



CYNGOR SIR CEREDIGION COUNTY COUNCIL

Adran Addysg a Gwasanaethau Cymunedol
Department of Education & Community Services

SAFEGUARDING & CHILD PROTECTION POLICY FOR SCHOOLS & THE DEPARTMENT OF EDUCATION & COMMUNITY SERVICES



FOREWORD

One of the main aims of Ceredigion Education and Community Services Department is to be as inclusive as possible and to support children and vulnerable adults to maximise their potential and live a full life.

Protecting our children and vulnerable adults is a fundamental principle that is promoted by the **United Nations Convention on the Rights of the Child**. The Department of Education and Community Services, and schools in particular, have a key role to play in this area if we are to ensure that all children and young people are safe and secure.

Protecting children and vulnerable adults from abuse is a shared responsibility for all staff. It should never be assumed that somebody else will recognise and report when children or vulnerable adults are at risk.

To safeguard children and vulnerable adults it is essential that all agencies work effectively together. Our policy is governed by a number of guidance documents as listed below. However, *The Children Act 1989* is the main source of guidance in the area of Child Protection:-

Working Together under the Children's Act 2004, Safeguarding Vulnerable Groups Act 2006, Controlled Activities Wales Safeguarding Children; Working Together for Positive Outcomes 2004 Welsh Circular 52/95, Protecting children from abuse- the role of the education service and the update of the annexe to 52/95- the NEOST guidance. Safeguarding Children in Education: the role of local authorities and governing bodies under the Education Act 2002, Circular 005/2008 National Assembly Circular 34/02 Child Protection: preventing unsuitable people from working with children and young people in the education service. Safeguarding Children in whom illness is fabricated or induced (2008). United Nations Convention on the rights of the Child, WO Circular 52/95 'Protecting Children from Abuse: The role of the Education Service'.

The procedures to be followed when there is a concern are covered in the **'All Wales Child Protection Procedures (2008)**

This policy applies to all schools and **all services** within the Department of Education & Community Services (DECS)

J. Eifion Evans

Director of Education & Community Services

Date: Approved by Ceredigion Local Safeguarding Children Board on
May 9th 2012
Approved by Ceredigion County Council on July 5th 2012

Child Protection Policy for Schools & the Education & Community Services Department

1. Context

This policy was developed by Ceredigion County Council staff and should be adhered to by the governing body of each school and all those Services within the Department of Education and Community Services (DECS).

The policy will be reviewed annually taking into account feedback and any new policy documentation or guidance.

The policy applies to all staff and volunteers working in Ceredigion schools, including community education staff and governors. Teaching assistants, mid-day supervisors, administrative and support staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors. This policy also applies to all those staff working in the various Services provided by DECS and who come into regular contact with children and vulnerable adults.

2. Introduction

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare” - ***Safeguarding Children: Working Together under the Children Act 2004.***

1. All schools, as well as the DECS acknowledge the importance of its role in the welfare of children and vulnerable adults, and through the general ethos of the school and various DECS sections will seek to encourage children in need of support to come forward.
2. Schools as well as the DECS are committed to ensuring the safety and protection of all children and vulnerable adults and will take action to safeguard their wellbeing and acknowledge that children and vulnerable adults have a right to protection.
3. Schools as well as the DECS will work with multi-disciplinary partners within the statutory framework established by:
 - Ceredigion Local Safeguarding Children Board (LSCB)
 - The All Wales Child Protection Procedures 2008
 - Safeguarding Children: Working Together Under the Children Act 2004 Section 28

- Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
- The procedures to be followed if there are Allegations of Professional Abuse are covered in Part 4 of the ALL WALES CHILD PROTECTION PROCEDURES 2008.

3. Aims

- All schools and the DECS aims to provide an environment in which children and vulnerable adults feel safe, secure, valued and respected and feel confident, and know how to approach adults if they are in difficulties believing they will be effectively listened to.

