Cyngor Abertawe
Swansea Council

SAFEGUARDING CHILDREN IN SWANSEA SCHOOLS

Model Safeguarding and Child Protection Policy for Schools

Reviewed September 2026

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Introduction

This revised policy comprises a model Safeguarding and Child Protection policy for schools and additional reference information as appendices.

Pages 5 to 15 is a model Safeguarding and Child Protection policy & pages 16 to 31 appendices (additional information); both the model policy and the appendices are to be personalised and adopted by governing bodies for use in all schools. These documents have been amalgamated for ease of use.

Teachers and non-teaching staff within Swansea schools must recognise their legal duties under part 7 of the Social Services and Wellbeing (Wales) Act 2014, S28 of the Children Act 2004, S175 Education Act 2002 and Keeping Learners Safe 2022, and take seriously their responsibilities to protect and safeguard the interests of all children.

Part 7 Of the Social Services and Wellbeing (Wales) Act 2014 places a duty on *'relevant partners' and the relevant youth offending team to inform a local authority of a child at risk in specified circumstances and for 'relevant partners' to inform the local authority of an adult at risk in specified circumstances.* **Section 28 of the Children Act 2004** places a duty on local authorities and their partner agencies to *"safeguard and promote the welfare of children".* In addition, **section 175 of the Education Act 2002** requires local authorities to *have "arrangements for exercising their functions with a view to safeguarding and promoting the welfare of pupils. Schools should provide a safe and stable environment for children and young people and can teach them about staying safe and how to speak up if they have worries or concerns".*

The local authority recognises that effective Safeguarding and Child Protection work requires sound, robust and secure procedures, effective inter-agency co-operation, and a workforce that is competent and confident in responding to situations.

This policy document provides the basis for effective Safeguarding practice within schools in Swansea. The policy will be subject to review on an annual basis or as changes arise in key legislation.

This document should be read in conjunction with Keeping Learners Safe; Wales Safeguarding Procedures and the Social Services and Wellbeing (Wales) Act 2014 section 7 Guidance Volumes 5 & 6 on handling individual cases and is in keeping with other relevant national procedures; it also reflects what the local authority considers to be safe and professional practice in this context. Child Protection must be considered within professionals' wider safeguarding responsibilities that include a duty to co-operate under the Children Act 2004, as well as the duty to report children and adults 'at risk' under the Social Services and Wellbeing (Wales) Act 2014. Professionals should also consider their legal role in terms of other relevant legislation, such as Prevent Duty guidance (England and Wales) 2023.

All schools, Pupil Referral Units, and other educational settings in Swansea have a designated member of staff with responsibility for co-ordinating action on Safeguarding and Child

Protection. This person also provides a source of expertise and advice for all staff. This person is known as the Designated Safeguarding Person (DSP) and should be known by name and visually recognisable to all staff, volunteers, pupils, parents, and carers. All settings should use information leaflets, posters, pictures and school planners to promote this safeguarding information to staff, pupils, parents, and carers.

Teaching and non-teaching staff have a crucial role to play in recognising, recording and reporting indicators of possible abuse or neglect to the Designated Safeguarding Person (DSP). The DSP will then similarly refer and liaise with the Education Child Protection and Safeguarding officers, Child & Family Services, or Single Point of Contact.

Reviewed Sept 2026

Introduction

Llanrhidian Primary School fully recognises the contribution it makes to safeguarding and child protection.

There are three main elements to our policy:

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

Our policy applies to **all** staff, governors, visitors, volunteers (including parent volunteers) and contractors working in the school.

Our school will annually review the policy and is committed to following any new guidance.

This policy should be read in conjunction with all associated legislation, policy and guidance including:

- Social Services and Wellbeing Act 2014
- Keeping Learners Safe 2022
- Working Together to Safeguard People 2015
- Wales Safeguarding Procedures 2019
- Prevent Duty guidance (England and Wales) 2023
- Violence Against Women, Domestic Abuse, and Sexual Violence Act (Wales) 2015
- All Wales Practice Guides – See Appendix F (Safeguarding Wales)

Safeguarding Statement

The Governors and staff of *Llanrhidian Primary School* are fully committed to adhering to Section 175 of the Education Act 2002, which requires Local Authorities and Governing Bodies of maintained schools and institutions to have arrangements for exercising their functions with a view to safeguarding and promoting the welfare of children. The Governing Body of *Llanrhidian Primary School* responds to the objective of keeping children and young people safe by:-

- Creating and maintaining a safe learning environment for children and young people;
- Identifying where there are child wellbeing concerns and taking action to address them, where appropriate, in partnership with other agencies;
- Ensuring that children are listened to if they are expressing concerns; and
- The development of children's understanding, awareness and resilience through the curriculum.

The Governing Body recognises that achieving this objective requires a system designed to:

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

Governors and staff in *Llanrhidian Primary School* will work together with other agencies in order to achieve the above objective.

At *Llanrhidian Primary School* the health, safety and wellbeing of all children is of paramount importance. Parents send their children to school each day with the expectation that the school will provide a secure environment in which their children can thrive. The Governing Body and school staff, therefore, make every effort to ensure that this expectation becomes a reality. In order to do this, and acknowledging the scope of safeguarding, a wide range of measures and policies have been put in place.

