



# Llandoverly College

CO-EDUCATIONAL DAY AND  
BOARDING SCHOOL FOR BOYS AND GIRLS AGES 3 - 18  
SITUATED IN THE TOWN OF LLANDOVERLY  
IN RURAL CARMARTHENSHIRE

## CHILD PROTECTION AND SAFEGUARDING POLICY

Rev: 0122





Coleg Llanymddyfri  
Llandoverly College

## Child Protection & Safeguarding Policy

|                                 |   |
|---------------------------------|---|
| <b>Designated Senior Person</b> | <b>Anna Sandford 01550 723002</b>       |
| <b>Deputy DSPs</b>              | <b>Tomos Jones</b>                      |
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| <b>Safeguarding Governor</b>    | <b>Hewan Ormson</b>                     |

January 2022

## Introduction

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

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

- Wales Safeguarding Procedures 2019
- Keeping Learners Safe (Welsh Government) 2021
- Revised Prevent Duty Guidance: for England and Wales, April 2021
- The Children Act 1989/2004
- Working Together to Safeguard People
- Well-being of Future Generations (Wales) Act 2015
- Domestic Abuse (Wales) Act 2015
- Social Services and Well-being (Wales) Act 2014:
  - Volume 5 – Handling Individual Cases to Protect Children at Risk
  - Volume 6 – Handling Individual Cases to Protect Adults at Risk
- The Equality Act 2010
- Revised Safeguarding Statutory Guidance number 2 'Framework for the assessment of children in need and their families'
- The United Nations Convention on the Rights of the Child (UNCRC)
- Independent Schools Standards (Wales) Regulations 2003

The Board of Governors takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our College to identify, assess, and support those children who are suffering harm.

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

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

Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm due to abuse by one or more pupils, a referral will be made to Children's/Adult Services. Where bullying is thought to have taken place but a child has not suffered significant

harm or is not likely to suffer significant harm the College's Anti-Bullying policy will be followed. In all circumstances the welfare of the children concerned will be the first priority.

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

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

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

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

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

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

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

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

- Code of Conduct for Staff
  - Peer-on-peer Abuse Policy
  - Whistleblowing Policy
  - Recruitment, Selection and Disclosure Policy
  - Anti-bullying Policy
  - Missing Pupil Policy
  - ICT Acceptable Use Policy
  - E-Safety Policy
  - Pupil Behaviour Policy
  - Restraint
  - Safe Recruitment
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**There are five main elements to the policy:**

1. Establishing a safe environment in which pupils can learn and develop;
2. Ensuring the governance of safeguarding and promotion of welfare is fully embedded within the College;
3. Raising awareness of child protection issues and ensuring that staff, volunteers and contractors working at the College are fully aware of presenting issues and how to act in the event of concerns being raised;
4. Ensuring staff recruitment practice is safe and fully accords with the requirements of Keeping Learners Safe, 2021);
5. Supporting pupils who are in need of protection or require additional help to achieve good outcomes.

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

The College has a Designated Governor for Child Protection; this officer and the Chair of Governors undertake training in inter-agency working, of a standard agreed by the SCB. All members of the Governing Body receive annual training in College procedures, and will complete Modules 1-5 of Keeping Learners Safe, though Hwb.

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

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

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

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

The following definitions are taken from the Wales Safeguarding Procedures, 2019:

A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan.

### **1.1.1 Physical abuse**

Physical abuse means deliberately hurting a child or young person. It includes: physical restraint, such as being tied to a bed, locked in a room, inflicting burns cutting, slapping, punching, kicking, biting or choking stabbing or shooting, withholding food or medical attention, drugging, denying sleep, inflicting pain, shaking or hitting babies, fabricating or inducing illness.

### **1.1.2 Emotional abuse**

Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time. Emotional abuse includes: humiliating or constantly criticising a child, threatening, shouting at a child or calling them names, making the child the subject of jokes, or using sarcasm to hurt a child, blaming, scapegoating, making a child perform degrading acts, not recognising a child's own individuality, trying to control their lives, pushing a child too hard or not recognising their limitations, exposing a child to distressing events or interactions such as domestic abuse or drug taking, failing to promote a child's social development, not allowing them to have friends, persistently ignoring them, being absent, manipulating a child, never saying anything kind, expressing positive feelings or congratulating a child on successes, never showing any emotions in interactions with a child, also known as emotional neglect.

### **1.1.3 Sexual abuse**

There are two different types of child sexual abuse. These are called contact abuse and non-contact abuse.

