



Coleg Llanymddyfri  
Llandovery College

## Child Protection & Safeguarding Policy

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## Introduction

This policy applies to staff, volunteers and contractors working with pupils on College premises or away from the School on an activity, visit or other educational pursuit. The latter includes checking the staff of other organisations for their suitability as supervisors of Llandovery pupils. This policy is written in accordance with guidance from CIW and the Carmarthenshire Safeguarding Team. The policy also applies to pupils throughout the College, including boarders.

There is a range of documents, circulars and guidance for good practice which governs Child Protection work at Llandovery College. The key documents which inform this policy are:

- All Wales Child Protection Procedures 2008
- Keeping Learners Safe (Welsh Government) 2018
- The Children Act 1989/2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2019
- Revised Safeguarding Statutory Guidance number 2 'Framework for the assessment of children in need and their families'
- The governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our College to identify, assess, and support those children who are suffering harm.

Llandovery College places the safety and wellbeing of all its pupils as our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn and undertake educational activities in safety. Safeguarding and promoting the welfare of children includes protecting children from maltreatment and ensuring they are able to grow up in circumstances consistent with the provision of safe and effective care. Action will be taken to ensure all children have the best outcomes. 'Children' includes everyone in the School under the age of 18 years.

Where a child is suffering significant harm, or is likely to do so, due to the behaviour of adults, or other pupils, immediate action will be taken to protect the child. This action may be prompted by allegations against both employees and non-employees. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are not at immediate risk, through inter-agency assessment using local processes, including use of the Multi-Agency Referral Form (MARF) and Team Around the Child (TAC) approaches.

Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm due to abuse by one or more pupils, a referral will be made to Children's Services. Where bullying is thought to have taken place but a child has not suffered significant harm or is not likely to suffer significant harm the College's Anti-Bullying policy will be followed. In all circumstances the welfare of the children concerned will be the first priority.

In the event of disclosures about pupil on pupil abuse all children involved, whether perpetrator or victim, will be treated as being "at risk", and will be supported appropriately. This may include the development of a personalised Welfare Plan, access to counselling, or referral to other agencies, as appropriate. In addition to this, any perceived bullying by staff, or any other person in authority, must be reported to the Designated Senior Person (DSP), and appropriate action taken, in line with College Policy.

In the case of pupils identified as being at risk of radicalisation, the College will consider the level of risk to identify the most appropriate referral, which could include Channel<sup>1</sup> or Children's Social Care.

Although decisions to seek support for a child in need, or about whom there are concerns relating to radicalisation, would normally be taken in consultation with parents and pupils, the College would not require their consent for a referral where there are reasonable grounds to believe that a child is at risk of serious harm.

Staff need to be aware that where there are concerns about children being drawn into terrorism, normal referral processes need to be followed.

All staff must be aware of the professional obligation laid upon them by the 1989 Children's Act and subsequent legislation and guidance.

Llandovery College values our Christian ethos based on respect and mutual tolerance. Parents and guardians have an important role in supporting the work of the College.

This policy will be reviewed by the Board of Governors at least annually and a copy of the policy will be provided on the Colleges' website. A record of this review will be created in the minutes of the Governors' meeting in each Summer Term.

The following policies and procedures are also relevant to the College's safeguarding practices:

- Code of Conduct for Staff
- Whistleblowing Policy
- Recruitment, Selection and Disclosure Policy
- Anti-bullying Policy
- Missing Pupil Policy
- ICT Acceptable Use Policy
- E-Safety Policy
- Pupil Behaviour Policy

**There are five main elements to the policy:**

1. Establishing a safe environment in which pupils can learn and develop;
2. Ensuring the governance of safeguarding and promotion of welfare is fully embedded within the Colleges;
3. Raising awareness of child protection issues and ensuring that staff, volunteers and contractors working at the College are fully aware of presenting issues and how to act in the event of concerns being raised;
4. Ensuring staff recruitment practice is safe and fully accords with the requirements of Keeping Learners Safe, 2018);
5. Supporting pupils who are in need of protection or require additional help to achieve good outcomes.

Every new member of staff, including part-timers, temporary, visiting or contract staff working in the College, and every new Governor, will receive induction training on this policy and expectations for effective safeguarding.

