. Dealing with an allegation against a member of the Governing Body

12.1 If an allegation is made against a member of the Governing Body, then as in Section 5 of the Wales Safeguarding Procedures Guidelines should be followed – In all cases Allegations of abuse regarding, or against a qualified member of staff or volunteer who is involved with children or vulnerable adults (or who manages/supervises/influences them), must also be referred to the LEA's Safeguarding Children Designated Officer.

TIME-SCALE FOR DEALING WITH AN ALLEGATION AGAINST A MEMBER OF STAFF, THE HEADTEACHER OR A MEMBER OF THE GOVERNING BODY

Step 1 The LEA's Social Services Department must be informed as soon as possible about an allegation of abuse / offence against a child by a member of Staff or the Headteacher, and on the same day the incident is brought to the attention of the Child Protection Designated Person, or any other member of the Governing Body.

01248 725888 should be telephoned to speak to the Duty Social Worker for advice.

*Having received details verbally, the response is coordinated by the appropriate Senior Manager in the Social Services Department.

Step 2 It is essential that the LEA's Designated Officer for Child Protection is informed of the allegation on the same day the allegation is brought to the attention of the School's Child Protection Designated Person or any other member of staff or Governing Body so that further advice can be provided.

01248 725888 should be telephoned.

Step 3 Within 48 hours or sooner if possible, the Senior Manager of Anglesey's Social Services will call a strategy meeting where the Senior Member of staff is invited to attend and submit all known information regarding:
a) the child and b) the member of staff or Headteacher

(if the allegation is made against a member of staff or the Headteacher, the Chair of the Governing Body will be invited to the strategy meeting) An Officer from HR will also be present.

If the allegation is made against the Chair of the Governing Body, the Headteacher will attend the strategy meeting as well as the Governor with responsibility for Safeguarding Children.

The LA's Designated Person for Safeguarding Children or a representative of the Education Director will be present at each strategy meeting relating to a member of staff or the Governing Body. Also, a member from the Human Resources Department will be invited to attend.

13. Referral

Each case involving children must be referred by completing the Anglesey Social Services Referral Form, including as much information as possible.

If there is an urgent concern about a child's safety, the situation should be referred immediately by telephoning Anglesey Children Services or the Police. In such cases, the Referral Form will be completed and sent to the Referrals/Assessment Team on the same working day in accordance with WALES SAFEGUARDING PROCEDURES GUIDELINES.

Appendix 2

EDUCATION DEPARTMENT'S DESIGNATED OFFICER FOR CHILD PROTECTION (Geralllt Roberts)

geralltroberts@ynysmon.llyw.cymru

01248752908/ 07770642817

Responsibilities

1. Strategic

- Plan and coordinate the safeguarding children in education provision.
- Work in partnership with other local agencies.

2. Support

- Ensure that maintained schools are aware of their child protection responsibilities and monitor their performance.
- Provide and plan appropriate training and policies and model procedures.
- Provide advice and support.
- Provide advice and links and collaboration with all other agencies.

3. Implementation

- Be involved in handling abuse complaints against staff and volunteers.

4. Provide advice, guidance and support for education and school staff

The Child Protection Designated Officer will;

- analyse and introduce guidance on any new legislation;
- provide advice and co-ordinate work in response to allegations against staff/Governors.
- lead on broader Child Protection matters which include specific circumstances of abuse, e.g. female genital mutilation, self-harming, forced marriage, feigned illness or made up illness, domestic violence, child abuse by another child, sexual abuse and young migrants.

5. Develop good working contacts and good partnerships

The Child Protection Designated Officer will;

- take part in joint decision making via representatives as a member of the North wales Safeguarding Board and Gwynedd and Anglesey Safeguarding Children Board or sub-groups;
- nurture supportive and effective working links with the local authority and between partner agencies;
- interact with designated individuals and designated governors at schools responsible for child protection;

6. Training

The Child Protection Designated Officer will;

- prepare training packages to raise awareness of child protection related matters (e.g. level 1 training and level 2 training, cyber-bullying, radicalization, sexual abuse);
- prepare a calendar of events to raise awareness of child protection, the referral process and the importance of collaboration to safeguard children;
- create a departmental training updated database;
- advise on confidentiality, record keeping and transferring records;
- advise residential local schools as relevant.