Llanrhidian Primary School recognises the value of early intervention and prevention services in order to safeguard and promote the wellbeing of children. We are committed to working collaboratively with families and early intervention services. It is essential that regular communication with families is maintained to identify, as early as possible, when other services may be able to offer support. The Governing Body and school staff will work with families to make appropriate and timely referrals for early intervention services.

Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils. At *Llanrhidian Primary School* we acknowledge our safeguarding responsibilities to prevent impairment of health and development of pupils and ensure they receive safe and effective care. This is why we ensure that safeguarding features throughout all our school policies and procedures.

In addition, the school will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum, activities and opportunities for Personal Social Education (PSE) and learning about Health and Well-being which equip children with the skills they need to stay safe from harm, abuse, and neglect and to know to whom to turn for help

- Ensure personalised and age-appropriate delivery of the Wales statutory Relationship and Sexuality Education (RSE) curriculum

Confidentiality

Confidentiality issues need to be understood if a child discloses that they are being harmed. A child may only feel confident to confide in a member of staff if they feel that the information will not be communicated to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the statutory agencies when a child is experiencing harm.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child throughout.

Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if they are being harmed by someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the Designated Safeguarding Person (DSP), the deputy DSP and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file or where electronic systems, such as MyConcern, are used and appropriate restrictions in place to ensure confidentiality.

Access to safeguarding information in a school setting should be provided on a need-to-know basis in the interest of safeguarding children.

The Designated Safeguarding Person (DSP) in this school is:
Donna Caswell: 01792 390181

The Deputy Designated Safeguarding Person in this school is:
Sarah Archard: 01792 390181
Lisa Marchant: 01792 390181
Nicola Gosney: *01792 390181*

Procedures

These should be followed in the event of a Child Protection disclosure/concern.

We will follow the Wales Safeguarding Procedures that have been endorsed by West Glamorgan Safeguarding Board. The school will:

- Ensure it has a Designated Safeguarding Person (DSP) who has undertaken the appropriate training. For DSPs, this is Child Protection and Safeguarding training – Group C (two yearly compliance and dependent on completion of Group A and Group B). This person/people is/are...

- Recognise the role of the DSP and arrange support and training at higher levels in accordance with their level of responsibility.

- Ensure every member of staff and every governor knows:

    - the name of the DSP and their role and the designated governor for Child Protection

    - that they have an individual responsibility for reporting Child Protection concerns using the proper channels and within the timescales agreed within Wales Safeguarding Procedures.

    - how to take forward those concerns where the DSP is unavailable.

- Ensure that members of staff are aware of the need to be alert to signs of harm, abuse, and neglect and know how to respond to a child who may make a disclosure or share a concern

- Ensure that parents have an understanding of the responsibility placed on the school and staff for Safeguarding and Child Protection by setting out its obligations in the school prospectus

- Ensure all staff undertake any agreed local authority Child Protection and Safeguarding awareness training relevant to their role, including:
    - Child Protection and Safeguarding training – Group A (all staff – three yearly compliance)
    - Child Protection and Safeguarding training – Group B (all teaching staff, including teaching assistants and auxiliary staff who work one to one or in groups with children – three yearly compliance and dependent on completion of Group A)
    - Prevent Duty training – Course 1: Awareness (all staff – three yearly compliance)
    - VAWDASV Awareness training (all staff, three yearly compliance)
    - For more information, please see Child Protection and Safeguarding Training Guide – Swansea Education (August 2025)

- Provide a Child Protection and Safeguarding briefing at least termly for all staff so that they know:
    - their individual responsibility
    - the agreed local procedures
    - the need to be vigilant in identifying cases of harm, abuse, and neglect
    - how to support a child who discloses harm, abuse, and neglect
    - any new Child Protection issues or changes in procedures

- Notify local social services if:
    - a child on the Child Protection register is excluded either for a fixed term or permanently

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

- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding Safeguarding and Child Protection matters

- Attend strategy meetings, initial/review Child Protection conferences and core groups (including the submission of written reports to the conferences)

- Write a Safeguarding report for individual pupils subject to Child Protection conference to share with family members (as appropriate) and the conference chair within specified timescales

- Contribute and be responsible for school actions within children's care and support protection plans, safety plans and care and support plans and well being plans as appropriate

- Keep comprehensive records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services or other external agency

- Ensure all records are kept securely

- Adhere to the procedures set out in the Welsh Government statutory guidance Keeping Learners Safe 2022

- Ensure that safe recruitment and selection procedures are followed and appropriate training is accessed

- Designate a governor for Safeguarding and Child Protection who will oversee the school's Safeguarding and Child Protection policy in practice, informing the LA Child Protection and Safeguarding officers of the appointment

Ensure there is an appropriate procedure for visitors to the school, including agency staff and contractors including: a completed risk assessment, a DBS certificate, a visitors badge, sharing of the school's safeguarding procedures, and a robust signing in and out process. Where a DBS has not been obtained, the visitor should be accompanied on site by an appropriate colleague with a DBS.