Child protection training will be provided and monitored for all staff who work with children on a regular basis and in accordance with the training requirements of the local safeguarding children board in terms of content and frequency.

### **Identifying abuse – what is abuse and neglect?**

Through their day-to-day contact with pupils, College staff are well placed to observe any signs that a child may be suffering or is likely to suffer significant harm or is in need of additional support to promote their welfare. The College will therefore:

- establish and maintain an environment where pupils feel secure, are encouraged to talk and are listened to;
- ensure pupils know that there are adults in the College whom they can approach if they are worried through the system of tutors, Housemasters/mistresses, and the Medical Centre;
- include opportunities in the curriculum for pupils to develop the skills they need to keep themselves safe from harm. This may involve classroom teaching through the Well-being Programme and available online resources.

The following definitions are taken from The All Wales Child Protection Procedures, 2008:

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.

#### **1.1.1 Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

#### **1.1.2 Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

#### **1.1.3 Sexual abuse**

Sexual abuse involves 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. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include 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.

#### **1.1.4 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

#### **1.1.5 Identifying significant harm**

The Children Act 1989 introduced **the concept of significant harm** as the threshold that justifies compulsory intervention in family life in order to protect children. Significant harm is defined in the legislation as ill treatment or the impairment of health and development. It describes the effects of sexual, physical, emotional abuse or neglect, or a combination of different types. Local authorities have a statutory duty under *the Children Act 1989* section 47 (1) (b) to make enquiries, or cause enquiries to be made, where they have reasonable cause to suspect that a child who lives, or is found in their area is suffering, or likely to suffer, significant harm.

There are no absolute criteria on which to rely when judging what constitutes significant harm. A single, serious event of abuse, such as an incident of sexual abuse or violent assault, might be the cause of significant harm to a child. However, more frequently significant harm occurs as a result of a long-standing compilation of events, which interrupt, change or damage a child's physical and psychological development. The significant harm resulting from the corrosive effect of long-term abuse is likely to have a profound impact on the future outcomes for the child.

#### **Specific safeguarding issues**

The College will seek expert professional advice on specific safeguarding issues relating to such matters as child sexual exploitation, body image, bullying, domestic violence, gangs and youth violence, faith abuse and matters linked to cultural customs or practices. Staff will be made aware of issues associated with child on child abuse, consequential harm and the need to ensure that such matters are appropriately handled in the best interests of both the victim(s) and the alleged abuser(s).

In line with Keeping Learners Safe, staff must be aware of pupils who may be at risk of Child Sexual Exploitation, Radicalisation or Female Genital Mutilation (FGM) and report any concerns in line with this policy.

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on [www.gov.uk/government/publications/female-genital-mutilation-guidelines](http://www.gov.uk/government/publications/female-genital-mutilation-guidelines).

In the case of FGM, from October 2015, it is mandatory for teachers to report to the police cases where they discover that an act of FGM appears to have been carried out. FGM is illegal and any information or concern that a child is at risk of, or has undergone FGM must result in a child protection referral to social services and/or the police, in line with the All Wales Protocol: FGM 2011.

Staff must also be alert to the impact of bullying, cyber-bullying and behaviours that may place individual children at risk of serious harm, including children who go missing from College.

It is recognised that missing pupils may be a potential indicator of abuse or neglect. The aim is to seek to identify any risk of abuse and neglect, including sexual exploitation, to help prevent the risk of children going missing in the future. In all instances where pupils are missing, the rubric of the College's Missing Pupil Policy and Pupils Missing from Education Policy will be applied.

Peer-on-peer allegations of abuse may include sexting (also known as Youth Produced Sexual Imagery), banter, sexual assaults and gender-based issues and these will be reported to local agencies as appropriate. In the event of disclosures about Peer-on-Peer abuse all children involved, whether perpetrator or victim, will be treated as being 'at risk'. Advice and support would be taken from local agencies about how best to support all parties.

It is important to note that the production and distribution of sexting images involving anyone under the age of 18 is illegal and needs very careful management for all those involved. The UK Council for Child Internet Safety (UKCCIS) have published a guide 'Sexting in Schools and Colleges: Responding to Incidents and Safeguarding Young People.'

It is recognised that missing pupils may be a potential indicator of abuse or neglect. The aim is to seek to identify any risk of abuse and neglect, including sexual exploitation, to help prevent the risk of children going missing in the future. In all instances where pupils are missing, the rubric of the School's Missing Pupil Policy and Pupils Missing from Education Policy will be applied.

