

## **Ewloe Green Primary School**

### **Child Protection Policy**

Ewloe Green Primary School is a place of life-long learning where the whole community strives to provide an excellent all round education in line with the aims of our Mission Statement.

At Ewloe Green we hold challenging and achievable expectations of all, set within a safe, secure and happy environment, reflecting the highest values.

We are concerned about the welfare and safety of all of our children and we attempt to create an environment in which the children feel safe, secure and happy.

The school follows the Flintshire Child Protection Procedures (copy at end of school policy). Procedures reflect the All Wales Child Protection Procedures 2008.

We appreciate that there will be adults working in school who may not be members of staff. These may include LA Officers, volunteers, Students on placements, Peripatetic staff etc. All adults have a duty of care towards our children and must follow the procedures below. Details of the Child Protection Officers are on display around the school.

### **Statutory Framework**

‘Working together to Safeguard Children (1999)’ requires all schools to follow the procedures for protecting children from abuse, which are established by the Area Child Protection Committee. Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or is at risk of abuse. These procedures should also cover circumstances in which a member of staff is accused of, or is suspected of abuse.

DFEE (now DFES) circular 10/55 (Protecting Children from Abuse: the Role of the Education Service) places the following responsibilities on all schools:

- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- A Designated Teacher should have responsibility for co-ordinating action within the school and liaising with other agencies
- Staff with designated responsibility for Child Protection should receive appropriate training
- Schools should be aware of and follow the procedures established by the Area Child Protection Committee
- Schools should have procedures (of which staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse of pupils, or suspected of abuse.

Circular 10/95 also states that, ‘Parents should be made aware of the schools Child Protection Policy and the fact that this may require cases to be referred to the investigation agencies in the interests of the child’.

Ewloe Green Primary School will inform its parents through the school Prospectus and by ensuring that this policy document is available in the Atrium and on the school website.

## **The Designated Teacher**

1<sup>st</sup> Child Protection Officer: Mrs Ruth Dyasqasim Banks (Headteacher)

2<sup>nd</sup> Child Protection Officer: Mr Chris Morrison (Deputy Headteacher)

Child Protection Governor: Mrs Anne Griffin

The 1<sup>st</sup> Designated Teacher for Child Protection is Ruth Dyasqasim Banks (Headteacher). Her role is to:

- Ensure that Flintshire's Child Protection Procedures are followed in the school
- Ensure that staff are aware of these procedures
- Ensure that appropriate training and support is provided to all staff. All staff will be trained to Level 1 Child Protection (Group B), Child Protection Governor (Mrs Anne Griffin) and the Headteacher trained to Level 3 (Group C) and 2<sup>nd</sup> Child Protection Officer (Mr Chris Morrison) to Level 3 (Group C). AHT (Mr James Griffiths) also trained to Level 3 (Group C) and ALNCO trained to Level 2 (Group B).
- Ensure that the Headteacher (if in the case of the designated teacher not being the Head) is kept fully informed of any concerns
- Develop effective working relationships with other agencies and services
- Decide whether to take further action about specific concerns (e.g. refer to social services)
- Liaise with Social Service teams over suspected cases of child abuse
- Ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- Submit reports to Child Protection Conferences
- Ensure that the school effectively monitors children who have been identified as 'at risk'
- Provide guidance to parents, children and staff about obtaining suitable support.

## **School Procedures**

**See also, 'IMMEDIATE ACTION TO BE TAKEN IF YOU SUSPECT A CHILD HAS BEEN ABUSED OR IS AT RISK OF SIGNIFICANT HARM, below**

- If any member of staff is concerned about a child, he or she must inform the Child Protection Officer (Headteacher)
- Information regarding the concerns must be recorded by the member of staff on the same day. The recording must be a clear, precise, factual account of the observations. (Write down what you have been told, using the exact words if possible, make a written note of the date, time and place and people who were present at the discussion, keep drawings, paintings etc. that the child/young person may do to show what happened to him or her)

