

Cantonian High School Ysgol Uwchradd Cantonian



THE BEST FROM EACH
SUCCESS FOR ALL

Child Protection Policy

New Policy May 2018
Reviewed September 2020 – school personnel updated
Reviewed September 2021 – school personnel updated
Reviewed March 2023 – police contact number updated
Revised Autumn 2023
Reviewed Autumn 2024 – school personnel updated

KEY CONTACTS WITHIN THE SCHOOL

DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DSP) (SAFEGUARDING OFFICER)

Vicki Hull

DEPUTY DSPs

Sandra Charlton (ALN)

Sue Vickers

NOMINATED GOVERNOR FOR CHILD PROTECTION

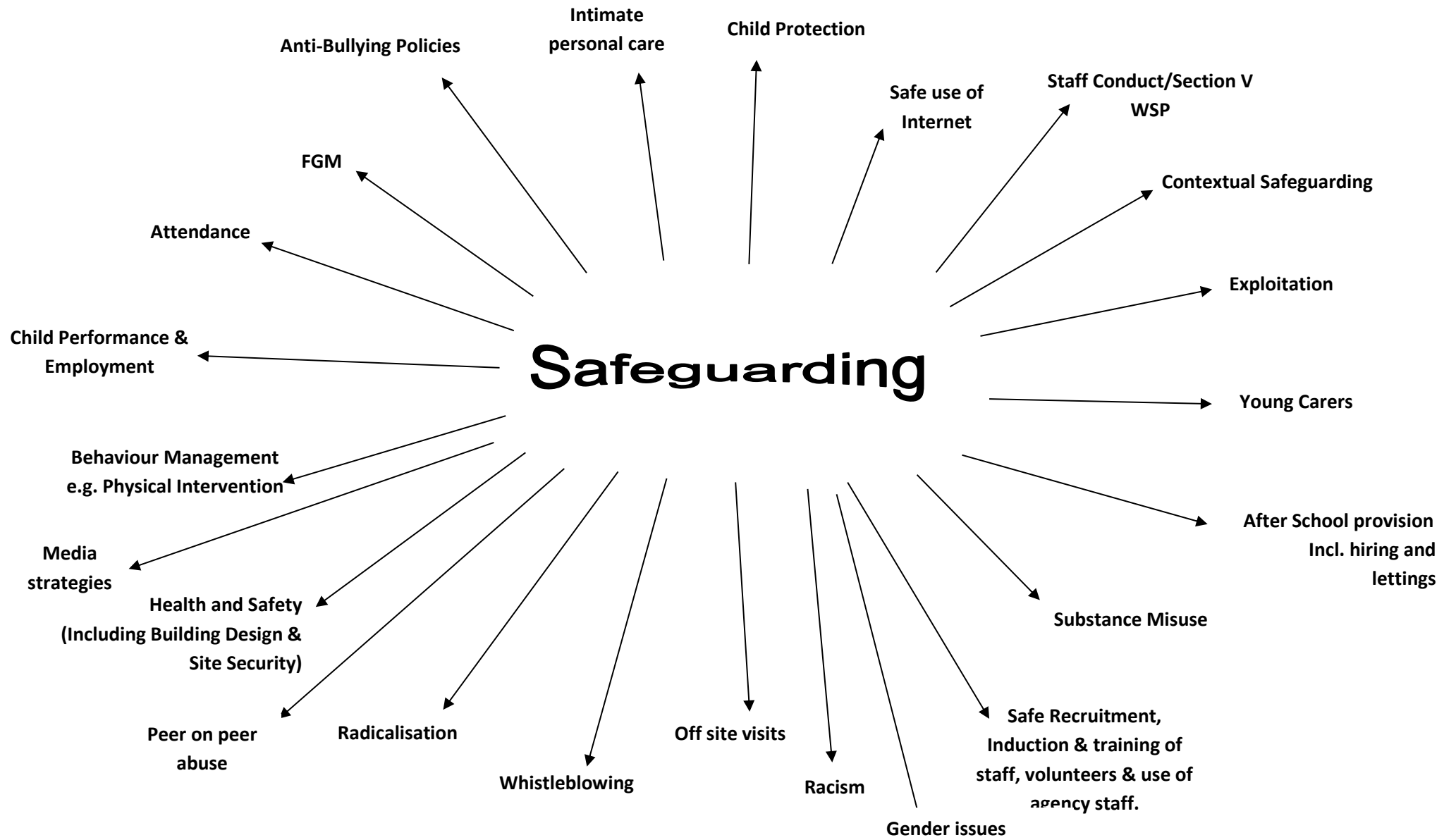
Ruth Jackson

CHAIR OF GOVERNORS

Barbara Connell

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N.B this is not an exhaustive list

Cardiff Council Education Safeguarding

This policy is based on a model issued by Cardiff Council.