### **The Counter Terrorism and Security Act (2015) & the Prevent duty**

Prevent is one of the four elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

#### **The Prevent strategy**

Responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.

- Provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support.
- Works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with.
- The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

#### **The Counter Terrorism and Security Act (2015):**

This Act places a duty on specified authorities including schools, Further and Higher Education, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty).

The following definition of Extremism is taken from 'Working Together to Safeguard Children' HM Government (2018):

*Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.*

At Llandovery College, we are committed to supporting vulnerable students through our safeguarding policies and procedures and recognise that this will support the College's contribution to the Prevent duty.

We build pupils' resilience to radicalisation by promoting fundamental British values and enabling our pupils to challenge extremist views.

The College has engaged positively with appropriate training to ensure all staff have the skills and knowledge to refer any concerns appropriately.

Referral for any issue concerning potential radicalisation to extremism should be managed as any other safeguarding referral.

### **Special Educational Needs and Disability (SEND)**

The College recognises the particular vulnerabilities of those pupils with SEND and the additional barriers that can exist when recognising abuse and neglect in this group of children. Staff must be aware of this and ensure that any indicators of possible abuse are identified early and not assumed to be related with a child's SEND.

### **Other Safeguarding Responsibilities**

The College ensures that pupils are taught about safeguarding and online safety through the curriculum and the Well-Being Programme. The College ensures that all teaching materials are age appropriate and delivered through a planned part of the curriculum. Pupils are supported in understanding the risks posed by adults or young people, who use the internet and social media to bully, groom, abuse or radicalise other people, especially children, young people and vulnerable adults.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

The College makes every effort to ensure that pupils are protected from online threats, access to inappropriate content is blocked and internet use on College networks is managed. Through the use of filtering software 'Smoothwall' the College aims to protect pupils from accessing terrorist and extremist material when accessing the internet through College systems. Through

staff training and ICT policies all staff are aware of the need to report any concerns or breaches of internet safety.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour and/or unusual play which could indicate that they may be in need of help or protection. College staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

### **Role and responsibility of Governors**

The Governing Body is accountable for ensuring that the College complies with its legal duties under relevant legislation. It is also responsible for ensuring that policies are fully implemented in practice and are reviewed for their effectiveness at least annually and that any deficiencies or weaknesses in child protection arrangements are remedied without delay. The nominated members of the Governing Body who will liaise with the local authority on issues of child protection or in the event of an allegation being made against the Warden or member of the Governing Body is Mr Hewan Ormson, who is suitably trained in safeguarding and promotion of welfare.

### **Key tasks of the Governing Body include:**

- an annual review of the College's Safeguarding policy and procedures;
- ensuring the College contributes to inter-agency working in line with 'Working Together to Safeguard Children (2018)' through the effective implementation of the policy and procedures in practice and good co-operation with local agencies;
- maintaining appropriate records for staff training and safe staff recruitment and vetting processes to underpin and inform the annual review of safeguarding arrangements.

### **Designated Senior Person(s)**

The Governing Body has appointed a member of Llandovery College's leadership team to the role of Designated Senior Person (DSP) and two deputies. The Warden has a role of oversight and operating in concert with and supporting the above as necessary.

The designated persons will receive updated appropriate inter-agency training in accordance with locally agreed procedures at least every two years.

The College Medical Centre holds a copy of 'Child Protection; Guidance for Senior Nurses, Health Visitors and Midwives' (HMSO) and staff working there are fully conversant with and use its guidance where relevant in the College setting. The nurse will be invited to participate in any College INSET concerned with safeguarding and the promotion of child welfare.

### **Reporting concerns about a child**

All adults have a duty to safeguard the welfare of pupils. If any member of staff or volunteer has a concern that a child may be suffering significant harm, is likely to suffer significant harm or is in need of additional support to promote their welfare, then the member of staff or volunteer must liaise without delay with the College's DSP. The DSP will take advice from the local response



team and, where asked to do so, will make a referral to children's social care in accordance with local protocols, including taking advice on borderline cases. **Such contacts must be made without delay where there is a risk of immediate serious harm to a child, and referral may, in this instance, be made without parental consent**

The College recognises the importance of early help and all staff are made aware of this during training. Staff must be prepared to identify children who could benefit from early intervention.