- The Child Protection Officer will decide whether the concerns should be referred to the Social Services department. If it is decided to make a referral to Social Services, this will be done without prior discussion with the parents and within 24 hours of the disclosure.
- If a referral is made to Social Services, The Child Protection Officer will ensure that a written report of the concerns is sent to the Social Worker dealing with the case within 48 hours
- Particular attention will be paid to the attendance and development of any child who has been identified at risk or who has been placed on the Child Protection Register
- If a pupil who is known to be on the Child Protection Register changes school, The Child Protection Officer (Headteacher) will inform the Social Worker responsible for the case and transfer the appropriate records to the receiving School

### **When to be Concerned (See Definition of Child Abuse below)**

Staff should be concerned about a pupil if he or she:

- Has an injury which is not typical of the bumps and scrapes normally associated with children's injuries
- Regularly has unexplained injuries
- Frequently has injuries (even when apparently reasonable explanations are given)
- Confused or conflicting explanations are given on how injuries were sustained
- Exhibits significant changes in behaviour, performance or attitude
- Indulges in sexual behaviour which is explicit and/or inappropriate to his or her age
- Discloses an experience in which he or she may have been significantly harmed
- Is reluctant to get changed in front of others when getting ready for P.E.

### **Dealing with a Disclosure**

If a pupil discloses that he or she has been abused in some way e.g. a family member, another pupil, an adult etc, the member of staff should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but not make promises which it might not be possible to keep
- Not promise confidentiality- it might be necessary to refer to Social Services
- Reassure him or her that what has happened is not their fault

- Stress that it was the right thing to tell
- Listen, rather than ask direct questions
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told

### **Record Keeping**

When a pupil has made a disclosure the member of staff should:

- Make brief notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Draw a diagram to indicate the position of the bruising or other injury
- Record statements and observations rather than interpretations or assumptions
- Ensure that all notes are logged securely onto CPOMS and the relevant staff notified.

### **Support**

Dealing with a disclosure from a child and a Child Protection Case in general, is likely to be a stressful experience.

The member of staff should therefore consider seeking support for him/herself and discuss this with The Child Protection Officer.

### **Allegations involving School Staff**

- If a child or parent makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Headteacher.
- If the complaint is against the Headteacher, then the person receiving the complaint must inform, without delay, The Chair of Governors, who will then inform the Child Protection Governor and the appropriate Chief Officer of The Education, Children's Services and Recreation Directorate based at County Hall (See Flintshire Child Protection Procedures below).
- If the complaint is against the Chair of Governors, then the person receiving the complaint must inform the Headteacher. The Child Protection Governor will then be informed of the allegation.
- Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Headteacher. He or she should also make a record of the concerns including a note of anyone else who witnessed the incident or allegation.

Following the NEOST/Teacher Union Guidance and Flintshire Guidelines:

All staff in the school both teaching and non-teaching staff, have a 'responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Social Services and the Police). If a child confides in a member of staff and requests that the information is kept a secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's sake. Within that context, the child should however, be assured that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts. Child Protection Records should be kept securely locked'. (See also Flintshire Child Protection Procedures)

## **The Roles and Responsibilities of the Child Protection Governor**

### **Governors and Annual Review of Policy**

The nominated Governor responsible for liaising with the Head over matters regarding Child Protection issues is Andy Hart. It is his role to:

- Ensure the School has a Child Protection Policy and that procedures are in place, which are consistent with The Flintshire Child Protection Procedures and in line with the All Wales Child Protection Procedures and that it is readily available to all members of staff, both teaching and non-teaching.
- Ensure that the school prospectus contains a section on Child Protection in order to make parents aware of the school's responsibilities
- Consider with the Headteacher the place of Child Protection in the school curriculum
- Ensure that an annual review regarding the effectiveness and implementation of the School's Child Protection policy and procedures takes place taking heed to any changes in legislation
- Ensure that the Headteacher has organised appropriate training for all staff
- Liaise (with due regard to issues of confidentiality) with the Head re: allegations of child abuse if appropriate
- Be responsible for the oversight of procedures relating to liaison with external agencies in the undertaking of referrals of any allegations of child abuse made against the Head, including possible involvement in multi-agency strategy discussions.

## **Dyslexia Friendly Schools**

We recognise that some pupils, despite often having average or above average intellectual ability and good oral skills, have difficulty learning to read or to spell and write fluently. These pupils may be described as having specific learning difficulties or dyslexia.

We recognise that these pupils have additional needs and that these needs have to be met to the best of our ability and resources; we recognise that these people have skills and talents which need to be nurtured and developed and that they have the same right of access to the curriculum and to all the activities of the school as all other pupils.