8. Monitoring

The Child Protection Designated Officer will monitor;

- levels of compliance and procedures and policies at every school
- designated individuals in schools, as well as their training record;
- a designated governor at schools as well as their training record;
- contribute towards the work of the local Safeguarding Children Board and quality assurance groups; refer children to the Social Services Department (numbers, quality and response);
- level of child protection activities in the schools and links to training received;
- attend case conferences;
- children on the child protection register; children in need and other vulnerable groups.
- comply with Welsh Government guidelines, Local Safeguarding Children Board procedures or standards;
- implement Serious Cases Review recommendations, or similar; and
- use of reasonable force.

Appendix 3

1. Role of the Designated Person at a school

1.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos and that safe procedures and policies are established and implemented for pupils' well-being.

1.2. The Designated Person should;

- lead and take responsibility for managing matters and cases relating to safeguarding children and child protection;
- promote the well-being and interests of Looked after Children and vulnerable groups;
- be a member of the school management team;
- take responsibility for practices, policies, procedures and professional development in the Child Protection field.

2. Referral

The Designated Person should;

- refer cases where there are suspicions of abuse or abuse allegations to Social Services. Where they are relevant to cases of suspicions of abuse or abuse allegations against staff, staff should follow Welsh Assembly Government guidelines Working Together Children Act 2004;
- act as a source of support, advice and specialization within the educational establishment when deciding whether or not to refer an individual, through being in contact with the relevant agencies;
- be in contact with the headteacher or head (where the headteacher does not fulfil that role) to notify them of any matter and ensure that somebody is always available to fulfil that role;
- keep detailed, correct and secure written records on case referrals or concerns; and
- have contact with the lead child protection designated officer in the local authority.

3. Training

The Designated Person should;

- receive level 2 and 3 training every two years.
- know how to recognize signs of abuse and, where appropriate, refer the case;
- possess practical information on the workings of Local Safeguarding Children Boards, know how strategy meetings, child protection case conferences and core groups are held and that they can attend and make an effective contribution to these when required, and ensure that a school report is submitted to every case conference;
- ensure that every member of staff and any volunteer can get hold of the school's child protection policy, and that they understand it, particularly new or part-time staff who perhaps work for different educational establishments;
- ensure that all members of staff receive refresher training including for child protection, and that they can identify and notify immediately of any concerns; and
- have access to resources and attend any relevant training or refresher courses at appropriate times.

4. Raising Awareness

The Designated Person should;

- ensure that the establishment's child protection policy is updated and annually reviewed and should work on that with the governing body or owner;
- ensure that parents/carers see copies of the child protection policy so that they are aware that cases may be referred and the establishment's role in that process, so as to avoid conflict later on;
- in collaboration with the headteacher and designated safeguarding governor, present a Safeguarding Annual Report for the Governors' attention and the education department in the summer term; and
- where children leave the establishment, ensure that a copy of their child protection file is transferred to the new establishment as soon as possible, but is transferred separately to the pupil's main file.

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Atodiad 4 / Appendix 4

GWASANAETH DISGYBLION A CHYNHWYSIANT
PUPILS AND INCLUSION SERVICE

Addysg
Education

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU LLAWN AR DDIOGELU PLANT

Mae'r ddogfen hon yn gwasanaethu dau bwrpas:

3. Darparu adroddiad i'r Corff Llywodraethu ar ymarfer Diogelu sy'n galluogi i'r Corff Llywodraethu fonitro cydymffurfiad â gofynion Diogelu Plant ac adnabod mannau sydd angen eu gwella (Arweiniad i'r Gyfraith ar gyfer Llywodraethwyr, Rhagfyr 2009 Pennod 16 - diweddarwyd Ebrill 2011). Mae Cyrff Llywodraethu yn atebol am sicrhau bod gan eu sefydliad bolisïau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy'n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol). Dylid atodi copi o'r ddogfen a gwblhawyd i gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.