***It should be noted that anyone can refer children directly to children's service, including parents.***

***Parental consent is not required for referrals to statutory agencies, where a child is considered to be at risk from significant harm.***

***If a member of staff feels the need to make a direct referral the School's DSP should be informed of this as soon as possible.***

***In February 2016 the NSPCC launched a new whistleblowing advice line for professionals. All professionals with concerns over how child protection issues are being handled in their own or another organisation, can talk to the NSPCC anonymously on 0800 028 0285.***

Children's Social Care services will determine the nature of any investigations or assessments in accordance with sections 47 and 17 of the Children's Act 1989.

Governors must ensure that procedures exist so that the child's wishes and feelings are taken into consideration when determining the actions to be taken and what services are required to ensure protection. Staff must never promise confidentiality to the child and must always act to ensure that the interests of the child are paramount.

All parties should note the importance of children receiving the right help at the right time to address risks and prevent issues escalating. Early referral of signs of abuse, neglect and radicalisation is emphasised. Clear records must be kept, the child must be listened to and concerns reassessed if the situation does not improve. It is important to share information quickly and challenge inaction.

The College has clear whistleblowing procedures, which can be found in the Staff Handbook. The College promotes a culture of safety and of raising concerns and one where staff are valued and practices are reviewed regularly.

#### **Guidance in handling concerns raised by children**

- a) Limit any questioning to the minimum necessary to seek clarification only, strictly avoiding 'leading' the pupil or adult who has approached you by making suggestions or asking questions that introduce your own ideas about what may have happened.
- b) Stop asking questions as soon as the pupil or adult has disclosed that he or she believes that something abusive has happened to the pupil or to someone else.

- c) Tell the pupil or adult that you will now make sure that the appropriate people are brought in to follow the problem through.
- d) Try to ascertain the wishes and feelings of the pupil or adult at this point if appropriate, but remember that what they want to happen may not be possible.
- e) Do not promise confidentiality.
- f) Refer the matter immediately, with all the relevant details, to the DSP or their Deputy
- g) Make an accurate written record as soon as possible (ideally within one hour) of what you have been told using the **Child Protection Notification Form** and pass this to the DSP.

### **Allegations of abuse made against teachers and other staff**

Where it is alleged that a teacher, member of staff or volunteer has behaved in a way that has harmed a child or may pose a threat to a child, or has possibly committed a criminal offence against a child, then the matter must be reported immediately to the DSP. Any allegations against the DSP should be reported directly to the Warden. The DSP/Warden must then, without delay (within one working day) contact the Local Authority Designated Officer (LADO) to discuss the concerns. The LADO, in conjunction with Children's Services and/or the police will then confirm the arrangements for investigating the issues raised. The College will fully comply with these arrangements, including maintaining appropriate levels of confidentiality. Where a child has suffered serious harm the police must be contacted from the outset. The College will not undertake any investigation of its own without prior consultation with the LADO.

In the absence of the Warden, or if the allegations concern the Warden, the initial report must be made to the Chair of Governors or the nominated Governor representative for safeguarding who will then be responsible for notifying the LADO. In the latter situation, the report is made without informing the Warden.

The College maintains a Staff Code of Conduct which provides guidance to staff and volunteers about their behaviour and actions so as to not place pupils and staff at risk of harm or of allegations of harm to a pupil. This is issued to staff and volunteers and can be found in the Staff Handbook. This offers further guidance on matters such as one-to-one teaching.

Where a member of staff, volunteer, student or contractor is deemed to be unsuitable to work with children, a prompt report will be made to the Disclosure and Barring Service (DBS) where DBS referral criteria are met, that is they have caused harm or pose a risk of harm to a child.

Where a teacher is dismissed or would have been dismissed if they had not resigned, a report will be made to the Education Workforce Council (EWC) as a prohibition order may be appropriate. The reasons such an order would be considered are: unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence. A report must also be submitted to the Disclosure and Barring Service.

More detailed guidance on handling such allegations is to be found in the separate document Wales is Safeguarding children in education: handling allegations of abuse against teachers and other staff, Welsh Gov. 2013, which is held by the Warden and Chair of Governors.