There are **four** main elements to our policy in implementing the above aim:

- **Prevention** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school & work location safe environment where children know who to approach with any concerns about their welfare.
- **Procedures** for identifying and reporting concerns about the welfare of a child are found in ***The All Wales Child Protection Procedures***
- **Support To Pupils** who have/ may have been abused
- **Preventing Unsuitable People Working with Children** through robust vetting and recruitment processes is essential. DECS and schools have adopted the County Council Policy for ***Criminal Records Bureau (CRB) Disclosures Policy & Procedure (Nov 2011)***. All schools and services within the DECS must adhere to the above policy by ensuring that all CRB and reference checks have been completed prior to allowing any employee or volunteer to come into contact with children or vulnerable adults.

4. Prevention

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

Schools and all those services provided under the auspices of DECS will:

- Establish and maintain an ethos where children and vulnerable adults feel secure and are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know that there are adults in the school/service whom they can approach if they have concerns about their welfare, are worried or in difficulty.

- Include in the curriculum activities and opportunities for PSHE which equip children with the skills they need to stay safe from abuse and information about who to turn to for help.
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care and parenting skills.

5. Procedures

This policy is compliant with the All Wales Child Protection Procedures 2008 and has been endorsed by Ceredigion Local Safeguarding Children's Board on May 5th 2012.

5.1 The role of the Designated School Child Protection Co-ordinator & the Designated Child Protection Co-ordinator at all DECS Establishments

All schools & DECS Establishments must have a designated senior member with responsibilities for dealing with child protection issues and providing advice /support to other staff.

All schools must also have a nominated child protection governor who should ensure that the school has an effective child protection policy in place that is consistent with the '*All Wales Child Protection Procedures 2008*'.

5.2 Roles and Responsibilities

5.2.1 Responsibilities of the Governing Body and the Nominated Child Protection Governor

The governing body fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children. It will:

- Designate a governor for child protection who will oversee the implementation of this child protection policy and champion safeguarding issues
- Ensure a termly report is made by the Headteacher to the governing body. Matters to include:
 - feedback on issues affecting this child protection policy,
 - feedback on child protection matters e.g. time spent on CP matters, however no reference should be made to individual cases
 - child protection training received by staff
 - report on all bullying incidents dealt with by the school
 - report on all racist incidents dealt with on a termly basis

5.2.2 Responsibility of the Designated School Child Protection Co-ordinator & the Designated Child Protection Officer at all DECS Establishments

- The name of the **Designated Child Protection Co-ordinator** for every school and every DECS establishment must be clearly displayed around the campus.
- Ensure all staff members are aware of how to report any concerns they may have about the welfare of a child.
- Ensure each member of staff and any volunteers have access to and understand this child protection policy.
- Ensure that all staff are aware of their responsibility to refer any concerns about the welfare of a child to the Children and Families Assessment Team within Ceredigion Social Services Department.
- Ensure that all staff members are aware of the role of the designated senior member of staff for child protection in providing a source of support, advice and expertise in making appropriate referrals to the Children and Families Assessment Team.
- Liaise with the head teacher or Line Manager to inform them of any issues and ensure there is always cover for this role in order to attend child protection conferences and that a written report is prepared
- Liaise with the Named Local Authority Designated Officer For Child Protection if they wish for advice. (**Contact : 01970 633624**)
- Ensure that reference is made to the school's Child Protection Policy and the role of all staff in the **School Handbook**, which alerts parents to the fact that if an allegation is made by a child against a family member, or someone in the household, then, consent **will not** be sought prior to making a referral to Ceredigion Social Services Department or the Police.
- Where children are taken off the school roll and leave, the school ensures that their child protection file is copied to the new establishment as soon as possible, but transferred separately from main file.

5.2.3 Schools and DECS responsibility to the Designated Member of Staff for Child Protection

- Ensure the designated member of staff for child protection within a school and the DECS has the time and training to undertake her/his duties to act as a source of support, advice and expertise in making appropriate referrals to the Children & Families Assessment Team.