Making a report/referral to Children's Services

When there are concerns of a Child Protection nature, reports must be made via telephone in the 1st instance on 01792 635700 (Swansea), your telephone report should be followed up within 24 hours on a Practitioner Request Form, this to be submitted via email to the Single Point of Contact – singlepointofcontact@swansea.gov.uk (Swansea).

For concerns regarding a child who may be 'at risk' or in need of care and support a practitioner request form can be submitted without a prior telephone call. All SPOC reports/referrals will be screened and may be allocated for assessment or transferred to the Early Help Hub for discussion and consideration of the most appropriate offer of support.

For concerns outside of office hours e.g. parents evenings, trips away, etc - telephone contact can be made to the Urgent Out-of-Hours Social Worker on **01792 636888** (Swansea) and followed up with a written report form submitted to the SPOC / IIAA team within 24 hours. Should a social worker not be available on this number, a Child Protection concern must be passed directly to the police on 999. A Child Protection report must not be left until the next working day.

Definitions of child abuse, protecting children in specific circumstances

The definitions of abuse are found in the Wales Safeguarding Procedures but can also be found for easy reference in Appendix C - Definitions and Indicators of Child Abuse.

Our school acknowledges that some children can be more vulnerable to abuse and we have specific child protection duties and responsibilities in relation to these. The specific circumstances are outlined in more details in Chapter 4 of the Welsh Government Keeping Learners Safe 2022 statutory guidance.

Dealing with a disclosure made by a child

Receive

- Listen carefully to what is being said, without displaying shock or disbelief. Accept what is said. Do not let your past experience of this child allow you to pre-judge or invalidate their disclosure
- Do not attempt to investigate the disclosure. Your duty will be to listen to what is being said and to pass that information on

Reassure

- Provide the child with plenty of re-assurance. Always be honest and do not make promises you cannot keep, for example: "I'll stay with you," or, "Everything will be all right now."
- Alleviate guilt, if the child refers to it. For example, you could say: "You're not to blame. This is not your fault."
- Do not promise confidentiality. You will be under a duty to pass the information on and the child needs to know this

React

- You can ask questions and may need to in certain instances. However, this is not an opportunity to interrogate the child and go into the territory of in depth and prolonged questioning. You only need to know the salient points of the disclosure that the child is making. Any questions must be open and not leading – for example, use the TED model. **Tell** me what happened... **Explain** how you felt... **Describe** the situation...
- Do not criticise the alleged perpetrator as the child may still have a strong emotional attachment to this person
- Do not ask the child to repeat their allegation to another member of staff. If they are asked to repeat it they may feel that they are not being believed and/or their recollection of what happened may change

Record

- Take notes as soon as it is practical to do so. Record the actual words spoken by the child – do not re-translate them into adult terminology or try to make sense of the structure of what was said. Do not be offended by any language or words used to describe the abuse

- Review your notes to ensure you are not inadvertently using victim blaming language
- Ensure your name, the time and date is on your notes and do not destroy them in case they are required by a court
- *(name of school)* uses *(name of software e.g. My Concern)* to record safeguarding and child protection issues and concerns
- If you are able to do so, then draw a diagram to indicate the position of any visible injury but do not ask the child to remove any clothing for this purpose (MyConcern has a functionality to do this)
- Record statements and what you saw or what you heard, rather than your interpretations
- Do not make assumptions

Final Steps

Once you have followed the above guidelines, pass the information on immediately to the DSP. They will then have a number of options open to them, including contacting LA Child Protection and Safeguarding officers or even the local Social Services Team to seek their advice as to what should happen next

Managing allegations against adults who work with children

In the event of a Child Protection allegation being made against a member of staff, the person in receipt of that allegation must immediately pass details of the concern to the Headteacher or in their absence a member of staff with Headteacher responsibilities. The Headteacher will then contact the LA Education Safeguarding Officers – Lisa Collins on 07827 822700, or Liz Dennis on 07500559340 – to discuss the next steps in accordance with statutory guidance and local arrangements.

If a potential safeguarding/child protection allegation is made against the Headteacher the member of staff in receipt of that allegation must contact the Chair of Governors or the LA Education Safeguarding Officer on 07827 822700. The Chair of Governors in *Llanrhidian Primary school* is Marion Jenkins and their contact number is situated on all safeguarding posters around the school.

When the Chair of Governors receives the report they must then contact the LA Education Safeguarding Officers – Lisa Collins on 07827 822700, or Liz Dennis on 07500559340.

Section 5 –(Safeguarding Allegations of practitioners and those in positions of trust) of the Wales Safeguarding Procedures has now been updated
https://safeguarding.wales/en/s5/s5-i

If the Education Safeguarding Officers or other designated officer is unavailable, allegations should be referred directly to SPOC on 01792 635700.

In addition, the local the Social Services SPOC team will be able to advise when these situations arise.

