LLANFAES C.P. SCHOOL

Beilihelig Road, Brecon, Powys, LD3 8EB
Headteacher: Mrs C North (RI)
Deputy Headteacher: Mrs A Morris (RI)
Setting Leader: Miss J Parry (3+) and Miss A Crawford-Plane (Flying Start)

Child Protection and Safeguarding Policy & Procedure

We all have a responsibility to keep children safe from harm and the welfare of the children is always paramount, it is our legal duty to refer all allegations of child abuse, harm or neglect appropriately and without delay. The content of this policy is applicable to staff, volunteers and visitors at the setting.

Llanfaes Camau Bach/Little Steps do this by following:

The Wales Safeguarding Procedures which are now available to everyone, including all childcare providers, to view either online via www.safeguarding.wales or by downloading the Wales Safeguarding Procedures mobile App. There will be no printed copies of the procedures. This means that there will always be a single up-to-date version available to all practitioners. It will also make finding information quick and easy.

We ensure that the two key principles of **safeguarding and protecting is everybody's responsibility and a child centred approach** underpin safeguarding practice:

Having regard for the Rights of Children and Young Persons (Wales) measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: 'Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them.'

Having regard for the following legislation:

- Safeguarding Children: Working Together To Safeguard Children'(2018). under the Children Act 2004 (www.wales.gov.uk) and 'What to do if you're worried about a child being abused (2015)'.
- Social Services and Well-being Act 2014
- Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020

We are aware of **The Mid and West Wales Safeguarding Board** and have regard for the Social Services and Well-being (Wales) Act 2014.
http://cysur.wales/home/

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All staff have completed Child Protection training relevant to their job role and this is renewed every 3 years. In addition all staff complete 'PREVENT' e-learning which is a foundation on which to develop further knowledge around the risks of radicalisation and the role that staff can play in supporting those at risk.

(New requirements for November 2024, Cleaners/ cooks, Administrators, Non-working committee members and Volunteers – Level 1/A 2-3 hours online (if volunteers are left alone with children they will need level 2) Nursery room Leaders/Nursery Assistants– Level 2/B 4-6 hours, face to face, where possible Managers, Setting Leaders & RI – Level 3/C 2 days face to face, where possible)

To ensure best practice we will complete an annual self-evaluation audit (see safeguarding/Child Protection audit form) to identify good practice and areas of development.

We make sure that all adults working with children in our care are aware of the many categories of abuse:

- Physical abuse – This may involve hitting, throwing, shaking, poisoning, scalding or burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates or induces illness in a child.

- Emotional abuse – 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. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- 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 – 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/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 because of maternal substance misuse.

Further training is accessed regarding Female Genital Mutilation (FGM)

The nominated Child Protection Officers are; person Mrs C North and Miss J Parry , deputy Miss A Morris and Miss A Crawford-Plane and committee member Child Protection officer Mrs J Williams all Group C will attend appropriate (at least level 2) child protection training. All staff will attend Child Protection training and all training will be renewed every 3 years as best practice. Staff meetings will cover Child Protection so that staff are aware of the correct procedure for reporting and referral.

The setting will operating a clear and thorough recruitment policy and procedure for staff and volunteers which includes maintaining current enhanced DBS disclosures. The setting will keep a log of DBS numbers and dates for renewal. This includes all visitors and volunteers to the setting.

Implementing an induction process and code of conduct for staff, students, visitors and volunteers. Measures in place include acceptable use of mobile phones/cameras/smart watches/internet and social media policy

Maintaining appropriate staff: child ratios for the supervision of children that are in line with or exceed regulatory requirements.

All staff are aware of the settings 'Whistleblowing Policy and are aware of their responsibilities to report concerns according to Wales Safeguarding Procedures without delay.

A copy of the setting Child Protection Policy will be given to all parents as part of the child induction process.

Regular risk assessments are carried out on all activities within the setting and ensure that adequate insurance cover is provide

Operate effective policies for arrival and collection of children, outings, behaviour management and inclusive practice, and the use of electronic equipment and the safety measures put in place.

Reporting, recording and monitoring any injuries sustained by a child in our care. Also recording any suspicious injuries sustained away from our care. We will also record any changes in a child's behaviour; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk).

Physical Intervention by staff must only ever be used as a last resort, and that at all times, it must be the minimal force necessary to prevent injury to another person (please see Behaviour Policy)

There are two types of disclosure:

- A disclosure about a child
- A disclosure about professional abuse.