Contact abuse involves: touching activities where an abuser makes physical contact with a child, including penetration. It includes: sexual touching of any part of the body, whether the child's wearing clothes or not, rape or penetration by putting an object or body part inside a child's mouth, vagina or anus forcing or encouraging a child to take part in sexual activity, making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves: non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes encouraging a child to watch or hear sexual acts, not taking proper measures to prevent a child being exposed to sexual activities by others, meeting a child following sexual grooming with the intent of abusing them, online abuse including making, viewing or distributing child abuse images, allowing someone else to make, view or distribute child abuse images showing pornography to a child, sexually exploiting a child for money, power or status (child exploitation)

Child Sexual Abuse is an umbrella term and includes Child Sexual Exploitation (CSE) and Harmful Sexual Behaviour (HSB). Llandoverly College will pay close attention to the All Wales Practice Guides relating to sexual exploitation and harmful sexual behaviour.

Harmful Sexual Behaviours (HSB) can be defined as: sexual behaviours expressed by children and young people under the age of 18 that are developmentally inappropriate, may be harmful towards themselves or others or be abusive towards another child, young person or adult. This definition of HSB includes both contact and non-contact behaviours (grooming, exhibitionism,

voyeurism and sexting or recording images of sexual acts via smart phones or social media applications).

#### **1.1.4 Sexual Harassment**

Sexual harassment is defined as: “persistent unwanted conduct of a sexual nature by a child towards another child that can occur online and offline. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.”

#### **1.1.5 Neglect**

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

#### **1.1.6 Peer on Peer Abuse**

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control exercised between children, and within children’s relationships (both intimate and non-intimate), friendships, and wider peer associations.

1 Peer-on-peer abuse can take various forms, including (but not limited to): serious bullying (including cyberbullying), relationship abuse, domestic violence and abuse, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour and/or prejudice-based violence including, but not limited to, gender-based violence.

2 Online peer-on-peer abuse is any form of peer-on-peer abuse with a digital element, for example, sexting, online abuse, coercion and exploitation, peer-on-peer grooming, threatening language delivered via online means, the distribution of sexualised content, and harassment

#### **1.1.7 Identifying significant harm**

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

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

## **Specific safeguarding issues**

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

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

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

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

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

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

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

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

## **Operation Encompass**

Operation Encompass exists to support children who experience domestic abuse through timely information-sharing between police and schools. Through Operation Encompass schools are able to help children understand what is happening at home and how to best protect themselves both physically and emotionally.



Where staff have cause to believe that a child is at risk from, is the subject of, or is living in a household with violence or abuse, the DSP should be informed immediately and take action in accordance with the Wales Safeguarding Procedures. Where the abuse is between adults in the household, the child can be provided with advice on who can help, including the police, local authority, or local domestic abuse advocacy services.

### **The Counter Terrorism and Security Act (2015) & the Prevent duty (2021)**

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

### **The Prevent strategy (Revised Prevent Duty Guidance, April 2021)**

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

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

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

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

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

*Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.*

*Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.*

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

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

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

Referral for any issue concerning potential radicalisation to extremism should be managed through the All Wales Prevent Partners Referral Form or Multi-Agency Referral, as appropriate.

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

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

### **Other Safeguarding Responsibilities**

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

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

The College pays full heed to the All Wales Practice Guide on safeguarding Children from Online Abuse and makes every effort to ensure that pupils are protected from online threats, access to inappropriate content is blocked and internet use on College networks is managed. Through the use of filtering software 'Smoothwall' the College aims to protect pupils from accessing terrorist and extremist material when accessing the internet through College systems. Through staff training and ICT policies all staff are aware of the need to report any concerns or breaches of internet safety.

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

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

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

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

- an annual review of the College's Safeguarding policy and procedures;
- ensuring the College contributes to inter-agency working in line with 'Working Together to Safeguard Children (2018)' and Keeping Learners Safe (2021) through the effective implementation of the policy and procedures in practice and good co-operation with local agencies;

- maintaining appropriate records for staff training and safe staff recruitment and vetting processes to underpin and inform the annual review of safeguarding arrangements.

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

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

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

Medical Centre Staff are invited to participate in any College INSET concerned with safeguarding and the promotion of child welfare.