Best Practice Guidance - Child Protection Policy for School

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

Safeguarding and protecting is everybody’s responsibility.

Welsh Safeguarding Procedures 2019 for Children at risk of Abuse and Neglect (2019)

- Cantonian High School acknowledges the importance of its role in the wellbeing and safety of young people, and this ethos is promoted throughout the school.
- Cantonian High School is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing.
- Cantonian High School will work with multi-disciplinary partners within the statutory framework established by:
 - Wales Safeguarding Procedures
 - 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
 - Section 5 of the WSP Safeguarding Allegations/concerns about practitioners and those in positions of trust.
 - WG Guidance 0900/2014 Handling Allegations Against Teachers & Staff – under review
 - Keeping Learners Safe Guidance 275/2021
 - The Counter – Terrorism and Security Act 2015
 - Social Services and Well-being (Wales) Act 2014 – duty to report
 - Cardiff and Vale Regional Safeguarding Board
 - Welsh Government Guidance for Governing Bodies on the Disciplinary and Dismissal Procedures for School Staff (revised 2020 replaces 2013)

The child protection policy applies to all staff including supply staff and volunteers, community education staff and governors, teaching assistants, mid-day supervisors, supply staff, administrative and support staff; all staff as well as teachers can be the first point of disclosure for a child.

Concerned parents may also contact the school or Governors.

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

Aim

Cantonian High School aims to provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident that they know how to approach adults if they are in difficulties knowing they will be listened to.

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

- 1. Prevention** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole-school safe environment where children know who to approach with any concerns about their welfare.
- 2. Procedures** for identifying and reporting concerns about the welfare of a child.
- 3. Support to Pupils** who have/may have been abused.
- 4. Preventing Unsuitable People from Working with Children** through robust vetting and recruitment processes.

Prevention

Cantonian High School recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

The school will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they have concerns about their wellbeing, are worried or in difficulty.
- Include in the curriculum activities and opportunities for Personal & Social Education (PSE) which equip children with the skills they need to stay safe from abuse and provide 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, healthy relationships and parenting skills.
- Establish effective working relationships with parents and colleagues from partner agencies.

Procedures

This policy has been reviewed in line with the Wales Safeguarding Procedures.

Roles and Responsibilities

Child Protection is everybody's business; however staff within Cantonian High School will have specific responsibilities which are outlined below.

- It is the role of the Designated Senior Person for Child Protection (DSP) to ensure that all of the child protection procedures are followed within the school, and to make appropriate and timely referrals in accordance with Child Protection and school procedures.
- If for any reason the DSP is unavailable, a Deputy DSP is identified who will act in their absence. Alternative arrangements for appropriate cover will also be made if the DSP and Deputy are unavailable.
- It is the role of the DSP to ensure all staff employed including temporary staff, agency staff and volunteers within the school are aware of the school's internal procedures, for advice, support and guidance.
- The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective Child Protection policy and to support the school to develop and implement the policy; the Governing Body has a key role as critical friend in understanding and challenging the safeguarding arrangements within the school.
- The DSP/Headteacher and Governing Body should review and update the policy and procedures annually.
- The DSP/Headteacher should ensure that Child Protection training is undertaken by all staff, volunteers and governors annually.
- Ensure parents are aware of the Child Protection Policy and understand the school's duty to report Child Protection concerns to Children's Services.
- Where children leave the school, ensure that any child protection information is shared with the receiving school. Child protection files are copied, and the copies are securely and separately sent to the new establishment as soon as possible (the original being retained securely in school).
- Whilst waiting for information to arrive the **DSP** is to have a telephone conversation with the DSP at any previous establishment to discuss any immediate concerns.

The Governing Body

Cantonian High School's Governing Body is responsible for ensuring the following:

- The school has an effective child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures.
- The school's child protection policy and procedures are:
 - Available to parents and carers
 - Provided in a format appropriate to the understanding of children and, in particular, for children with additional needs.