Actions to be taken in the event of a disclosure about a child:

In the event of a member of staff having concerns/suspicion that a child has suffered abuse/harm/neglect or if someone tells them that they or another child or young person is being abused/harmed or suffering neglect the staff member should: (as is appropriate to the age/stage of the individual child)

- Stay calm, listen showing that they have heard what they are being told and that they take the allegation seriously.
- Offer reassurance and support.
- Does not prompt or ask leading questions.
- Does not ask the child to re-tell their story.
- Explains what actions they must take (using agreed procedures)
- Does not promise to keep what they have been told a secret or confidential but explains that they will share information on a 'need to know' basis.

- The staff member immediately writes down, using the exact words what they have been told, using a child body map is appropriate.
- Makes a note of the date, time, place and people present in the discussion.
- Does not confront the alleged abuser.
- Reports the concerns to the registered person/responsible individual and/or designated child protection officer as soon as possible without delay.

The registered person/responsible individual or child protection officer must report the concerns immediately to the local Social Services Team. They must also inform CIW that a referral has been made and that procedures are being followed.

Actions to be taken in the event of a disclosure about professional abuse:

If the behaviour of a colleague, adult (including volunteers and members of the public) towards children or young people causes concern:

Llanfaes Camau Bach/Little Steps understands that it is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust) We will deal with the former via disciplinary procedures or other avenues, however, child protection concerns will always be dealt with through local child protection procedures in line with the policy detailed above. In the event of a disclosure about professional abuse:

The procedure above (Action to be taken in the event of a disclosure about a child) is implemented in relation to the child.
The registered person/responsible individual considers the option of removal/suspension without prejudice from duty of the member of staff pending investigation.

The member of staff is informed, and written records of discussions are made in line with the staff disciplinary policy and procedure.

The registered person/responsible individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in Llanfaes Camau Bach/Little Steps within 14 days.

If an allegation is made against the Leader/Person in Charge the matter should be reported to the Responsible Person/Individual.

If an allegation is made against the Responsible Person/Individual the matter should be referred to the committee and Leader/Person in Charge.

Failure by a member of staff to report suspected abuse will result in disciplinary action being taken.

Making the referral

The referral is made to Powys Front Door services as soon a problem, suspicion or concern about a child becomes apparent (within 24 hours)
Outside office hours, referrals are made to the social services emergency duty team or the police.
The duty social worker taking the referral is given as much of the following information as possible by Llanfaes Camau Bach/Little Steps referrer.

- The nature of the concerns
- How and why those concerns have arisen
- The full name, address and dates of birth of the child.
- The names address and dates of birth/ages of family members along with any other names which they are known by.
- The names and relationship of all those with parental responsibility.
- Information on any other adults living in the household.
- Information relating to other professionals involved with the family, including the name of the child's G.P
- Any information held on the child's developmental needs and his/her parents'/carers' ability to respond to these needs.
- Any information affecting the safety of staff.

Record Keeping

Llanfaes Camau Bach/Little Steps keeps accurate, concise and clear records, that are signed, dated and timed.

Llanfaes Camau Bach/Little Steps arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations of GDPR/Data Protection Act 2018

Records kept by Llanfaes Camau Bach/Little Steps are shared on a need to know basis with social services departments.

Llanfaes Camau Bach/Little Steps child protection officer attends any multi-agency discussion and provides reports as necessary and appropriate.

Further advice on employment can be sought from ACAS at www.acas.org.uk

- there are arrangements that set out the processes for sharing information with other professionals to protect children from harm.

https://gov.wales/sharing-information-safeguard-children

Throughout a child protection investigation

Llanfaes Camau Bach/Little Steps will:

- Make every effort to build and maintain trusting and supportive relationships between families, staff and volunteers.
- Do all it can to support and work with the child's family.
- Share any confidential records on a child with the child's parents, except in cases in which parents are implicated and evidence gives rise for concern.

Powys Front Door Services
Contact number/s Tel: Office Hours 01597 827666 Out of Hours 0845 0544847
https://en.powys.gov.uk/article/8155/Report-a-concern-about-a-child

Police: Local Police stations details:

Contact Number/s 999 or 101 or 01267 222020 outside Dyfed-Powys

Mid Wales and West Safeguarding Board
http://cysur.wales/home/

NSPCC Helpline 0808 8005000 https://www.nspcc.org.uk/what-you-can-do/report-abuse/
Childline 0800 11 11

CIW regional office:
Contact Number: 0300 7900 126 ciw@gov.wales

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Child Protection Flowchart

This chart is to be used as a guide to the organisational procedures for The Protection of Children. For further information please refer to the internal policy for Child Protection and the Wales Child Protection Procedures.

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