Through all of our teaching and provision we intend to adhere to the Dyslexia Friendly Schools Policy.

## Equality Diversity

We recognise diversity and the protected characteristics of our school community and adhere to the practices within the Strategic Equality Strategy Plan

## Flintshire Child Protection Procedures

All schools, units and youth and community service provision within the County hold a copy of the All Wales Child Protection Procedures. The supplement containing the Flintshire Local Children's Safeguarding Board, (LCSB) procedures for Education Staff is to be found together in the All Wales Child Protection Procedures folder.

The "ICS INTEGRATED CHILDREN'S SERVICES REFERRAL FORM" can be obtained from Children's Services Duty and Assessment Team.

All those working in the field of Education have a special duty of care and an individual as well as a professional responsibility to protect children. This responsibility cannot be devolved and it is essential for all to participate in interagency support. It is also essential for all Education staff to be fully aware that investigation of any Child Protection issue is the responsibility of the Statutory investigating agencies which are Children's Services and the Police.

If after having made a referral, the referrer is unhappy that action has not been taken to protect a child who is **suffering significant harm** (see definition below) the referrer should bring **his/her concerns to Manager of Duty and Assessment Team and if necessary use a different referral route.**

## DEFINITION OF CHILD ABUSE

Child abuse is **significant harm** to a child below the age of 18 years, (19 years if at a Special Needs school).

The definition of significant harm, (drawn from S 39 of the Children Act 1989) and the categories of abuse used for child protection registration are as follows:

- **SIGNIFICANT HARM**

**Harm** means ill treatment or the impairment of health or development;

**Ill Treatment** includes sexual abuse and forms of ill treatment which are not physical.

**Development** means physical, intellectual, emotional, social or behavioural development;

**Health** means physical or mental health; and

Where the question, of whether the harm suffered by a child is significant, turns on the child's health and development, his health or development shall be compared with that which could reasonably be expected of a similar child. (Safeguarding Children; Working Together under the Children Act 2004 (2006)).

- **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 can also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health in and to a child whom they are looking after. **The situation is most recently described using the term fabricated or induced illness by carer**

- **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.

- **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.

- **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 carer 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.

**IMMEDIATE ACTION TO BE TAKEN IF YOU SUSPECT A CHILD HAS BEEN ABUSED OR IS AT RISK OF SIGNIFICANT HARM**

Notes

**Professionals cannot remain anonymous when making referrals, although members of the public are able to request this.**

The following section is particularly applicable to Schools but clearly outlines the referral process for all Education and Recreation staff, (separately referred to in sections below).

**If the child has made a disclosure, the child should be listened to but must NOT be asked leading questions (see “Listening to the child” box below).**

- 1)** If a disclosure has been made or member of staff suspects that a child has been abused or is at risk of suffering abuse, the Headteacher (or deputy in his/her absence) must be **immediately** informed of the concern
- 2)** The Headteacher, or in his/her absence the Deputy Headteacher, or designated person for Child Protection should **inform by telephone, without delay**, the Manager or Duty Social Worker, of the Duty and Assessment Team at the Children's Services Office in Connah's Quay (01352 701000). (Out of Hours, i.e. after 5.00pm, contact 0845 0533 116)
- 3)** It is important to make it clear that the intention is to make a child protection referral in accordance with the LCSB procedures. Children's Services will then assess the situation and they will decide whether to proceed by way of a child protection investigation or to offer services on a “child in need basis”. (In the latter case parents’ consent will be needed)
- 4)** Information provided by the referrer should include;
  - the child's name, address and date of Birth
  - the name, address and phone number/s of those with parental responsibility,
  - name/s and dates of birth of other siblings, if known,
  - any other names used,
  - Name and status of the referrer,

- the nature and reason/s for the concern
- any information affecting the safety of staff.

5) The referral must be confirmed and sent in writing within 2 working days using the “ICS INTEGRATED CHILDREN’S SERVICES REFERRAL FORM, (see second paragraph of this advice leaflet). A copy of the ICS Form to be sent to the Manager of the Inclusion Welfare Service.

6) The local Community Health Department to be informed (Responsibility Children’s Services).