4. Darparu gwybodaeth ar gyfer yr Awdurdod Lleol fel y gellir monitro arferion Diogelu mewn ysgolion ac adnabod ardaloedd i'w cefnogi. 'Dylai ALl fonitro cydymffurfiad ysgolion a gynhelir gyda'r arweiniad hwn, yn arbennig mewn perthynas â bodolaeth a gweithredu polisïau a gweithdrefnau priodol, a hyfforddi staff, yn cynnwys yr uwch-unigolyn gyda chyfrifoldeb dynodedig am amddiffyn plant. Dod ag unrhyw ddiffygion i sylw corff llywodraethu'r ysgol a chynghori ynghylch y gweithredu sydd ei angen ar gyfer eu gwella' - Diogelu Plant a Recriwtio Diogelach mewn Addysg - Ionawr 2007.

Mae'n rhaid felly anfon y ddogfen hon, wedi ei chwblhau, at: Geralllt Roberts geralltroberts@ynysmon.llyw.cymru , Swyddog Diogelu Plant, Adran Addysg, Swyddfa'r Cyngor, Llangefni, Ynys Môn, LL77 7TW.

ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

This document serves two purposes:

3. To provide a report to the Governing Body on Safeguarding practice that enables the governing body to monitor compliance with the requirements of safeguarding children and to identify areas for improvement (Guide to Law for Governors, Dec 2009 Chapter 16 – updated April 2011). Governing bodies are accountable for ensuring their establishment has effective child protection policies and procedures in place which are in accordance with guidance issued by the Secretary of State, any LA guidance, and locally agreed inter-agency procedures). A copy of the completed document should be appended to the minutes of the full Governing Body meeting where the Safeguarding Report is given.

4. To provide information for the Local Authority so that Safeguarding practices in schools can be monitored and areas for support identified. 'LAs should monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them' – Safeguarding Children and Safer Recruitment in Education – January 2007.

When completed this document must therefore be sent to: geralltroberts@ynysmon.llyw.cymru
Children's Safeguarding Officer, Education Office, Swyddfa'r Cyngor, Llangefni , Ynys Mon LL77 7TW.

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Mae'r adroddiad yn cynnwys rhannau o'r hyn y bydd Estyn yn gofyn amdano cyn unrhyw arolwg. Dynodir y rhannau hyn â logo Estyn.

The report includes some of content that Estyn will ask for before any inspection. These sections are marked with the Estyn logo.

The Annual Report to the Governing Body on safeguarding children is presented to the members at the end of each school year. Date of latest Report 10/7/23

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU AR DDIOGELU PLANT
ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Ysgol: *Name of School:*	

Cyfeiriad yr Ysgol: *School Address:*	

Mae'r adroddiad hwn am y cyfnod *This report is for the period*	D D -
Dyddiad y casglwyd yr adroddiad *Date report compiled*	D D M M B L Y R - D D M M B L Y R

Awdur *Author*	

ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Unigolyn Amddiffyn Plant Dynodedig (rhaid bod yn aelod o'r Uwch Dim Arweinyddiaeth) *Name of Designated Child Protection Person (must be a member of the Senior Leadership Team)*	
Dirprwy Unigolyn Amddiffyn Plant Dynodedig *Deputy Designated Child Protection Person*	

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Llywodraethwr Enwebedig *Nominated Governor*		
Cadeirydd y Llywodraethwyr *Chair of Governors*		Arwyddwyd: *Signed:*

D.S. Mae manylion yr wybodaeth hon yn gyfrinachol - ni ellir trafod enwau nac amgylchiadau penodol
N.B. Details of this information are confidential – names and specific circumstances cannot be discussed

Cofrestr Hyfforddiant Diogelu
Safeguarding Training Register

Enw / *Name*	**Lefel Hyfforddiant *Training Level***	**Dyddiad *Date***	**Llofnod *Signature***

Ychwanegu fel yr angen

Mae'n rhaid cadw rhestr gyfredol o wiriadau DBS, geirdaon a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y Cyrff Llywodraethu yw sicrhau nad yw'r un aelod o staff wedi dechrau gweithio nes y bydd y DBS wedi ei dderbyn.
An up to date list of DBS checks, references and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the DBS has been received.