5.3 Training for all staff

All Child Protection Co-ordinators at Schools and other DECS establishments should have undertaken Level 2 Child Protection training.

A record of the level of training undertaken by school and DECS establishment staff working with children and vulnerable adults should be kept on file with dates.

The LSCB will arrange a regular programme of training at Level 2 (whole day) for all those designated Child Protection Co-ordinators. Schools and DECS establishments will be notified of the training events that are available throughout the year.

In addition, it is the responsibility of the School's CP Co-ordinator/DECS Establishment CP Co-ordinator to ensure that induction training in child protection is made available to all staff and volunteers so that they are fully aware of the procedure to be followed if they have a concern with regard to a child or vulnerable adult.

5.4 Recognising Child Abuse

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- **Neglect**
- **Physical Injury**
- **Sexual Abuse**
- **Emotional Abuse**

Both teaching and non teaching staff in schools and other DECS establishments are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication between schools and the Education Service, and between schools and other agencies such as Ceredigion Social Services Department and the Police.

5.5.1 IMMEDIATE ACTION

- a) Inform the school/Establishment's **designated person for child protection**.

If the designated child protection person is unavailable, this should not delay members of staff from making a referral to the Children and Families Assessment Team at Ceredigion Social Services. **Tel. 01545 574000.**

The Out of Hours Contact Number is 0845 6015392

- b) All concerns about the welfare of a child should be referred to the **Children & Family Assessment Team** who will assess whether the concern is a Child in Need or Child in Need of Protection.
- c) If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the concerns but must **IMMEDIATELY** refer the matter to the **Children & Family Assessment Team**.
- d) The School/Establishment CP Co-ordinator or senior member of staff should be immediately notified of all referrals made to the **Children & Family Assessment Team**.
- e) The School/DECS Establishment CP Co-ordinator should inform the Designated Officer for Child Protection at the Local Education Authority that a referral has been made as soon as possible.

- f) If the child is about to leave the school premises the Headteacher/Head of establishment should be informed. The Headteacher, in consultation with the Children and Families Assessment Team will decide on the next step to be taken.

5.5.2 If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken.

- a) If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency the 999 service should be used.
- b) The Children and Families Assessment Team with responsibility must be informed of this course of action **IMMEDIATELY** since they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- c) In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Child and Families Assessment Team or the Police who will make the decision as to when the parents/carers will be notified.
- d) The Designated Child Protection Officer of the Local Education Authority must be immediately informed of this course of action.

5.5.3 Subsequent Action

- a) Copies of **ALL** referrals must be confirmed on the Dyfed Powys Multi Agency Referral Form and e mailed to the **Children & Family Assessment Team** and to the Designated Officer for Child Protection at the Local Education Authority as soon as possible from the initial telephone call.
- b) In a case of suspected child abuse, if it is in the best interest of the child, the Headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or the Child Care Assessment Team provided he/she or his/her nominee is also present- this will be the staff member who knows the child well. Any statement resulting from an interview in school must be read by the Headteacher or his/her nominee and signed as an accurate record of what was said.

5.5.4 In cases where a child tells you about possible abuse

- a) When an allegation is made directly by a child, you must explain that you have a duty to pass the information to the Child Care Assessment Team or the Police.
- b) **DO NOT** give absolute pledges of confidentiality.
- c) Listen to the child rather than directly questioning him or her.

- d) Never stop a child who is freely recalling significant events.
- e) Make a note of the discussion, take care to record the timing, setting and personnel present, as well as what was said.* It is imperative that you record **the exact words used by the child.**
- f) All concerns about the welfare of a child or vulnerable adult should be referred to the Children and Families Assessment Team. Advice and support in making a referral may be sought from the designated person for child protection in the school, or the DECS establishment. **However, the absence of that person must not delay the referral.**
- g) Inform the school/establishment's designated person for child protection as soon as possible that a referral has been made.