Abuse of position of trust –
See Appendix D – Abuse of Trust
See Appendix E – Professional Concerns flowchart

Supporting the child at risk

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved through disclosure. We recognise that children who are at risk, suffer abuse, harm or witness violence may be deeply affected by this. *Llanrhidian Primary school* may be the only stable, secure and predictable element in the lives of children at risk. When at school children may not be able to regulate their emotions appropriately and their behaviour may become challenging or withdrawn. Nevertheless, the school will endeavour to support the child through:

- Recognising behaviour as a communication of their wellbeing
- Applying emotional regulation strategies in accordance with the school's behaviour policy
- Understanding the impact of Adverse Childhood Experiences
- Taking all concerns and disclosures seriously
- Nominating a link person who will keep all parties informed and be the central point of contact
- Responding with empathy to any request from pupils or staff for time out to deal with distress or anxiety
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- Keeping records and notifying social services if appropriate as soon as there is a recurrence of a concern
- Storing records securely
- Offering details of helplines, counselling or other avenues of external support
- Cooperating fully with relevant statutory agencies
- Providing nurture and wellbeing support in accordance with their individual wellbeing needs
- Where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest

The content of the curriculum encourages self-esteem and self-motivation as outlined in Chapter 2 of the Welsh Government Keeping Learners Safe 2022 statutory guidance.

- promote a positive, supportive and secure environment

- give pupils a sense of being valued

The school will ensure that they have an appropriate policy to support children to regulate their behaviour and school response to behaviour must be proportionate to their experiences. This should be co-constructed alongside the Local Authority's Respect, Rights, and Responsibility policy. *Llanrhidian Primary school* will:

- Ensure all staff will agree on a consistent approach which focuses on the behaviour of the child but does not damage the pupil's sense of self-worth
- Liaise with other agencies who support the child such as social services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Service, Family Engagement Officer and Community Focused Schools networks, and advocacy services as well as early intervention and prevention services (Early Help Hubs)

When a child on the Child Protection register leaves the school, in addition to the standard transfer of information to the new school, the DSP will make immediate contact with the DSP in the new school to inform them that the child is on the Child Protection register. If the child is moving into the area from another local authority, the Social Worker (Care and Support Protection Plan Coordinator) will inform the relevant local authority department so they can place the child on a temporary Child Protection register within 3 days and then request a transfer-in conference, but only if this is a permanent move and/or if the family are planning to remain in the new area for a period exceeding 12 weeks. The DSP must share all Child Protection records held by the school with the receiving DSP in accordance with Welsh Government Circular 10/2006.

In addition, where children are on the Child Protection register or are subject to statutory interventions and are moving schools through transition or managed move arrangements, the DSP should ensure the receiving DSP is fully informed of those interventions and the responsibilities of the school as set out in Care and Support/Protection Plans.

Physical Punishment

The Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020 came into force on 21 March 2022. It does not create a new criminal offence, but it abolishes a defence of "reasonable punishment" in the existing criminal offences of assault and battery against a child.

Physical punishment includes smacking, hitting, slapping, shaking or otherwise punishing a child using physical force. The change means all physical punishment of children will be illegal in Wales, including by parents, carers and anyone acting *in loco parentis* in any setting in Wales.

Our school is required to work within the law by reporting any witnessed incidents of physical punishment and working with statutory services and police where appropriate to support families when a disclosure is received relating to physical punishment or other kinds of harm.

Violence Against Women (and Girls), Domestic Abuse & Sexual Violence (VAWDASV)/Operation Encompass

Llanrhidian Primary school school are aware of the domestic abuse legislation in Wales – Violence Against Women (and Girls), Domestic Abuse & Sexual Violence (Wales) Act 2015 as well as the Home Office guidance under the Domestic Abuse Act 2021 where children living with domestic abuse should be considered victims in their own right. We recognise that pupils living in domestically abusive situations are likely to be suffering trauma, may be feeling scared or nervous and are less likely to achieve in the same way as pupils not living in such circumstances. Our school is committed to responding to such pupils with Child Protection and Safeguarding policies in mind.

Our schools work closely with South Wales Police officers to respond to pupils who may have experienced domestic abuse at home under Operation Encompass processes. If police officers attend a dwelling where domestic abuse is identified and children are in attendance or recorded as living at the address they will submit an Operation Encompass report to the child's school the following morning. The report contains details of the alleged perpetrator and victim alongside a summary of the reason for police contact. The purpose of this report is to allow schools to understand why pupils may be feeling worried and or low and provide appropriate wellbeing and nurture support at the time when it is most needed. To find out more about Operation Encompass click: Home : Operation Encompass

Preventing Extremism

Llanrhidian Primary school is committed to creating a safe environment in which children can understand and discuss sensitive topics, including terrorism and extremist ideas, and learn how to challenge these ideas. We allow opportunities within the curriculum to explore and challenge these topics and to promote the values of democracy, mutual respect, and tolerance of different faiths and beliefs.

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the **Prevent Duty** Guidance) to safeguard pupils at risk of radicalisation.
The school does this by:

- Providing a safe environment for pupils to talk about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person

- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet in school, including having in place appropriate levels of filtering.