In all cases where there is an allegation of abuse made against teachers or other staff the College will aim to investigate and resolve matters without unnecessary delays for the benefit of all concerned.

### **Staff recruitment and vetting policy**

A copy of the College's recruitment, selection and disclosure policy and procedure can be found on the website or on request from the HR Department.

As required by *Prevent*<sup>2</sup> the College has a clear procedure for visiting speakers, whether invited by staff or by the pupils themselves, to ensure that they are suitable and appropriately supervised. A risk assessment form must be completed in advance of the visit; forms are available on request from the Deputy Warden.

### **Use of Mobile Phones and Cameras**

Llandovery College recognises the need to respect children's and parents' rights of privacy and is aware of potential child protection issues.

It is recognised that there have been significant advances in mobile devices and wireless technology (including telephones and tablets), many of which have integral cameras, videos and recording capabilities. In order to ensure that the dignity, privacy and confidentiality of children and families are not compromised, we recognise the necessity for policy and guidance on the use of such devices.

We recognise that staff, students, volunteers and visitors may wish to have their personal mobile phones or devices on College premises, for use in case of emergency.

However, the safeguarding of children within our College is paramount. It is our intention to provide an environment in which children, parents and staff are protected from images being recorded without prior consent. It is also our intention to ensure that staff, students and volunteers are not distracted from their work with children.

Llandovery College's Policies and guidance on the Safe Use of Images of Children and the Use of Mobile Phones and Devices are available on request.

### **Boarding**

The College carefully monitors pupil relationships and the potential for abuse by peers within the boarding provision.

Where a member of the boarding staff is suspended pending an investigation of a child protection nature, alternative accommodation will be provided away from children.

### **The Role of the Charity Commission**

The Charity Commission is playing an increasingly important role in safeguarding all those who come into contact with charities, including schools. They have adopted a definition of

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<sup>2</sup> From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers (referred to in Department of Education advice as 'childcare providers') are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies.

safeguarding which extends beyond the protection of children to the protection from harm of all those connected with the activities of the charity. Where appropriate, the College and its staff have a responsibility to report concerns they may have about the welfare of pupils, beneficiaries, staff, volunteers and others, so that we can ensure these concerns are properly managed and those affected supported. This may include a report of a 'serious incident' to the Charity Commission, which requires Trustees to report suspicions, allegations or incidents of abuse involving pupils or other beneficiaries to them. All staff should also feel able to raise any concerns they may have about the schools' safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

<b>SLT owner</b>	Warden/DSP
<b>Reviewed by SLT</b>	<b>27.09.19</b>
<b>Effective from</b>	<b>09.19</b>
<b>Next review</b>	<b>09.20</b>
<b>Governor approval (Y/N)?</b> <b>Approved by Board of Governors (if Y)</b>	<b>Yes</b> <b>07.10.19</b>

## APPENDIX I

### Signs of abuse and neglect

A child may be experiencing abuse if he or she:

- is frequently dirty, hungry or inadequately dressed
- is left in unsafe situations or without medical attention
- is constantly 'put down', insulted, sworn at or humiliated
- seems afraid of parents or carers
- is severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- is growing up in a home where there is domestic violence
- is living with parents or carers involved in serious drug or alcohol abuse.

This list does not cover every child abuse possibility. You may have seen something else in the child's behaviour or circumstances that worry you. Abuse is always wrong and it is never the young person's fault.

### Signs and behaviours which may indicate that a child is being abused

- repeated minor injuries
- children who are dirty, smelly, poorly clothed or appear underfed
- children who have lingering illnesses which are not attended to, deterioration in their College work or significant changes in behaviour, aggressive behaviour, or severe tantrums
- an air of detachment or 'don't care' attitude
- overly compliant behaviour
- a 'watchful' attitude
- sexually explicit behaviour (e.g. playing games and showing awareness inappropriate for the child's age), open masturbation, aggressive and inappropriate sex play
- a child who is reluctant to go home or is kept away from College for no apparent reason
- a child who does not trust adults, particularly those who are close
- 'tummy pains', with no medical reason
- eating problems, including over-eating, or loss of appetite
- disturbed sleep, nightmares and bed wetting
- running away from home, suicide attempts
- self-inflicted wounds
- reverting to younger behaviour
- relationships between the child and adults which are secretive and exclude others
- pregnancy
- breaks to limbs and/or bruises in non-mobile babies

These signs are not evidence themselves, but may be a warning, particularly if a child exhibits several of them or if a pattern emerges. It is important to remember that there may be other explanations for a child showing such signs.