5.5.5 Dealing with an allegation of abuse against a member of staff

When it is alleged or suspected that a pupil or vulnerable adult has been abused by a member of staff the following procedures must be undertaken.

Procedures with regard to allegations against a professional are found in Part 4.3.6 of the '**All Wales Child Protection Procedures 2008**'.

If a child makes an allegation **against a member of staff** these are the detailed steps to be followed:-

Step 1- ALL STAFF MUST inform the Headteacher/Manager of the allegation.

Step 2- The Headteacher/Manager will immediately have to undertake an assessment of 'the risk' and act accordingly in order to safeguard the welfare of the child/vulnerable adult. (*They may need to seek medical assistance*).

Step 3 - If the member of staff is totally **unaware** of the allegation made against them, then, you **must** seek advice as whether the member of staff should be informed. In the first instance contact the Named Officer for Child Protection at the LEA. If they are unavailable, then, contact the Team Manger at the Assessment Team at Ceredigion Social Services Department for guidance.

The Headteacher/ Manager **may** have to inform the member of staff that an allegation has been made against them if it was a clear confrontation witnessed by others and the risks are high.

*The Headteacher /Manager must not enter into any compromise agreements with the employee, but will need to support them since they are now the subject of the investigation.

**Depending on the seriousness of the allegation the Headteacher/Manager may need to isolate the member of staff from the child/vulnerable adult.*

Step 4 – In a very serious case the Headteacher/Manager may need to consider ‘suspension’. However, this must only be considered after all other options have been exhausted. Suspension is seen as a neutral act.

If the Headteacher/Manager decides to ‘suspend’ the member of staff they are limited in the amount of information they can give the member of staff.

- They may only say that an allegation has been made against them.
- Unless they already know, they cannot be told who made the allegation, or the details of the allegation.
- In order for the matter to be investigated properly they may have to suspend them from work forthwith. The employee may contact their Union for advice if they wish. This is a neutral act.
- The employee must be given the name of a Contact person at the school/place of work that they can get in touch with.
- They need to be given the Telephone Number of the County’s Counselling Service.

Step 5- The local authority Social Services Department must be informed of an allegation of abuse /criminal offence against a child being made about a member of staff as soon as possible. **Please Phone 01545 574000 and ask to speak to the Duty Social Worker to receive advice.**

*Following receipt of the verbal referral the **appropriate responsible Senior Manager in the local authority’s Social Services Department** will co-ordinate the response.

Step 6- It is essential that the LEA ‘s Designated Officer for Child Protection be informed of the allegation as soon as possible who can also offer advice- Please Phone **01970 633624** or if there is no reply **01970 633601**

Step 7- A written referral must be completed on the Multi Agency Referral form and sent to the Assessment Team at Ceredigion Social Services with as much information as possible. The form can be e mailed to: contact-socservs@ceredigion.gov.uk

Step 8- Within 48 hours or possibly sooner, a senior manager at Ceredigion Social Services Department will convene a strategy meeting where the Headteacher/Manager will be invited to attend with all available information relating to: a) the child and b) the member of staff.

*The Headteacher /Manager should inform their Chair of Governors of the allegation, and also invite them to attend the strategy meeting.

5.5.6 RECORDING

IT IS NOT THE ROLE OF THE HEADTEACHER/MANAGER TO UNDERTAKE AN INVESTIGATION- THAT IS A DECISION TO BE TAKEN AT THE STRATEGY MEETING LED BY THE SOCIAL SERVICES DEPARTMENT.

However, the Headteacher /Manager will need to **gather as much information as possible** in order to ascertain facts surrounding the allegation. This information will be considered by the Strategy meeting and should assist them in deciding the way forward.

