

Windsor Clive Primary School



Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

Safeguarding Policy

Date agreed: February 2026

Review date: February 2027

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Safeguarding Policy

INTRODUCTION

1.1 Windsor Clive Primary fully recognises the contribution it makes to Safeguarding and Child Protection.

There are three main elements to our policy:-

- (a) Safeguarding through the teaching and pastoral support offered to pupils; and to prevent further abuse occurring;
- (b) Procedures for identifying and reporting cases, or suspected cases, or abuse. Because of our day to day contact with children, school staff are well placed to observe the outward signs of abuse; and
- (c) Support to pupils who may have been abused.

1.2 Our policy applies to all adults working in the school:-

- Teachers
- Teaching Assistants
- Mid-day supervisors
- Secretaries
- Caretaker
- Governors
- Professionals from outside agencies
- Volunteers (Healthy, wealthy and wise), CSV Volunteers, parents etc.,)
- Students
- Staff working within community activities on the school premises

All adults, especially Teachers and TAs can be the first point of disclosure for a child.

SAFEGUARDING

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard pupils.

The School will therefore:-

- (a) establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- (b) ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- (c) include in the curriculum, activities and opportunities for PSE which equip children with the skills they need to stay safe from abuse and to know whom to turn for help; and
- (d) include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills, at an age appropriate level.

PROCEDURES

- 3.1 We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board.
- 3.2 The school recognises the importance of robust and rigorous child protection procedures. Therefore it ensures that a minimum of 3 senior staff are fully trained.

The school will:-

- (a) ensure it has a designated senior member of staff who has undertaken the appropriate training, that being the Head Teacher;
- (b) ensure that it has further designated senior members of staff who have undertaken appropriate training, these being the Deputy Head teacher, Assistant Head Teacher, SRB lead and Family Engagement Officer.
- (c) ensure it has a designated governor;
- (d) recognise the role of the designated persons and arrange regular accredited training, training related to reports following public enquiries, legislation, guidance, protocols and implications for school policy and practice;
- (e) ensure every member of staff and every governor knows:-
 - the name of the designated persons and their roles;
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board; and
 - how to take forward these concerns where the designated persons are unavailable;
- (f) ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse;
- (g) ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus;
- (h) provide training for all staff so that they know:-
 - i. their personal responsibility, including the need to keep accurate, dated notes of concerns;
 - ii. the agreed local procedures;
 - iii. the need to be vigilant in identifying cases of abuse;
 - iv. how to support a child who discloses abuse; and
 - v. procedures for managing allegations against staff (refer to all Wales CP Procedures/Policy Procedures for suspension and staff disciplinary);
- (i) notify the local social services team if:-
 - a pupil on the child protection register is excluded either for a fixed term or permanently; and
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend). Daily notification should take place by special arrangement where there are serious, current concerns;

- (j) work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at initial review and child protection conferences, core groups and strategy meetings and the submission of written reports to the conferences;
- (k) keep written 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 immediately;
- (l) ensure all records are kept secure and in locked locations;
- (m) adhere to the procedures set out in the Welsh Assembly Government guidance circular 45/2004 Staff Disciplinary Procedures in Schools and the School Council Policy/Procedure for Disciplinary/Dismissals;
- (n) ensure that recruitment and selection procedures are made in accordance with Welsh Assembly Government guidance circular 34/2002;
- (o) designate a governor for child protection who will oversee the school's child protection policy and practice; and
- (p) governors must be aware of their roles and responsibilities regarding managing allegations against staff, including referral to an independent investigative body (Servocal Dream, WAG circular 45/2004).