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

All adults have a duty to safeguard the welfare of pupils. If any member of staff or volunteer has a concern that a child may be suffering significant harm, is likely to suffer significant harm or is in need of additional support to promote their welfare, then the member of staff or volunteer must liaise without delay with the College's DSP. The DSP will take advice from the local response team and, where asked to do so, will make a referral to children's social care in accordance with local protocols, including taking advice on borderline cases. **Such contacts must be made without delay where there is a risk of immediate serious harm to a child, and referral may, in this instance, be made without parental consent**

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

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

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

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

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

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

Governors must ensure that procedures exist so that the child's wishes and feelings are taken into consideration when determining the actions to be taken and what services are required to

ensure protection. Staff must never promise confidentiality to the child and must always act to ensure that the interests of the child are paramount.

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

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

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

- a) Limit any questioning to the minimum necessary to seek clarification only, strictly avoiding 'leading' the pupil or adult who has approached you by making suggestions or asking questions that introduce your own ideas about what may have happened.
- b) Stop asking questions as soon as the pupil or adult has disclosed that he or she believes that something abusive has happened to the pupil or to someone else.
- c) Tell the pupil or adult that you will now make sure that the appropriate people are brought in to follow the problem through.
- d) Try to ascertain the wishes and feelings of the pupil or adult at this point if appropriate, but remember that what they want to happen may not be possible.
- e) Do not promise confidentiality.
- f) Refer the matter immediately, with all the relevant details, to the DSP or their Deputy
- g) Make an accurate written record as soon as possible (ideally within one hour) of what you have been told using the **Child Protection Notification Form** and pass this to the DSP.

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

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

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

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

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

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

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

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

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

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

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

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

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

It is recognised that there have been significant advances in mobile devices and wireless technology (including telephones and tablets), many of which have integral cameras, videos and recording capabilities. In order to ensure that the dignity, privacy and confidentiality of

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

children and families are not compromised, we recognise the necessity for policy and guidance on the use of such devices.

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

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

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

### **Boarding**

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

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

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

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

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| <b>SLT Owner</b>   | Deputy Warden                     |
| <b>Reviewed by SLT</b>   |                                   |
| <b>Effective From</b>  | January 2022                      |
| <b>Next Review</b>   | January 2023                      |
| <b>Governor Approval (Y/N)?<br/>Approved by Board of Governors? (if Y)</b> | Education Committee<br>Full Board |

## APPENDIX I

### **Signs of abuse and neglect**

A child may be experiencing abuse if he or she:

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

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

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

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

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



## APPENDIX II

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

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

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

#### Managing referrals

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

#### Training

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

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

### **Raising Awareness**

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

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

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

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

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

## Appendix 1

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

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

During Office Hours - Llanelli Assessment Team

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

**Tel: 01554 742322**

Fax: 01554 742176

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

Personal callers are welcome during office hours at Ty Elwyn.

During Office Hours – Carmarthen/Dinefwr Assessment Team

(bordering Pembrokeshire, Ceredigion and Neath Port Talbot):

Tel: 01558 825485

Fax: 01554 825482

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

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

Outside of Office Hours - Emergency Duty Team:

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

**Tel: 01558 824283**

### **NSPCC Helpline**

A new helpline number: 0800 136 663, run by the NSPCC, went live on 1 April to support potential victims of sexual harassment and abuse in education settings. This aims to provide both children and adults who are victims of sexual abuse in schools with the appropriate support and advice, including on how to contact the police and report crimes if they wish.

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

**In an emergency only, dial 999**

## Appendix 2

### Other useful numbers:

#### Childline

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

0800 11 11

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

#### NSPCC

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

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

#### Funky Dragon

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

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

#### Children's Commissioner for Wales

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

#### Clic

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

#### Samaritans

Free and confidential advice and support 08457 90 90 90

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

#### Barnardo's

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

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

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

#### BBC One Life

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

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

#### Kidscape

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

08451 205 204

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

#### Get Connected

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

0808 808 4994

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

#### Bullying Online

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

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

#### Stop it Now! Wales

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

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

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

0808 1000 900

#### Wise Kids

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

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

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

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

Important Guidance:

Keeping learners safe: Updated 2021

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

Prevent Duty June 2016

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



# Llandoverly College

## Disclosure/Incident/Child Protection Concerns

### Notification Form

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

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

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

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

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



**CONFIDENTIAL REPORT**

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

**Nature of Concern**

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

**Action Taken**

**Handed to DSP:**

Signed..... Signed.....  
(Referrer) (DSP)

|  |                               |
|--|-------------------------------|
| <b>Date and time of notification to DSP or Deputy:</b> | <b>Name of DSP or Deputy:</b> |
|--|-------------------------------|

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

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

**CONTACTED SOCIAL  
SERVEICES/LADO:**

|  |
|--|
|  |
|--|

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

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

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

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

**Date for review:**

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