A yw'r grwpiau o bobl a ganlyn wedi cael gwiriad DBS a geirdaon ysgrifenedig?
Have all the following groups of people had DBS checks and written references?

Swydd ***Post***	**Nifer y staff** ***Number of staff***	**Nifer y DBS** ***Number of DBSs***	**Geirdaon ysgrifenedig** ***Written references***
Staff *Staff*			
Llywodraethwyr *Governors*			
Gwirfoddolwyr *Volunteers*			
Staff y Gegin *Kitchen Staff*			
Staff Glanhau *Cleaning Staff*			

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Cofrestr DBS ***DBS Register***		Estyn

Mae disgwyl bod ganddoch y wybodaeth wedi ei gofnodi mewn man diogel

Datganiad: Rwyf yn cadarnhau bod pob aelod o staff / gwirfoddolwr/ Llywodraethwr gyda thystysgrif GGD cyfredol a bod prosesau cadarn mewn lle i sicrhau bod y wybodaeth yn cael ei gadw'n gyfoes yn unol â pholisi recriwtio diogel y Cyngor Sir.

Llofnod _____ Dyddiad _____

Statement: I confirm that all staff / volunteers/Governors have an up to date DBS certificate and that robust processes are in place to ensure that the information is kept up to date in line with the County Council's recruitment policy.

Signature _____ Date _____

Polisïau a dogfennau eraill perthynol i ddiogelu / *Policies and other documents relating to safeguarding*			
Polisïau a/neu (g)weithdrefnau ar gyfer Diogelu ***Policies and/or procedures for Safeguarding***	**Dyddiad yn eu lle** ***Date in place***	**Dyddiad adolygu** ***Date reviewed***	**Dyddiad adolygu nesaf** ***Date of next review***
Diogelu Plant a Diogelu Digidol *Safeguarding Children and Digtial Safeuarding*			
Datganiad diogelu ym mhrosbectws yr ysgol *Safeguarding statement in school prospectus*			
Gofyn a Gweithredu Trais yn y Cartref Ask and Act Domestic Abuse			
Rheoli cyhuddiadau yn erbyn staff *Management of allegations against staff*			
Chwythu'r Chwiban *Whistle blowing*			
Polisi CRB *CRB Policy*			
Recriwtio a Dethol *Recruitment and Selection*			
Llawlyfr Staff – arweiniad ar ymddygiad *Staff Handbook – guidance on conduct*			
Polisi Ymweliadau Ysgol (uwch lwythwyd i Evolve) *School Visits Policy (uploaded to Evolve)*			
Polisi Ymyrryd Corfforol Cyfyngol *Restrictive Physical Intervention Policy*			
Gwrth-fwlio/*Anti-bullying*			
Rheoli ymddygiad *Behaviour management*			
Presenoldeb/*Attendance*			
Camddefnyddio cyffuriau a Sylweddau *Drugs and Substance Misuse*			
GDPR			
Polisi a Chynlluniau Cydraddoldeb Strategol *Policy and Strategic Equality Plans*			
Cynllun Mynediad Ysgol *School Access Plan*			
Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu) *Extended school / before and after school activities (safeguarding arrangements and suitability issues)*			
Cymorth cyntaf (yn cynnwys rheoli cyflyrau meddygol, gofal agos) *First Aid (including management of medical conditions, intimate care)*			
Iechyd a Diogelwch (yn cynnwys diogelwch ysgol) *Health and Safety (including school security)*			
Defnyddio ffotograffau / fideo *Use of photographs/video*			