SUPPORTING THE PUPIL AT RISK

- 4.1 We adhere to the principles outlined in the 'Keeping Learners Safe document' and recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this.
- 4.2 This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant, or they may be withdrawn.
- 4.3 The school will endeavour to support the pupil through:-
- (a) the contents of the curriculum to encourage self esteem and self motivation (see section 2 on Safeguarding), including Jigsaw, Nurture Class and the buddy system;
 - (b) providing an on site, school based counselling service
 - (c) the school ethos which:-
 - (i) promotes a positive, supportive and secure environment; and
 - (ii) gives pupils a sense of being valued (see section 2 on Safeguarding);
 - (d) the school's behaviour policies are aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which does not damage the child's sense of self-worth;
 - (e) liaison with other agencies who support the student such as Social Services, School Nurse and Doctor, Health Visitors, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Services, LEA Child Protection Officer, South Wales Police, Prevent, Minorities Support Unit, LEA Department and MARA; and
 - (f) keeping records and notifying Social Services as soon as there is a recurrence of a concern.

4.4 When a pupil on the Child Protection register leaves, we will transfer information to the new school immediately and inform Social Services.

BULLYING

4.5 Our policy on anti bullying is set out in a separate document and is reviewed annually by the governing body. (See the Anti-Bullying Policy).

PHYSICAL INTERVENTION

4.6 Our policy on physical intervention is set out in the Policy on Restraint/Positive Handling and is reviewed annually by the governing body.

- (a) all staff should be made aware of and comply with, any Positive Handling Agreement for individual, vulnerable pupils, and
- (b) Document – DFEE Circular 10/98 Section 550A of the Education Act 1996, Welsh Office Guidance 37/98.

Link Policies/Procedures	Safeguarding Inclusion/Behaviour Anti Bullying Health & Safety Positive Handling & Restraint
	School Prospectus

CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

4.7 We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who support children with profound and multiple disabilities including communication difficulties, sensory impairment and/or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

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 and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experience conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with professional involvement, e.g. the designated senior persons, 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.

The designated child protection person for this school is Mrs Cherrilynne Clee, Head Teacher. The designated deputy child protection persons for the school are

- (i) Mrs N Mings, Deputy Head Teacher

- (ii) Mrs D Harris, Assistant Head Teacher
- (iii) Mr A Boyce, ALNCO
- (iv) Miss Ceri-Ann Gilbert, Family Engagement Officer
- (v) Ms K Light, Attendance Officer

The designated Child Protection Governor is Michelle Portelli.

Education Safeguarding Team: 029 20536490

Allegations against staff in school setting

When there is a concern or allegation raised regarding any adult working or volunteering in the school including permanent, temporary or supply staff and their conduct towards a child, the following procedures must be undertaken:

- The Headteacher or Deputy Headteacher or Assistant Head teacher (in the Head's absence) of the school should be informed immediately;
- All concerns or allegations must be reported to the Cardiff FASH or the police without delay, as well as the Education Safeguarding Team & Local Authority Designated Officer. FASH will update the Education Safeguarding Team and Lynda Gallagher, Local Authority Designated Person (LADO);
- The school will seek advice from Human Resources (HR) regarding the member of staff's continued employment, and a risk assessment should be undertaken and recorded in writing immediately;
- If the allegation relates to supply staff, then the agency will be contacted directly;
- In the event of the allegation being made directly or indirectly about the Headteacher, the staff member should immediately report the allegation to the Chair of Governors, contact details can be found in the school office;
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, LADO or the Police give instructions to do so. However, it is appropriate to ascertain facts (who, what, where, when) secure any CCTV footage and take narrative accounts in order to provide sufficient information to Children's Services or police;
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Headteacher, unless the person of concern is the head.

MODEL NOTE FOR STAFF: SAFEGUARDING CHILDREN

What to do if a child tells you they have been abused by someone other than a member of staff.

Where the allegation is against a member of staff you should refer to Welsh Assembly Government guidance [circular 45/2004](#).

A child may confide in any member of staff and may not always go to a member of the teaching staff. Staff to who an allegation is made should remember:-

- Yours is a listening role, do not interrupt the child if he or she is freely recalling significant events. Limit any questions to clarifying your understanding of what the child is saying. Any questions should be framed in an open manner so as not to lead the child;
- You must report orally to the school's **designated person for child protection** immediately;
- Make a note of the discussion, as soon as is reasonably practicable (but within 24 hours) to pass on to the school's designated person for child protection. The note which should be clear in its use of terminology should record the time, date, place and people who were present and should record the child's answers/responses in exactly the way they were said as far as possible. Remember, your note of the discussion may be used in any subsequent court proceedings.
- Do not give undertakings of absolute confidentiality;
- That a child may be waiting for a case to go to the crimination court, may have to give evidence or may be awaiting care proceedings; and
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting or monitoring the child, contributing to an assessment or implementing child protection plans, or being witness in any independent investigation/staff disciplinary.