## APPENDIX II

### **The role and responsibilities of the Designated Senior Person (DSP)**

The Designated Senior Person (DSP) for child protection will ensure that their role is carried out according to the guidance contained in 'Keeping Children Safe in Education' (2019). They will ensure the operation of safe recruitment procedures, including DBS checks and compliance with Independent School Standards regulations. The role of the DSP is an operational one.

The broad areas of responsibility for the Designated Senior Person are:

#### **Managing referrals**

- Referring all cases of suspected abuse to the local authority children's social care and:
  - The designated officer(s) for child protection concerns (all cases which concern a staff member),
  - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
  - Police (cases where a crime may have been committed).
- Liaising with the Warden to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

#### **Training**

- The Designated Senior Person should receive appropriate training carried out every two years about:
  - Understanding the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
  - Having a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
  - Understanding local inter-agency working protocols and training in the LSCB's approach to *Prevent* duties.
  - Ensuring each member of staff has access to and understands the College's child protection policy and procedures, especially new and part-time staff.
  - Being alert to the specific needs of children in need, those with special educational needs and young carers.
  - Identifying children at risk of radicalisation.
  - Being able to keep detailed, accurate, secure records of concerns and referrals.

- Obtaining access to resources and attend any relevant or refresher training courses.
- Encouraging a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the College may put in place to protect them.

### **Raising Awareness**

- The Designated Senior Person should ensure the College's policies are known and used appropriately:
  - Ensuring the College's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this.
  - Ensuring the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the College in this.
  - Linking with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
  - Where children leave the College ensuring their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

The DSP takes specific responsibility for child protection matters in the College and is responsible for:

- Being fully conversant with Carmarthenshire Child Protection Procedures and ensuring that the Senior Leadership Team and members of the pastoral team are aware of them;
- ensuring that the College follows the procedures through maintaining ready contact with the social services;
- holding and being conversant with the College's copy of 'Safeguarding Children: Working Together Under the Children Act 2004';
- being conversant with appropriate sections of the Children Act 1989 and sections 11 & 157 of the Education Act 2002, and the All Wales Child Protection Procedures;
- making the above publications and any similar relevant documentation available to the Warden, Governors, other child protection staff and the College nurses as appropriate;
- briefing staff about the relevant contents of the College's child protection guidance and procedures, including the briefing of new staff and Governors as part of their induction after arrival at the College, together with informing all support staff who have contact with pupils;
- ensuring that all staff, including temporary and volunteers are provided with induction training that includes, the College's Safeguarding Policy; the Staff Behaviour and Code of Conduct, the Whistleblowing Policy; the identity of the Designated Safeguarding Persons and the instruction to read Keeping Learners Safe. All of the documents must

be read and a signed declaration is kept to reflect this in relation to the Staff Behaviour and Code of Conduct and Keeping Learners Safe;

- updating staff each time Keeping Learners Safe is updated by the DfE;
- in liaison with the College Office ensuring that the Warden, members of staff and volunteers in regulated activity receive regular child protection training;
- ensuring that child protection procedures are followed within the College;
- liaising over child protection procedures with the social services department;
- with the knowledge and agreement of the Warden, communicating to the local social services; any reports of alleged or suspected child abuse within the College or reported by a pupil relating to incidents at home or outside the College;
- ensuring that, in the event of the Warden referring an allegation of child abuse through the DSP to the Carmarthenshire social care team, other actions (such as protecting the victim of the alleged abuse) are carried out;
- encouraging a rolling programme of training in child protection matters at the College, delivered by a variety of routes as appropriate. Ensuring that all staff receive updated training as recommended by Carmarthenshire to include *Prevent* awareness training in line with advice from the LSCB;
- Reporting formally at least once a year to the Governing body on child protection issues
- ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay;
- ensuring that all teaching staff complete online Prevent/Channel training.