Personol, Cymdeithasol ac Emosiynol (AbaCH) *Personal, Social and Emotional (PSE)*			
Addysg Cydberthnasedd a Rhywioldeb Relationships and Sexuality			
Lleoliad gwaith *Work placement*			
Gwrth Radicaleiddio Anti-radicalisation			

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	Nifer y cyfeiriadau a wnaed i'r Tîm Cyfeiriadau Plant (os gellir adnabod plentyn neu blant peidiwch â gwahanu'n ddosbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol) ***Number of referrals made to Children's Referral Team (if it may identify a child or children please do not separate into categories of abuse but give overall number)***

Defnyddiwch eich data ar My Concern

Dosbarthiadau *Categories*	Corfforol *Physical*	Rhywiol *Sexual*	Emosiynol *Emotional*	Esgeulustra *Neglect*	*Cyllidol Financial*	Canlyniad yr achos */ Outcome*
Nifer *Number*						

Cyfarfodydd a fynychwyd
Meetings Attended

Cyfarfod ***Meeting***	Nifer a wahoddwyd i *Number invited to*	Nifer a fynychodd *Number attended*	Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb *Number of reports submitted in lieu of attendance*	Nifer o weithiau yr anfonwyd y SLlA i gynrychioli'r ysgol *Number of times EWO sent to represent the school*
Cynhadledd gychwynnol Amddiffyn Plant *Initial Child Protection Conference*				
Cyfarfod Strategaeth Proffesiynolwyr *Professionals Strategy Meeting*				
Cynhadledd arolwg Amddiffyn Plant *Child Protection Review Conference*				
Cyfarfod Grŵp Craidd *Core Group Meeting*				
Cyfarfodydd Gyda'n Gilydd *Gyda'n Gilydd Meeting*				
Cyfarfodydd Proffesiynol *Professionals Meeting*				

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Nifer y disgyblion sy'n destun i gynllun Amddiffyn Plant: *Number of pupils subject to a Child Protection Plan:*	
Nifer y Plant mewn Gofal Cyhoeddus: *Number of children in Public Care:*	
Nifer yr honiadau a wnaed yn erbyn staff: *Number of allegations made against staff:*	

Monitro digwyddiadau o fwlio
Monitoring incidents of bullying

Dylir digwyddiadau o'r fath fod wedi ei gofnodi ar My Concern fel eich bod yn gallu monitor digwyddiadau'n barhaus

Mathau o fwlio *Types of Bullying*	**Nifer digwyddiadau / *Number of incidents***		
	Tymor yr Haf *Summer Term*	Tymor yr Hydref *Autumn Term*	Tymor y Gwanwyn *Spring Term*
Seibrfwlio *Cyberbullying*			
Hil, crefydd a diwylliant *Race, religion and culture*			
Homoffobia *Homophobic*			
Rhywiaethol, rhywiol a thrawsffobig *Sexist, sexual and transphobic*			
O amgylch anghenion addysgol arbennig ac anableddau *Around special educational needs and disabilities*			
Arall *Other*			

Monitro digwyddiadau oedd yn cynnwys ataliaeth gorfforol
Monitoring incidents involving physical restraint

Nifer digwyddiadau / *Number of incidents*		
Tymor yr Haf *Summer Term*	Tymor yr Hydref *Autumn Term*	Tymor y Gwanwyn *Spring Term*

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Estyn
Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

Self Evaluation
should be kept up to date and completed in full annually.
Estyn will use this document as evidence of Safeguarding arrangements

School/PRU: **Local authority:**

The headteacher/principal/teacher-in-charge should arrange for responses to be provided to the following questions, indicating particular strengths or areas for improvement required in each section. Inspectors will discuss the information provided with relevant staff during the inspection. The electronic version of the form will expand to take the text of responses. There is additional space on the final page of the form for further information. This form **must** be signed and dated by the person who provides initial entries.