7) If there are obvious injuries these should be recorded and if it is then deemed appropriate by Children's Services a referral for a medical examination will be made by them after the child has been interviewed unless the injuries are very serious and warrant an immediate response. In an emergency or when injury is severe, a 999 Ambulance and Police call should be made.

8) All discussions and the outcomes must be recorded as soon as possible.

9) If in doubt share your concerns without delay with Children’s Services Duty Officer. If an Inclusion Welfare Officer or School Nursing Sister is available, they may be able to assist with any immediate action required but it remains the Headteacher's responsibility to ensure that the action outlined above is taken.

10) The Children's Services Department should advise what action will be initiated and the position the referrer should take regarding communication with parents i.e. at what point parents should be contacted and by whom.

11) If after discussion there is reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm there should be a strategy discussion involving the Children's Services department and the Police, and other agencies as appropriate, in particular any referring agency.

12) A representative from the school and/or the Education, Children's Services and Recreation Directorate will normally be required to attend and participate in any resulting Child Protection Conference.

13) If the school is unable to attend a child protection conference a written report should be submitted, keeping to factual information and not opinion or rumour. Schools have all been issued with relevant School Report Forum.

#### **ACTION TO BE TAKEN BY YOUTH WORKERS AND LEISURE DEPARTMENT STAFF**

1) If a disclosure has been made or a member of staff suspects that a child has been abused or is at risk of suffering abuse, that member of staff should follow the same procedures as indicated in **Immediate Action Section** above (For Headteacher" substitute "Manager for Leisure staff or Youth Worker in Charge")

2) During out of hours (i.e. after 5.00 pm and weekends) the Emergency Duty Team Contact Telephone Number, **0845 0533 116**.

3) A departmental representative will be required to attend any resulting Child Protection Conference.

4) The referral must be confirmed and sent in writing within 2 working days using the ICS INTEGRATED CHILDREN’S SERVICES REFERRAL FORM.

#### **ACTION TO BE TAKEN BY CENTRAL SUPPORT STAFF**

**e.g. Inclusion Welfare Officers, Behaviour Support Teachers, Youth Access Staff, Education Psychologists, Peripatetic Teachers and any other staff not attached to schools.**

If in a school situation a disclosure has been made, or member of staff suspects that a child has been abused or is at risk of suffering abuse, the Headteacher should be immediately informed of the concern and the school-based procedures should be followed.

- 1) If the disclosure or concern is "out of the school situation" the same procedures should be followed without delay as described for Headteachers in the **Immediate Action Section** above.
- 2) The referral must be confirmed and sent in writing within 2 working days using the ICS INTEGRATED CHILDREN'S SERVICES REFERRAL FORM
- 3) The referrer should, at the earliest opportunity, inform the Headteacher of this action.

### **ALLEGED ABUSE BY A MEMBER OF STAFF**

In the course of their duties staff may encounter suspicions or allegations of child abuse where the alleged abuser is a colleague from their own or another agency. When it is alleged or suspected that a pupil has **suffered significant harm**, (see above) caused by a member of staff employed by The Education, Children's Services and Recreation Directorate, the following procedure should be followed immediately.

- 1) The Headteacher/Manager or deputy in his/her absence, should be informed unless **1a** on following page applies.
- 2) All suspected abuse must be reported to, the Manager or Duty Social Worker, of the Duty and Assessment Team of Children's Services (Tel 01352 701000 or out of hours, after 5.00pm, 0845 0533 116) or the Police.
- 3) **Agencies must not undertake their own internal enquiries** but must refer on as described above,
- 4) **"Agencies must not make their own decisions about whether a concern that involves a particular member of their own staff is a disciplinary issue or a child protection matter. Such complex considerations should only take place with the involvement of Children's Services and the Police".**

### **ACTION TO BE TAKEN BY ANY MEMBER OF STAFF EMPLOYED BY THE DIRECTORATE WHEN CONCERNED ABOUT SITUATIONS NOT COVERED BY THE ABOVE.**

- 1) Occasions may arise when staff are concerned that the normal procedures may not apply or be followed, e.g. if it is alleged that the abuse involves a Headteacher, Manager or senior member of staff. In such situations:
  - a. Inform, without delay, the appropriate Chief Officer of The Education, Children's Services and Recreation Directorate based at County Hall.
  - b. Alternatively, request a "confidential" interview with the appropriate Chief Officer or Director of The Education, Children's Services and Recreation
- 2) In cases of professional abuse, the action to be taken may be guided by the agency's own procedures on whistle blowing, and these should be referred to.