Review

This policy and appendices will be reviewed by the local authority and then the policy will be ratified annually at a full Governing Body meeting and recorded in the minutes. In preparation for this review, the DSP may wish to provide the Governing Body with information on the following:-

- changes to Safeguarding and Child Protection procedures;
- training undertaken by all staff and governors in the preceding 12 months;
- the number of incidents of a Child Protection nature which arose in the school within the preceding 12 months (without details or names);
- where and how Child Protection and Safeguarding appear in the curriculum;
- lessons learned from cases.

Complaints

The school has in place a Complaints Procedure, which is based on the model included in Welsh Government Circular: 011/2012, Complaints Procedures for School Governing Bodies in Wales. In addition, the complaints procedure contains information for children so that children, staff and the public are able to submit their complaints, in respect of the school, including Safeguarding complaints and concerns that Safeguarding action has not been taken.

Signed:

Chair of Governors: Mair Jones Date: 30.09.26

Headteacher: Caswell Date: 30.9.26

Date for Review: September 2027

Appendix A

Responsibilities of the Designated Safeguarding Person (DSP)

Each school should identify a Designated Safeguarding Person (DSP) with lead responsibility for managing Child Protection issues and cases. The DSP should know how to recognise and identify the signs of abuse and neglect and know when it is appropriate to make a report to the relevant investigating agencies. The role involves providing advice and support to other staff, making reports to and working with other agencies as necessary. The DSP role is not to investigate allegations, but they must keep the head teacher informed of all Child Protection issues in the establishment.

The DSP need not be a teacher but must be a senior member of the school's leadership team with the status and authority within the organisation to carry out the duties of the post, including committing resources to Child Protection matters, and where appropriate directing other staff. Dealing with individual cases may involve other student support arrangements however this area of work remains the responsibility of the DSP.

All schools should ensure there is a deputy available to act in the absence of the DSP. In schools which are organised on different sites or with separate management structures, there should be a Designated Safeguarding Person for each part or site. In large organisations, or those with a large number of Child Protection concerns, it may be necessary to have a number of deputies to deal with the responsibilities.

The school must also make arrangements to cover the role of the DSP when that person is unavailable. In all cases, there will be a deputy DSP in place and larger schools may have a team of staff working together who will be expected to deputise for the DSP when necessary.

The DSP will take responsibility for the school's child protection practice, policy, procedures and their own professional development working with other agencies as necessary. The Headteacher should ensure that the DSP:

- is given sufficient time and resources to carry out the role effectively, which should be explicitly defined in the post holder's job description
- has attended enhanced levels of training including DSP/Named Safeguarding Person training (Group C) has access to appropriate support to undertake the role, including LA officers
- has time to attend and provide reports and advice to child protection conferences, core groups and other interagency meetings as required
- contributes and takes responsibility for school actions within a safety or care support and protection plan

Reports

The DSP should act as a point of contact and a source of support, advice and expertise within the school when deciding whether to make a report by liaising with relevant agencies.

The DSP is responsible for making reports about allegations of suspected abuse to the relevant investigating agencies. Where these relate to cases of suspected abuse or allegations of abuse against staff, the responsibility lies with the Head Teacher (or where the allegation is against the Head Teacher the responsibility lies with Chair of Governors) and the process is set out in Safeguarding Wales Part 5 and Safeguarding Children in Education: handling allegations of abuse against teachers and other staff (009/2014) in the first instance. However, both these documents are currently under review as of July 2025. (See Appendix E)

Record keeping

It is the responsibility of the DSP to ensure detailed, accurate and secure written records of children are kept where there are safeguarding and child protection concerns. These records are confidential and should be kept separately from pupil records. They should include a chronology of concerns, reports, meetings, phone calls and emails.

Where children leave the establishment, the DSP should ensure their child protection file is sent to the new school as soon as possible but transferred separately from the main pupil file.

Raising awareness

The Headteacher/DSP is responsible for ensuring that parents and carers see copies of the Child Protection & Safeguarding policy. This avoids potential for later conflict by alerting them to the role of the legal requirements of the school and the fact that reports may be made. Many schools include information about this at induction meetings for new parents, in their prospectus and on their website.

It is good practice for the DSP to provide an annual briefing and regular updates at staff meetings on any new Safeguarding and Child Protection issues or changes in local/regional/national procedures. This ensures that all staff are kept up-to-date and are regularly reminded of their responsibilities, and the school's policies and procedures. Another example of good practice is to share the written policy with all staff, asking them to read, and to sign to confirm they have read, the policy. All staff meetings should include Safeguarding as a standing agenda item so that awareness remains high.

The Headteacher/DSP should liaise with the Designated Governor for Child Protection, so that the Designated Governor can report on Safeguarding issues to the Governing Body. Reports to the governing body should not be about specific Child Protection cases but should review the Safeguarding policies and procedures. It is good practice for the designated governor and the DSP to present the report together.

The DSP should ensure the school's Child Protection and Safeguarding policy is up to date and reviewed annually, and work with the Governing Body or proprietor regarding this.