How effective are the school's / PRU's policies and procedures for developing children's understanding and awareness of how to be safe through the teaching and pastoral support offered to learners regarding: • Sex and healthy relationships education • Substance and alcohol misuse • Domestic abuse • Sexual violence and exploitation
Evidence
How effective are the school's / PRU's policies and procedures for identifying and reporting cases, or suspected cases, of abuse?
Evidence
How effective are the school's / PRU's procedures for supporting learners who are victims of abuse?

Evidence
How do leaders ensure that policies and procedures are kept up-to-date?
Evidence
How effective are procedures for the safe recruitment of staff and volunteers?
Evidence
How effective are the school's / PRU's arrangements for providing staff at all levels with appropriate training for safeguarding and child protection?
Evidence
How effective are the school's / PRU's procedures for managing challenging behaviour within the school and while offsite, including on school transport, including: • Bullying • Physical intervention • Withdrawal and seclusion • Serious incidents
Evidence
How well does the school / PRU manage pupil absence?

Evidence
Provide details of how the school / PRU ensures the security of the school site.
Evidence
How effective are procedures to ensure the health and safety of pupils : • On the school site • During off site visits • On vocational placements or work experience • Placed with training providers • On school transport
Evidence
How effective are arrangements to ensure that pupils use the internet safely and know how to stay safe online?
Evidence
Describe how the school / PRU keeps pupils safe from the dangers of radicalisation and extremism.

Evidence
How effectively do governors or supervisory boards hold the school / PRU to account for the quality and effectiveness of its safeguarding policy procedures?
Evidence
Additional notes provided by the school / PRU

Headteacher

Signature: **Name**:

Date:

Chair of Governors / management committee

Signature: **Name**:

Date:

Version control

Document version	Author	Date of issue	Changes made
1.0	Gerard E Kerslake HMI	10 May 2013	Update to the previously issued self-assessment tool for schools to reflect changes arising from the Freedoms Act 2012.

			This document will be subject to further changes as the Act is rolled out.
2.0			Update to the previously issued self-assessment tool for schools to reflect changes arising from Welsh Assembly Government Circular 097/2013. Keeping Learners Safe 158/2015 Counter Terrorism and security Act 2015
3.0		September 2017	Update to the previously issued self-assessment tool to reflect the introduction of New Inspection Arrangements (NIA)

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Appendix 5

1. Guidance for professionals who attend child protection case conferences in Anglesey

If you are invited to attend a Child Protection Conference, perhaps you will have questions regarding what will happen and what is expected of you. The aim of this guide is to answer some of your questions.

2. What is a child protection conference?

The Child Protection Conference is an integral part of arrangements formulated for inter-agency collaboration in order to protect children. An initial child protection conference is held after enquiries regarding child protection come to an end. The meeting brings together family members, including the child when appropriate, and the professionals who have been mostly involved with the child.

3. Purpose of the child protection conference.

The purpose of the conference is to: -

- Share and evaluate information about the child's health, development and activity, as well as the parents or carers' ability to ensure the safety of the child and promote his/her health and development.
- Decide whether or not the child or any other children in the family have suffered significant harm and if there is a risk that they could be harmed in future.
- Decide what actions are required in future in order to safeguard the child and to promote his/her well-being, how this can be moved forward and what are the desired outcomes.

4. Who should attend?

Professionals and practitioners with a **substantial contribution** are invited, and this due to their knowledge about the child or family, or deriving from their professional expertise.

Family members are invited.

5. Initial and review child protection conferences.

There are two types of Child Protection Conferences: -

5.1. Initial Child Protection Conference:

This is usually arranged after the Social Worker and Police Officer makes child protection enquiries. This meeting should take place within 15 working days from holding the strategy meeting between the police and social services. This means that you will not be notified of this meeting until very late, but you should do everything within your ability to be present.

You will receive a written invitation providing details about the family, reasons for the meeting and a list of people who will be present.

The Initial Child Protection Conference will determine whether or not the child's name should be placed on Anglesey's Child Protection Register. If this is necessary, a Child Protection Plan must be agreed upon.