5.5.7 Dealing with an allegation against the Headteacher

In the case of allegations against the head teacher, the chair of governors should consult the designated LEA officer. Consultation must always take place. If the LEA officer is not available; or the LEA Officer and Chair of Governors decide they need advice, then, they should approach the designated manager for child protection in the authority's Social Services Department. Seeking such advice does not in itself constitute a referral, but may assist the LEA and the school in assessing the situation and deciding what action should be taken.

If the allegation relates to a potential criminal act or indicates that a child has suffered or is likely to suffer significant harm there needs to be an immediate referral by the LEA in accordance with the local child protection procedures established by the Local Safeguarding Children's Board (LSCB). The referral will be to Ceredigion Social Services Department. They will involve the police where there is an allegation of criminal behaviour.

5.5.8 Dealing with an allegation against the Chair of Governors

If an allegation is made against the Chair of governors, then, in line with Part 4.3.6 of the **'All Wales Child Protection Procedures'** - *Allegations of abuse about or against a professional, staff member or volunteer in contact with children and vulnerable adults* (or who manage/supervise/influence services) the matter should be referred to the LEA's Designated Lead Officer for Child Protection and the Director of Education.

6. Record Keeping

- Any member of staff receiving a disclosure of abuse from a child or vulnerable adult person, or noticing signs or symptoms of possible abuse in a child/vulnerable adult should make notes as soon as possible, of what was said or seen, putting the scene into context, and giving the time and location.
- Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the designated teacher for child protection/designated CP person at the establishment.

- When a child who is on the child protection register leaves the school the designated teacher for child protection will inform the child's new school immediately and discuss with the Chair of the Child Protection Conference with regard to the transfer of any confidential information the school may hold.
- The designated teacher for Child Protection will inform the Children and Families Assessment Team of significant changes to the child protection plan or family circumstances.

7. Support to Pupils/Vulnerable adults

- 7.1 We recognise that children or vulnerable adults who are abused or witness violence may find it difficult to develop a sense of self-worth. The school/DECS establishment may be the only stable, secure and predictable element in their lives. Nevertheless, when at school/DECS establishment their behaviour may be challenging and defiant or they may be withdrawn.
- 7.2 We recognise that some children actually adopt abusive behaviours and that these children/vulnerable adults must be referred on for appropriate support and intervention.
- 7.3 The school/DECS services will endeavour to support the pupil/vulnerable adult through:
- The content of the curriculum to encourage self-esteem and self-motivation.
 - The ethos which promotes a positive, supportive and secure environment and gives pupils and vulnerable adults a sense of being valued
 - The behaviour policy which is aimed at supporting vulnerable pupils and vulnerable adults. All staff will agree on a consistent approach which does not attribute blame for any abuse which has occurred
 - Liaison with other agencies within a multi-agency framework which support the pupil and vulnerable adult such as Social Services, Tim Teulu, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Service.
 - A commitment to develop productive and supportive relationships with parents whenever it is in the pupil/vulnerable adults's best interest to do so
 - When a child on the child protection register leaves, information will be transferred to the new school immediately.

7.4 Additional Vulnerability for Children and Vulnerable Adults

The school/DECS recognise that the following groups of Children and Young People are additionally vulnerable:

- Children with a disability
- Looked After Children and those children whose names are on the Local Authority's Child Protection Register
- Children who live in a household where there is Domestic Abuse
- Children who live in a household where parenting is compromised by Substance Misuse.

8. Preventing Unsuitable People from Working with children and vulnerable adults

Schools and all DECS establishments will operate safe recruitment practices ensuring that all staff who have contact with children or vulnerable adults, or access information about children have appropriate CRB/ list 99 and reference checks undertaken according to circular 34/2002 "Preventing Unsuitable People From Working With Children and Young People In The Education Sector."

The Department of Education and Community Services Department has drawn up a Corporate CRB policy titled '***Criminal Records Bureau (CRB) Policy and Procedures***' (November 2011) which has been endorsed by Ceredigion County Council to meet the changing needs of the Authority's safeguarding agenda. The policy covers all staff employed within Ceredigion, including School based staff, DECS staff, elected members and school governors.