Policy review

As well as the school policy for Child Protection and Safeguarding, there are other policies which have relevance to Safeguarding and the DSP may be involved in monitoring the effectiveness of these other policies to ensure the school safeguards its pupils. Other relevant policies may include:

- attendance
- behavior/emotional regulation
- staff code of conduct
- anti-bullying
- intimate care
- safe recruitment and selection
- e-safety
- physical intervention
- confidentiality
- acceptable use of ICT and social media policy for parents, pupils and staff
- Relationship and Sexuality Education Policy

Further support and guidance on the role of the DSP may be obtained from the Education Child Protection and Safeguarding Officers in the Local Authority. Helpful resources and guidance are also available on Hwb.

Child Protection and multi-agency training

It is the role of the DSP, working with the Headteacher, to ensure all staff and volunteers:

- have access to and understand the school's Child Protection policy especially new or part-time staff & volunteers as well as catering and cleaning staff and other auxiliary support staff
- have induction and refresher training covering Child Protection, an understanding of Safeguarding issues including the causes of harm, abuse and neglect
- are able to recognise the signs and indicators of harm
- know how to respond effectively when they have concerns
- know how to respond to a disclosure appropriately
- know that they have a responsibility to report any concerns immediately as they arise

Records should be kept by the DSP of the dates of the training, details of the provider and a record of staff attendance at the training and this information should be made available to the local authority Education Child Protection and Safeguarding Officers.

Teachers should receive training in Child Protection and Safeguarding as part of the course of training leading to Qualified Teaching Status (QTS), but this will need to be reinforced by

further training, or refresher training, when they are first appointed. The QTS Standards are a set of outcome statements that trainee teachers have to meet which are linked to other publications and statutory requirements as appropriate. Trainees must be able to evidence that they establish a purposeful learning environment for all children where learners feel secure and confident. All Staff should be regularly reminded of the EWC's code of conduct and its relation to safeguarding practice.

Initial Teacher Training Students (trainees) are also required to demonstrate professionalism to ensure that relationships with learners are built on mutual trust and respect, and to recognise that this will help maximise their learning potential. Trainees are expected to evidence this standard by being able to demonstrate knowledge and awareness of the rights and entitlements of all learners, as laid out in the United Nations Convention on the Rights of the Child (UNCRC) and key Welsh Government policies.

Other staff and governors should receive training when they are first appointed. All staff who do not have designated responsibility for Safeguarding/Child Protection, including teachers, must undertake suitable refresher training at regular and appropriate intervals thereafter, to keep their knowledge and skills up-to-date.

Individual agencies are responsible for ensuring that staff have the competence and confidence to carry out their responsibilities for safeguarding and promoting children's welfare. West Glamorgan Safeguarding Board will be able to provide advice on the minimum levels of training required by staff to ensure they are able to comply with locally agreed procedures.

The purpose of multi-agency training is to achieve better outcomes for children and young people including:

- a shared understanding of the tasks, processes, principles, and roles and responsibilities outlined in national guidance and local arrangements for safeguarding children and promoting their welfare
- more effective and integrated services at both the strategic and individual case level
- improved communications between professionals including a common understanding of key terms, definitions, and thresholds for action
- effective working relationships, including an ability to work in multidisciplinary groups or teams
- sound decision-making based on information sharing, thorough assessment, critical analysis, and professional judgement.

The DSP should receive prompt training in inter-agency procedures that enables them to work in partnership with other agencies and gives them the knowledge and skills needed to fulfill their responsibilities. They should also undertake refresher training to keep their knowledge and skills up-to-date.

Appendix B

Responsibilities of governing bodies/proprietors

Governing bodies are accountable for ensuring effective policies and procedures are in place to safeguard and promote the welfare of children and monitoring its compliance with these policies. This responsibility is in accordance Keeping Learners Safe guidance and s175 The Education Act 2002

Governing bodies of maintained schools and proprietors of independent schools should ensure that their respective organisations:

- have effective child protection policies and procedures in place that are:
    - in accordance with Local Authority guidance and locally/regionally agreed inter-agency procedures
    - inclusive of services that extend beyond the school day (e.g. boarding accommodation, community activities on school premises, etc.)
    - reviewed at least annually
    - made available to parents or carers on request
    - provided in a format appropriate to the understanding of children, particularly where schools cater for children with additional needs

- operate safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out on new staff and volunteers who will work with children, including relevant references and DBS checks where appropriate

- ensure that the head teacher and all other permanent staff and volunteers who work with children undertake appropriate training in accordance with the Child Protection and Safeguarding Policy to equip them with the knowledge and skills that are necessary to carry out their responsibilities for safeguarding and child protection effectively, which is kept up-to date by refresher training

- give clear guidance to temporary staff and volunteers providing cover during short-term absences and who will be working with children and young people on the school's arrangements for safeguarding and child protection and their responsibilities

- ensure that the Governing Body remedies without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention with support and advice from the Local Authority's education safeguarding officer

- ensure that the Designated Safeguarding Person (DSP), the designated governor and the Chair of Governors undertakes training in inter-agency working that is provided by, or to standards agreed by, the West Glamorgan Safeguarding Board and refresher training to keep their knowledge and skills up to date, in addition to basic Safeguarding/Child Protection training.