- The school operates safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out for new staff and volunteers who will work with children, including relevant DBS checks.
- The Headteacher and all other permanent staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively and is kept up-to date by refresher training.
- Clear guidance is given to temporary staff and volunteers providing cover during absences, and who will be working with children and young people on the school's arrangements for child protection and their responsibilities.
- It addresses any identified learning regarding child protection arrangements in line with its reviewing and monitoring responsibility, and any issues that are brought to its attention.
- The Designated Senior Person (DSP), Designated Governor for Child Protection and the Chair of Governors undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

Representatives from the Education Safeguarding Team are available to offer advice, support and training to the school's DSP and Governing Body.

Training

All staff, including Teachers, Teaching Assistants, Midday Supervisors, Caretakers, volunteers, admin staff, kitchen staff and Governors in the school must complete Corporate Safeguarding eLearning training (accessed via the Academy) and Child Protection Awareness Raising Level 2 Training, delivered by the DSP on an annual basis.

Child Protection training enables staff to:

- Understand the Safeguarding Agenda for the school and where Child Protection fits in it.
- Understand key roles and responsibilities including who to report to in school and where safeguarding concerns are recorded.
- Recognise signs and symptoms of abuse.
- Know how to respond to a disclosure of abuse and how to make a referral.
- Raise concerns about practitioners and persons in a position of trust.

The school operates a robust induction process for all new staff, supply and temporary staff, and volunteers to ensure they understand their responsibilities for child protection including their duty to report. These individuals must be provided with an Induction leaflet and a copy of the child protection policy. The induction leaflet should be signed and dated by the individual upon reading it.

The nominated DSP and Deputy DSP must also attend the Council's DSP training prior to undertaking this role and undertake DSP refresher training every three years. In addition, the DSP should consider specialist training *e.g. Team Teach, WRAP training* (this is not an exhaustive list). A record of all staff training must be held by the school.

Following this training, the designated staff member should meet any further training standards outlined by Cardiff Council.

The DSP status is outlined in Welsh Government Statutory Guidance Keeping Learners Safe.

Recognising Child Abuse

Teachers and other adults in schools are particularly well placed to detect signs of child abuse and neglect. It is important, therefore, that any case of suspected abuse or neglect is taken seriously and that there is a clear system of communication within schools and with relevant partner agencies.

The Wales Safeguarding Procedures identify five categories of abuse:

- Physical Abuse
- Emotional/Psychological Abuse
- Sexual Abuse
- Financial Abuse
- Neglect

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014 defines of abuse as follows:

'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.'

Physical Abuse

Hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions.

Emotional/Psychological Abuse

Threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others.

Sexual Abuse

Forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.

Financial Abuse

This category will be less prevalent for a child, but indicators could be:

- not meeting their needs for care and support which are provided through direct payments; or
- complaints that personal property is missing.

Neglect

Failure to meet basic physical, emotional, or psychological needs which is likely to result in impairment of health or development.

Risk from other actual or potential harm to a child or young person may also result from:

- Criminal exploitation such as county lines (CCE)
<https://www.safeguarding.wales/chi/c6/c6.p1.html>
- Child sexual exploitation
<https://www.safeguarding.wales/chi/c6/c6.p10.html>
- Radicalisation and Online Abuse
<https://www.safeguarding.wales/chi/c6/c6.p6.html>
- Female Genital Mutilation
<https://www.safeguarding.wales/chi/c6/c6.p2.html>
- Modern Slavery and Trafficking
<https://www.safeguarding.wales/chi/c6/c6.p3.html>
- Honour Based Abuse
[Social care Wales \(safeguarding.wales\)](https://www.safeguarding.wales/social-care)

Taking Action and Making a Referral

Where a member of staff has concerns about the wellbeing of a child, they should **immediately** report their concerns to the DSP (or Deputy DSP), who will appropriately consider the concern and what actions, if any, should be taken.

- The DSP may seek advice from telephoning Cardiff Multi Agency Safeguarding Hub MASH making clear it relates to a child protection matter to ensure the call is prioritised. The DSP should seek clarity on the safety plan e.g. is the child safe to go home? Following advice from MASH any referrals must be submitted within 24 hours.
 - Please note, if DSP is aware the child has an allocated Social Worker within a Locality Team, the DSP should make that Social Worker/Duty Worker aware immediately and a Multi Agency Referral Form (MARF) should be submitted to MASH, copying in the Social Worker.
 - The DSP may seek advice from The Gateway in relation to matters of a child's/family's wellbeing.
 - Professionals cannot remain anonymous when making a referral. Where the DSP is advised a referral is not required but in their professional judgement it is required a referral should be submitted.