The policy has been agreed with Trade Unions. All Governing Bodies have adopted the policy.

The Headteacher/Head of all DECS establishments:

- Should ensure that all staff / volunteers understand the above procedures and that an agreed Whistle Blowing Policy is in place.
- In the event of an allegation being made against a member of staff the school/DECS Establishment will refer this to the Children and Families Assessment Team. The school will then consult with the local authority's Designated Officer for Child protection and adhere to the relevant procedures.
- The school/ DECS Establishment will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents.

9. Other Related Policies

9.1 Safe Handling Policy

The LEA/DECS has a 'Safe Handling Policy' with regard to the Pupil Referral Unit which can be found on the LEA's Website:

Schools and other Departmental Services may wish to use the LEA's Policy as an exemplar policy in order to draw up their own policy.

All schools should review their 'Safe handling policy' annually and it should be endorsed by the governing body. We acknowledge that staff must only ever use physical intervention /restraint as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person, or property.

9.2 Anti Bullying Policy

A copy of the LEA's Exemplar Anti –Bullying Policy can be found on the LEA's Intranet website and on the Healthy Schools WideMinds website.

Each school must have an Anti Bullying policy and the Exemplar Policy has been made available to all schools and DECS establishments.

Each school's Anti- Bullying policy should reviewed annually by the governing body under the guidance set within 'Respecting Others' – Welsh Government

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures

9.3 Racist Incidents

Our policy on racist incidents is set out in a separate document and is reviewed annually by the governing body. We acknowledge that repeated racist incidents or a serious single incident may lead to consideration under child protection procedures

9.4 Health and Safety

Our health and safety policies set out in a separate document and are reviewed annually by the governing body. It reflects the consideration we give to the protection of children and vulnerable adults both within the school environment and when away from the school when undertaking school trips and visits.

9.5 Children with Statements of Special Needs/ Code of Practice

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who manage children with profound and multiple disabilities, cerebral palsy, sensory impairment and/ or emotional and behavioural problems are vulnerable to potential abuse

9.6 The Use of the Internet Policy

The DECS policy on the use of the internet is set out in a separate document.

Schools should have their own policy which must be reviewed annually by the Governing Body. The guidance focuses on the personal safety and well being of pupils in the school and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks associated with internet usage.

10. Extended Schools and Out of School Hours

- 10.1 If the governing body or other DECS establishments provide extended facilities or activities directly under the supervision of management of the school or DECS staff, then, the arrangements for child protection as written in this policy shall apply.
- 10.2 Where services or activities are provided separately by another organisation, the governing body and DECS Establishments will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection.

THE LEA HAS A CENTRAL DATABASE OF THE NAMES OF EACH SCHOOL'S CHILD PROTECTION CO-ORDINATOR THAT IS UPDATED AT THE BEGINNING OF EACH ACADEMIC YEAR

DECS ESTABLISHMENTS /SERVICES	CHILD PROTECTION CO-ORDINATOR
School Improvement Service	Aled Evans, Named Officer for Child Protection
Ceredigion PRU	Margaret Davies/Lorraine Davies
Gwasanaeth Cerdd/Music Service	Isobelle McGuinness
Gwasanaeth Athrawon Bro	Gwenyth Owens
Theatr Felinfach	Dwynwen Lloyd Evans
Aberystwyth Leisure Centre	Steve Hughes
Aberaeron Leisure Centre	Jonathan Evans
Aberteifi Leisure Centre	Dave Saralis
Llandysul Leisure Centre	Melanie Davies
Tregaron Leisure Centre	Dorian Rees
Lampeter Leisure Centre	Kevin Doyle
GP Referral Service	Lisa Griffiths
Active Communities	Steve Jones
Active Young People	Bryn Evans
CERED	Dwynwen Lloyd Evans
Dysgu Bro	Denise Owen
Library Service	Gareth Griffiths
Ceredigion Archives	Helen Palmer
Ceredigion Museum	Carrie Canham
Ceredigion Youth Service	Anne Sweeting
Adult Education	Mari Morgan
Hyfforddiant Ceredigion Training, Llanbadarn, Aberystwyth.	Margaret Leney
Hyfforddiant Ceredigion Training, Cardigan.	Ailnor Evans