## Appendix 1

<b>Designated Senior Person</b>	<b>Anna Sandford 01550 723008</b>
<b>Deputy Safeguarding Leads</b>	<b>Tomos Jones 01550 723000</b>
	<b>Johanna Edwards 01550 723013</b>
<b>Safeguarding Governor</b>	<b>Hewan Ormson</b>

### **Referrals can be made via Carmarthenshire Local Safeguarding Children Board:**

During Office Hours - Llanelli Assessment Team

(extending as far as Kidwelly and Cross Hands, and bordering Swansea):

**Tel: 01554 742322**

Fax: 01554 742176

Office opening times: 8.45am - 5.00pm Monday to Thursday, 8.45am - 4.30pm Friday

Personal callers are welcome during office hours at Ty Elwyn.

During Office Hours – Carmarthen/Dinefwr Assessment Team

(bordering Pembrokeshire, Ceredigion and Neath Port Talbot):

Tel: 01558 825485

Fax: 01554 825482

Office opening times: 8.45am - 5.00pm Monday to Thursday, 8.45am - 4.30pm Friday

Personal callers are welcome during office hours at The Old Library, Ammanford.

Outside of Office Hours - Emergency Duty Team:

During the evening, at weekends or over a Bank Holiday.

**Tel: 01558 824283**

**Alternatively, you can contact the Police on 101 and ask to be put through to the local Police Station if you consider there is a risk of harm.**

**In an emergency only, dial 999**

## Appendix 2

### Other useful numbers:

#### Childline

A free 24 hour advice line offering counselling and support to young people suffering from abuse. The call won't show up on your phone bill.

0800 11 11

[www.childline.org.uk](http://www.childline.org.uk)

#### NSPCC

A free phone line offering support and advice to young people in abusive or difficult situations. The lines are open 24 hours a day and the calls won't show up on your phone bill. 0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

#### Funky Dragon

Funky Dragon is a peer-led organisation that aims to make sure the views of 0-25 year olds are heard, particularly by the Welsh Assembly Government.

[www.funkydragon.org.uk](http://www.funkydragon.org.uk)

#### Children's Commissioner for Wales

Children's Champion – Independent human rights institution for children. 0808 801 1000 the lines are open from 9 am to 5 pm (Monday to Friday)  
[www.childcom.org.uk](http://www.childcom.org.uk)

#### Clic

The National Information and Advice Service for young people in Wales 11 to 25.  
[www.cliconline.co.uk](http://www.cliconline.co.uk)

#### Samaritans

Free and confidential advice and support 08457 90 90 90

[www.samaritans.org.uk](http://www.samaritans.org.uk)

#### Barnardo's

Barnardo's works with vulnerable children and young people, helping them and their families to overcome problems like abuse, homelessness and poverty.

020 8550 8822 (national rate, 8am-6pm Mon-Fri)

[www.barnardos.org.uk](http://www.barnardos.org.uk)

#### BBC One Life

This website provides advice on children and young people's rights, what to do if they are being abused and how to get help.

[www.bbc.co.uk/surgery](http://www.bbc.co.uk/surgery)

#### Kidscape

Kidscape works with children and young people under the age of 16, their parents/carers and those who work with them to prevent bullying and child sexual abuse.

08451 205 204

[www.kidscape.org.uk](http://www.kidscape.org.uk)

#### Get Connected

Get Connected provides a free, confidential helpline that gives young people in difficult situations support and information.

0808 808 4994

[www.getconnected.org](http://www.getconnected.org)

#### Bullying Online

Bullying Online is a website that provides information and support for a wide range of parents, pupils, teachers and youth organisations.

[www.bullying.co.uk](http://www.bullying.co.uk)

#### Stop it Now! Wales

Aims to prevent child sexual abuse through adult awareness raising and education. The free phone number is available to any adult concerned about their own sexual thoughts or

behaviour; to any adult concerned about another adult's behaviour; and to any adult concerned about a child's sexual behaviour towards other children. All callers receive

information, support and advice to help them take action to protect a child or to prevent abuse from continuing.

0808 1000 900

#### Wise Kids

Wise Kids is a website that provides information and support internet literacy, proficiency and knowledge of the internet and related technologies.

[www.wisekids.org.uk](http://www.wisekids.org.uk)

CEOPS <https://www.ceop.police.uk/> Child  
online Exploitation Services

Social workers within the teams provide services to children and families, following an assessment under the National Assessment Framework. They protect children from significant harm.