Confidentiality

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

MODEL NOTE FOR PUPILS

If someone is hurting you or your friends, there are people who can help you and stop people from making you feel scared or hurt.

You should tell someone you trust:-

- You can tell a teacher, your parents, carers, grandparents or other members of your family who may be able to help, or can tell a friend; and
- Let people help to make things better by stopping the person from hurting you or your friends.

The persons in this school who have special responsibility for helping you if someone is hurting you or your friends are Mrs Clew, Mrs Mings, Mrs Harris and Miss Gilbert.

If you can't talk to any of these, you can talk to one of the following organisations that will have someone who will listen to you:-

Childline

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

Tel: 0800 11 11

NSPCC

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

Tel; 0800 800 5000

Funky Dragon

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

Children's Commissioner for Wales

Children's Champion- Independent human rights institution for children

Tel: 0808 801 1000. The lines are open from 9.00am to 5.00pm (Monday to Friday)

MODEL NOTE FOR PARENTS OR CARERS; SAFEGUARDING CHILDREN

Parents/carers should be aware that schools have a responsibility to ensure the well being of all pupils. This responsibility means that the school:-

- Will have a child protection policy and procedures;
- Should make parents or carers aware of its child protection policy, possibly through the school prospectus, and that this may require their child to be referred to the statutory child welfare agencies if they believe that the child or other children may be at risk of significant harm;
- Should endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred;
- Should help parents or carers understand that if a referral is made to Social Services or the Police, it has been made in the best interests of the child and that the school will be involved in any child protection enquiry or Police investigation in relation to their child's welfare and educational progress; and
- Keep the parents or carers informed of the welfare and educational progress of the child.

On 1 September 2006 section 175 of the Education Act 2002 came into effect. This introduces a duty on local authorities, the governing bodies of maintained schools and the governing bodies of further education institutions to have arrangements in place to ensure they safeguard children and that such arrangements take account of guidance issued by the Welsh Assembly Government.

Independent schools are required to meet equivalent requirements under standards introduced under the terms of section 157 of the Education Act 2002.

Where a professional has a concern about a child, they will, in general, seek to discuss this with the family and, where possible, seek their agreement to making a referral to social services. However, this should only be done where such discussion and agreement will not place a child at increased risk of significant harm. That advice will be provided by the local social services department in consultation, where appropriate, with the police.

The designated child protection person at the school should clarify with these statutory agencies, when, how and by whom the parents or carers will be told about any referral. They should also seek advice as to whether or not the child should be informed of the process.

As a parent or carer you may sometimes feel alone but there is usually somebody you can talk to. Caring for children is not always easy and if you're struggling to cope you may need to ask for help and support to protect your child.

You may find the following helpful:-

- Make time to talk and listen to your child;
- Familiarise yourself with your child's friends and routine;
- Be sensitive to changes in behaviour;
- Teach your child to feel confident to refuse to do anything they feel is wrong;

- Be aware of your child's use of the internet and mobile phone to ensure they don't place themselves at risk.

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The National Information and Advice Service for young people in Wales 11-23

Samaritans

Free and confidential advice and support

Tel: 08457 90 90 90

Barnado's

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

Tel: 0208 440 8822 (national rate, 8.00am-6.00pm Monday to Friday)

BBC One Life

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

Kidscape

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

Tel: 08451 205 204

Get Connected

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

Tel: 0808 808 4994

Bullying Online

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

Wise Kids

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

www.wisekids.org.uk

Review

There will be an annual review of this policy by the full governing body.

Date of policy approval: May 2025

Date of policy review: May 2026

Signed: _____ (Chairperson of Governing Body)
Alex McInch

Signed: _____ (Headteacher)
Cherrilyne Clee