LIST OF CORPORATE POLICIES THAT UNDERPIN THIS POLICY

Title	Date
Criminal Records Bureau Disclosures Policy & Procedures	Nov 2011
Corporate Health, Safety and Wellbeing Policy	June 2010- Policy available

List of DECS Policies & Protocols that underpin this Child Protection Policy

The following Policies as well as the appendices referred to below are available on the LEA's website and on the Healthy Schools Website WiMI under 'Safeguarding'. The web address is:

<http://www.wideminds.eu/moodle/course/view.php?id=91>.

Title of Policy/Guidance	Status	Completion date	Author	Reporting mechanism to Governing Body & LSCB	How is it collated by LEA
<p>'Child Protection and Safeguarding Checklist for Ceredigion Schools'</p> <p><i>This checklist includes the following Appendices.</i></p> <p>1. Appendix A Child Protection and Referral Protocol for School and DECS staff.</p>	Completed	March 2011	Aled Evans	'CP Checklist will be distributed to all schools during May 2012	Follow up visit during June 2012 by Teams of LEA Officers in order to assure the Director of Education that Policies and procedures have been updated and are in place.
<p>2. Appendix B Exemplar Child Protection Policy for schools'</p> <p>(Based on WA guidance).</p>	Completed Includes specific reference on steps to be followed & recording mechanism if a child makes an allegation against a professional.	March 2012	Aled Evans	Standing item on GB termly agenda where Headteacher must give report on CP activity & training	Governing Body Section will collate information from GB minutes and report any 'training needs' or concerns to the Designated LEA Officer for CP.
<p>'Exemplar Anti bullying policy for schools'</p> <p>(Based on WA guidance & Includes reference on dealing with racist abuse, harassment & discrimination)</p>	Completed	Feb 2012	Amy Jones	Standing item on GB termly agenda where Headteacher must give a report on a) bullying incidents dealt with b) number of racist incidents	Governing Body collate information from GB minutes and report data to LEA's Named Officer for Child Protection. Data will be included in LEA's quarterly report to LSCB.
<p>'Substance Misuse Policy for schools'</p>	Completed	2011	Amy Jones		
<p>PRU 'Safe Handling Policy'</p>	*Amended version of 'PRU Safe Handling Policy' amended by AE with caveat that schools need to adopt it with suitable revisions.	April 2012	PRU Policy prepared by Margaret Davies	i) Summer term 2012- LEA will offer CP Co-ordinators an opportunity to attend a workshop to update their policy. ii) Follow up with a	

				visit by LEA Officers to go through Child Protection Checklist that will have been distributed in May 2012.	
Ceredigion corporate with safeguarding 14-19	Draft	April 2012	Elen James	<p>i) Copies of Policies in relation to ensuring safe recruitment and safeguarding procedures were presented at the 14-19 Steering Group on 25/5/12.</p> <p>During the summer term 2012- LEA Officers will visit all providers and secondary schools to check that policies and checks are in place.</p> <p>ii) They will also go through the Child Protection Checklist that will have been distributed in May 2012.</p>	
Supporting children and young people with medical need- Guidance for Headteachers, School staff and Site Managers (Intimate Care Policy)	Policy available and already circulated to schools	November 2010	Nia James		
Educational wellbeing Policy	Policy available		Darryl Evans		
Internet Safety Policy for schools	Draft Policy to be drawn up by Aled Evans & Alan Morris	Draft form by June 2012	Aled Evans & Alan Morris		