Important Guidance:

Keeping learners safe: Updated 2018

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

Prevent Duty June 2016

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)



# Llandovery College

## Disclosure/Incident/Child Protection Concerns

### Notification Form

For completion by all staff or volunteers when they become aware of child welfare concerns, in accordance with Government guidance and the Llandovery College Child Protection Policy.

The Safeguarding Lead will monitor concerns and report where appropriate to Social Care if a child is deemed at risk of significant harm.

This information will only be disclosed to those staff who need to know, for the purposes of child protection.

Concerns will usually be shared with parent/child, unless to do so may place the child at increased risk of harm (if there is any doubt about this the Safeguarding Lead will consult with Children's Services).

- **THE FIRST PAGE of this form should be completed by the member of staff or volunteer.**
- **THE ENTIRE FORM should be delivered to the Safeguarding Lead as soon as possible – ideally within one hour.**
- **This form must be handwritten and no other copy made.**
- **An immediate meeting will be arranged with the Safeguarding Lead.**

**CONFIDENTIAL REPORT**

Name of Child:		Name and role of person completing form:	
DOB:		When & Where Child reported concerns:	
Address:		Date & Time concerns passed on to Safeguarding Lead:	

**Nature of Concern**

Include observations as well as professional opinions.  
Attach additional sheets if necessary.

**Action Taken**

**Handed to DSP:**

Signed.....  
**(Referrer)**

Signed.....  
**(Safeguarding Lead)**

**Date and time of notification to Safeguarding Lead or Deputy:**

**Name of Safeguarding Lead or Deputy:**

**Reviewed by Safeguarding Lead - Dates and any action taken including discussion with Head and Deputy DSP:**

**Detail of decision/action by DSP or Deputy:**

**CONTACTED SOCIAL  
SERVEICES/LADO:**

**Reason(s) for this decision or action by Safeguarding Lead or Deputy:**

**Notes of feedback between Safeguarding Lead or Deputy and the person who raised this child protection concern, including date of feedback:**

**Review date set if decision is not to refer:**

**Tick to confirm notes added to pupil's chronology  
and copy placed in pupil's child protection file:**



**Date for review:**

**Name of person(s) to review:**



## APPENDIX 11

### **Managing Allegations of Peer-on-Peer abuse**

At Llandovery College, we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other pupils. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the College's behaviour policies.

All staff should recognise that children are capable of abusing their peers. All staff should be clear about the College's policy and procedures with regard to peer on peer abuse.

It will be made clear to all pupils that abuse is abuse; it will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".

### **Procedure to minimise the risk of Peer-on-Peer Abuse**

As a College, we will minimise the risk of peer-on-peer abuse by:

- Ensuring that College staff are trained to recognise the signs of Peer-on-Peer abuse and that they understand their responsibility in this regard.
- Providing a developmentally appropriate Well-Being Programme, which develops pupils' understanding of acceptable behaviour and keeping themselves safe, which recognises the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously. Programmes will recognise the different forms peer on peer abuse can take, such as:
  - Sexual violence and sexual harassment.
  - Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
  - Sexting (also known as youth produced sexual imagery) and
  - Initiation/hazing type violence and rituals.
- Having systems in place for any pupils to raise concerns with staff, knowing that they will be listened to, believed and valued
- Delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk
- Developing robust risk assessments & providing targeted work for pupils identified as being a potential risk to other pupils.

### **Procedure for the recording, investigation and action following allegations of Peer-on-Peer abuse:**

- When an allegation is made by a pupil against another pupil, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Senior Person (DSP) should be informed.
- A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.
- The DSP should contact the local response team to discuss the case. The DSP will follow through the outcomes of the discussion and make a referral where appropriate. This could include Team Around the Child (TAC) support.
- If the allegation indicates that a potential criminal offence has taken place, Children's Social Care will refer the case to the multi-agency agency safeguarding hub where the police will become involved. Pupils can also be put in contact with Victim Support (Tel: 0808 1689111)

- Parents, of both the pupil being complained about and the alleged victim, should be informed and kept updated on the progress of the referral.
- The DSP will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.
- It may be appropriate to exclude the pupil being complained about for a period of time according to the College's behaviour policy and procedures.
- Where neither social services nor the police accept the complaint, a thorough College investigation should take place into the matter, using the College's usual disciplinary procedures.
- In situations where the College considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan.
- The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.