## **SHARING CONCERNS**

“Concerns” as opposed to “known facts” can and should be shared with the investigating agencies (Police and Children’s Services). Such concerns will not necessarily trigger an investigation but are more likely to cause the investigating agencies to make further enquiries. Concerns from a number of sources/agencies which, individually, may not be of great significance, can build up a picture, which suggests that the child may be suffering harm.

## **DEALING WITH A DISCLOSURE LISTENING TO CHILDREN**

### **DO**

- Show that you have heard what they are saying and that you take their allegations seriously.
- Encourage them to talk and listen without questioning or prompting them.
- Encourage the child/young person to allow another person to be present.
- Remain calm.
- Reassure them that they are not to blame and are right to tell.
- Be clear about your own position and what action you must take, (you work for a department that has a shared responsibility to protect children and young people).
- Inform the child/young person that you will have to pass the information on.
- Write down what you have been told, using the exact words if possible.
- Make a written note of the date, time and place and people who were present at the discussion
- Keep drawings, paintings etc. that the child/young person may do to show what happened to him or her
- Report your concerns immediately to the person with designated responsibility for child protection.
- Ensure your concerns are immediately reported to Children's Services duty and assessment team.

If the alleged abuser is a person with professional responsibility for children or young people discuss your concerns with that persons line manager. If you feel that this is inappropriate, or you are not satisfied with the response that you get, contact the relevant person in Children's Services.

It is important that you do not ignore or dismiss suspicions about another professional. Seek support for yourself from your line manager

## **LISTENING TO CHILDREN**

### **DON'T**

- Don't prompt or ask them leading questions. This can contaminate evidence. The task of questioning them must be left to specially trained professionals.
- Don't interrupt or stop a child who is freely recalling significant events.
- Don't make a child repeat their account
- Don't expose the child/young person to mass examination by staff to verify any injuries
- Don't promise to keep what you have been told secret. Reporting concerns is not a betrayal of trust.
- In your reporting do not make assumptions or put words into a child/young person's mouth.
- Don't show shock or disquiet
- Don't confront the alleged abuser
- Don't dismiss your concerns or worry that you may be mistaken. It is better to have shared your misgivings with someone with experience and responsibility to make an assessment.
- Don't discuss individual cases with personal friends or acquaintances, who may be able to identify the family concerned. It is not appropriate to do so because of the high standard of confidentiality that must be maintained in child protection cases.

**Addresses.**

**Children's Services**, Duty and Assessment Team Manager, Civic Centre, Connah's Quay, (Tel 01352 701000 or, after 5.00pm, 0845 0533 116)

**Police**, 01352 711669 or 999

**Education** Children's Services and Recreation, County Hall, Mold, CH7 6ND. (01352 704011)

**Health** Flintshire Children's Health Centre, Catherine Gladstone House, Hawarden Way, Mancot CH75 2EP.  
01244 538 883

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We recognise that these pupils have additional needs and that these needs have to be met to the best of our ability and resources: we recognise that these people have skills and talents which need to be nurtured and developed and that they have the same right of access to the curriculum and to all the activities of the school as all other pupils. Through all of our teaching and provision we intend to adhere to the Dyslexia Friendly Schools Policy.

**Literacy and Numeracy Framework**

Literacy and Numeracy skills are developed throughout the curriculum. In order to emphasise their learning, children are encouraged to apply their knowledge, understanding and skills through a wide range of learning experiences.

Literacy and Numeracy skills are tracked and assessed against the framework. Progress is reported to parents regularly. Pupils in Years 2 to 6 will be tested annually in Reading and Numeracy as part of the National planned programme.

**Equality Diversity**

We recognise diversity and the protected characteristics of our school community and adhere to the practices within the Strategic Equality Strategy Plan

**Policy Agreed Spring 2025**

**Policy Review (annual) 2026**

**Signed Headteacher:**

**Date:**

**Signed Chair of Governors:**

**Date:**

**All Staff to sign this document as acknowledgment of its content**

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