Designated Governor

Identify a Designated Governor for child protection to:

- take responsibility for supporting the DSP in Child Protection matters
- ensure the Governing Body reviews the school's policies and procedures annually
- Ensure that the Governing Body/proprietor undertakes an annual review of safeguarding policies and procedures and how the above duties have been discharged

While Governing Bodies have a role in exercising their disciplinary functions in respect of Child Protection allegations against a member of staff, they do not have a role in the consideration of individual cases which will be investigated under arrangements set out in Safeguarding children in education: handling allegations of professional abuse against teachers and other staff (Welsh Government circular 009/2014) and Part 5 Wales Safeguarding Procedures

However, allegations against the Head Teacher must be managed by the Chair of Governors in their role as "line manager" for the Head Teacher. The Chair of Governors should access advice and support from the local authority's Education Child Protection and Safeguarding Officers in accordance with Keeping Learners Safe 2022.

For the Governing Body to have an effective policy in place and for the Designated Governor to have confidence in their role, it is important for all members of Governing Bodies to undertake relevant safeguarding and child protection training. This ensures they have the knowledge and information needed to perform their functions and understand their wider safeguarding responsibilities. Other useful information on the role of governors in Safeguarding and Child Protection can also be found on the Governors Wales website.

Appendix C

Definitions and indicators of child abuse

What is child abuse?

Abuse and neglect are forms of maltreatments of a child. A child is abused and neglected when someone inflicts significant 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 is anyone who has not yet reached their 18th birthday. "Children", therefore, means "children and young people" throughout. The fact that a child has become 16 years of age and may be living independently does not change their status or their entitlement to services or protection under the Children Act, 1989.

Significant harm is defined in legislation as serious ill treatment or the impairment of health and development of a child, compared with that which could be reasonably expected of a similar child.

Everybody should:

- be alert to potential indicators of harm, abuse and neglect;
- be alert to the risks that abusers may pose to children;
- share their concerns so that information can be gathered to assist in the assessment of the child's needs and circumstances;
- work with agencies to contribute to actions that are needed to safeguard and promote the child's welfare
- continue to support the child and their family.

Classifications of Abuse:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect
- Financial abuse

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated or induced illness.

Indicators of Physical Abuse:

- unexplained bruising, marks or injuries on any part of the body
- multiple bruises- in clusters, often on the upper arm, outside of the thigh
- cigarette burns
- human bite marks
- broken bones
- scalds, with upward splash marks,
- multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Indicators of Sexual Abuse:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

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 children that they are worthless or unloved, inadequate, or valued only insofar 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, or the exploitation or corruption of a child.

Indicators of Emotional Abuse:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

Changes in behaviour which can also indicate neglect may include:

- extremes of passivity or aggression
- overreaction to mistakes
- self-depreciation ('I'm stupid, ugly, worthless, etc')
- inappropriate response to pain ('I deserve this')

Neglect

Neglect is the 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); failing to protect a child from physical and emotional harm or danger; not ensuring adequate supervision (including the use of inadequate care-givers); or failing to provide access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of Neglect:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate clothing for the conditions.

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised.

Financial Abuse

Includes:

- having money or other property stolen;
- being defrauded
- being put under pressure in relation to money or other property
- having money or other property misused
- not meeting their needs for care and support which are provided through direct payments
- complaints that personal property is missing

Appendix D

Abuse of Trust

Welsh Assembly Government Guidance indicates that all Education staff need to know that inappropriate behaviour with, or towards, children is unacceptable. In particular, under the Sexual Offences Act, 2003, it is an offence for a person over 18 (for example teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child.

In the Education Service, all relationships between staff and pupils are founded on trust. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of trust or influence over the other, by virtue of their work or the nature of their activity. The individual in the position of trust may have the power to confer advancement or failure. The relationship may be distorted by fear or favour. It is vital for all those in such positions of trust to understand the power it gives them over those they care for and the responsibility they must exercise as a consequence. While such a relationship of trust exists, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship itself will be intrinsically unequal in a relationship of trust, and is therefore unacceptable. It is also inappropriate since the 'professional' relationship of trust would be altered.

The Sexual Offences (Amendment) Act, 2000, set out a series of occupations to which the Abuse of Position of Trust laws apply. This includes anyone working in an educational institution.

The primary purpose of the Abuse of Trust provisions is to provide protection for young people aged 16 and 17, who are considered particularly vulnerable to exploitation by those who hold a position of trust or authority in their lives.