5.2. Child Protection Review Conference:

The name of every child on Anglesey's Child Protection Register is reviewed. The first review will take place within 3 months and subsequent reviews within 6 months.

The purpose of this meeting is to review the Child Protection Plan in order to ensure that the child continues to receive sufficient care; to decide whether the child's name should remain on Anglesey's Child Protection Register and whether or not the risk of significant harm has reduced, and if it has, to decide whether the plan should be changed.

6. Preparing for a child protection conference.

If you represent the school at the meeting, allow enough time to prepare for the meeting and consider the information you have regarding the following matters: -

- Anything important which has happened to the family or the child.
- The child's health, development and needs.
- The parents/carers' ability to safeguard the child and to promote his/her health and to ensure his/her development.
- Any additional support by the family or community which is important to the family.

Each representing agency that attends the meeting should **provide a written report in advance and they should be willing to read their report at the meeting.** Where possible, the report should be shown to the family prior to holding the meeting.

It is important that the meeting is able to share all relevant information in order to understand the family's circumstances and to assess to what extent the child is at risk.

If you cannot be present, you should inform the Chair of the meeting and ask a senior worker to deputise on your behalf, (if appropriate), **and send your written report to the Chair in advance. Your apologies and the viewpoints expressed by you will be recorded.**

7. Confidential information

The essence of success in any inter-agency collaboration is the exchange and sharing of relevant information. In every case where there are allegations, or suspicions, of child abuse, it is a duty to share relevant information.

Each piece of information shared at the meeting is utterly confidential and nothing is disclosed outside the meeting for any purposes, unless the Chair of the meeting gives his/her consent.

8. Do you make a decision regarding placing a child's name on the child protection register?

When you attend a Child Protection Conference, you will be asked whether or not the child's name should be placed on the Child Protection Register, and you will be asked to voice your opinion on the matter. You should bear the following question in mind when coming to a decision regarding registering a child:

Is there a continuous risk that the child will be subject to serious/significant harm?

When you consider the information and come to a decision, the crucial point is whether...

- The child appears to have suffered from abuse, disease or difficulties when developing as a result of physical, sexual, emotional abuse or negligence, and the professional opinion is that the abuse or weaknesses would be likely to continue; or

- There is professional opinion, supported by the findings of enquiries in this individual case or evidence of the investigation, noting that it is likely that the child will suffer abuse, disease or difficulties when developing as a result of physical or emotional abuse, sexual abuse or negligence.

When a child's name is placed on the Child Protection Register, placing the name on the register in itself does not mean that the child is protected unless there is a corresponding Child Protection Plan. The Child Protection Plan recommends methods that agencies, professionals and the family can work in partnership with in order to ensure that the child is protected from harm in future.

9. Chair of the child protection conference

The role of the Chair is to ensure that the meeting focuses on the child's needs; that everyone can fully contribute towards the discussion and decisions; that everybody is treated fairly and with respect; and that decisions and plans from the meeting safeguard the child.

10. The Core Group

Members of the Core Group are selected at the conference, and it includes professionals and practitioners who work directly with the family.

The Core Group is responsible for developing and implementing the Child Protection Plan as a detailed method of collaborating within the plan outlined and agreed upon at the meeting in order to protect the child/children and reduce the risk of them suffering significant harm.

The Key Worker has the most important role, and each member of the Core Group has a joint responsibility for creating and implementing the plan. **If you are a member of the Core Group, it is essential that you attend** (see also the Core Group's protocol, the local Safeguarding Board's website).

11. Guidance and further information

Guidance on safeguarding and Protecting Children is included in:

- "Safeguarding Children: Working Together under the Children Act 2004" (Welsh Assembly Government, 12/2007);
- " Wales safeguarding procedures Guidelines" (2019),
- "Safeguarding Children: Working Together towards Positive Outcomes".
- Procedures for Whistle-blowing in schools and model policy – circular 36/2007