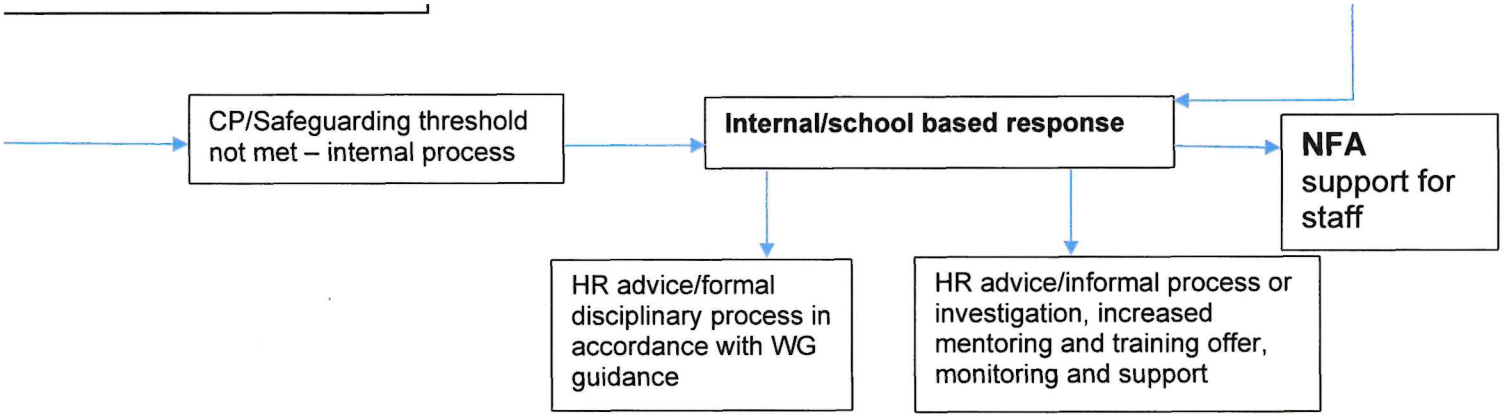
Subject to a number of limited definitions, it is a criminal offence for a person, in a position of trust, to engage in any sexual activity with a person aged under 18 with whom they have a relationship of trust, irrespective of the age of consent even if the basis of their relationship is consensual.

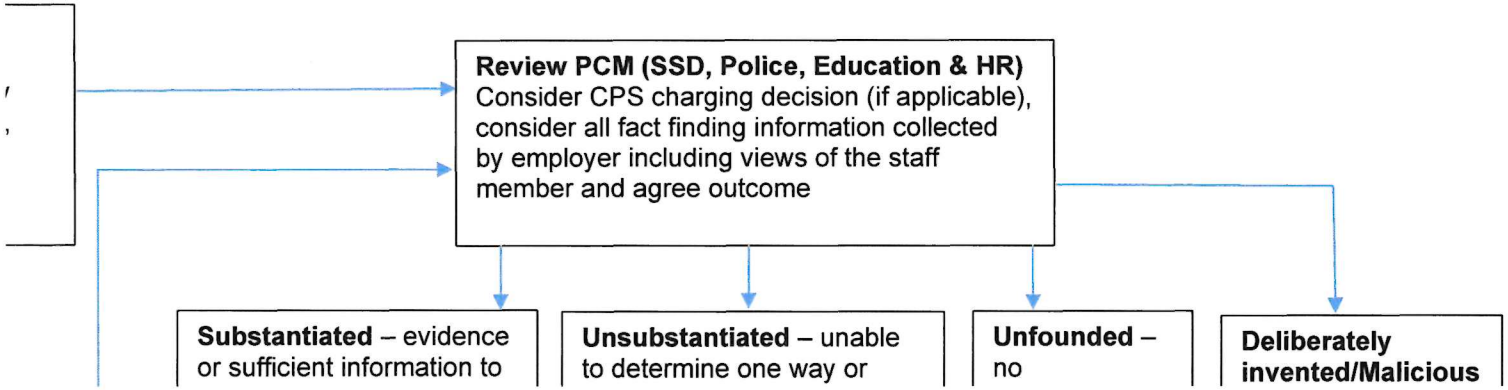
A relationship exists where a member of staff or volunteer is in a position of power or influence over young people aged 16 or 17 by virtue of the work or nature of the activity being undertaken.

The principles apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. They apply equally to all, without regard to gender, race, religion, sexual orientation or disability. This is an area where it is very

important to avoid any sexual or other stereotyping. In addition, it is important to recognise that women as well as men may abuse a position of trust.

All staff should ensure that their relationships with young people are appropriate to their age and gender, and take care that their language and conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.


CP/Safeguarding threshold not met – internal process
Internal/school based response
NFA support for staff
HR advice/formal disciplinary process in accordance with WG guidance
HR advice/informal process or investigation, increased mentoring and training offer, monitoring and support


Review PCM (SSD, Police, Education & HR)
Consider CPS charging decision (if applicable), consider all fact finding information collected by employer including views of the staff member and agree outcome
Substantiated – evidence or sufficient information to
Unsubstantiated – unable to determine one way or
Unfounded – no
Deliberately invented/Malicious

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s Practice Guides are published within Wales Safeguarding procedures 2019.

guarding children from Child Criminal Exploitation

guarding children from abuse related to cultural and religious beliefs

guarding children who may be trafficked

guarding children affected by domestic abuse

guarding children from child neglect

guarding children from online abuse

guarding children where there are concerns about harmful sexual behaviou

guarding children who are home educated

guarding children who go missing from home or care

guarding children from child sexual exploitation

guarding children in relation to the Children (Abolition of Defence of Reasor
shment) (Wales) Act 2020

guarding children from radicalisation

updated: February 2021)