- When making referrals parental consent should be sought, unless to do so poses a risk of harm to the child. It will be for Children's Services at MASH to determine whether the threshold for invoking Child Protection procedures is met. Record all actions taken in accordance with your DSP responsibilities and duty to report, including any advice given.
- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST IMMEDIATELY** refer the matter to the DSP or Deputy or in the absence of both the Cardiff MASH.
- The DSP should be immediately notified of all referrals made by staff to the Cardiff MASH during his/her absence.
- If there are concerns of a Child Protection nature and the child is about to leave the school premises, the Headteacher/DSP must be informed. The Headteacher/DSP, in consultation with the Cardiff MASH, will decide on the next step to be taken.
- DSPs/schools staff should receive a response to their referral in writing within 7 working days. If not received after 7 days, DSPs should contact Cardiff MASH for an update.
- It is important that staff do follow up with the DSP what action, if any, has been taken following a disclosure or concern. Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff is confidential and must not be shared. If the member of staff has continued concerns, then the Headteacher should be notified or Chair of Governors if the Headteacher is the DSP. The member of staff may also report their concerns to Cardiff MASH or the Education Safeguarding Team.
- If the individual reporting the concern disagrees with the DSP's decision that a referral is not necessary, they must make the referral directly to the Cardiff MASH and inform the DSP of this. Advice and support can be sought from the Education Safeguarding Team as required.

This school recognises it has a duty to report child protection concerns and not to investigate.

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

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Accident & Emergency Department. In an emergency, the 999 service should be used.
- Cardiff MASH must be informed of this course of action **IMMEDIATELY** as 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.

- 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 Cardiff MASH team or Police who will make the decision as to when the parents/carers will be notified.

Dealing with Disclosures

What to do if a child tells you that they are being harmed

Children who experience abuse may seek to 'tell' in school, often because this is a place where they feel safe, secure, and listened to.

- Take time to listen to the child, this will show you are taking their concerns or allegations seriously.
- Never make a promise that you will keep what is said confidential or secret – reassure them and explain your duty to report such concerns and what will happen next.

If a child chooses to disclose harm to a staff member it must be remembered that the school role is to recognise and refer the abuse, not to investigate. However, this does not mean that the staff member receiving the concern cannot fact find. In some instances, a disclosure of harm or injury is clear, and no further questions need to be asked in order to recognise the abuse and make an appropriate referral.

- As soon as possible (and certainly the same day) the DSP must refer the matter to the Cardiff MASH and follow their advice about what to do next. Staff should always keep in mind their role is to assist the Police and Children's Services and NOT to undertake their own investigations unless directed to do so.
- Referrals should be strength based following the Signs of Safety (SoS) approach as outlined on the referral form.
- If DSP is unable to get in contact with MASH through the landline, they **must** email.
- Do not worry that you might be mistaken; you have a duty to report your concerns following disclosure of abuse or neglect. Never think abuse is impossible in your organisation or group, or that an accusation against someone you know well, and trust is bound to be wrong.

It is important that you:

<u>DO</u>	<u>DO NOT</u>
<ul style="list-style-type: none"> • Keep an open mind • Reassure the child that they have a right to tell • Listen carefully • Work at the child's pace • Ask only open questions – if you must ask them, clarify the facts, don't interrogate • Explain what you need to do next • Record accurately and quickly using the child's words • Pass on to DSP same day 	<ul style="list-style-type: none"> • Promise to keep secret what they are telling you • Interrupt • Interrogate/investigate • Assume e.g. this child tells lies • Make suggestions about what is being said • Speculate or accuse anyone • Show anger, shock etc.... • Tell the child to go and speak to someone else • Forget to record accurately and/or pass on to DSP • Confront the alleged abuser

Attendance at Child Protection Conferences & Core Groups

It is the responsibility of the DSP to ensure that the school is represented at any Child Protection Conference for children on their school roll or previously known to them.

The DSP or Deputy DSP should be fully briefed on any issues or concerns the school has and must present their report during the meeting and be prepared to make decisions on registration at the end of the conference. Reports to be sent to conference chair/co-ordinator three days prior to the conference. The contents of the report should also be shared with the parents ahead of the conference and where appropriate, the child/ren concerned.

When a child is placed on the Child Protection Register and is, therefore, subject to a Child Protection Plan, it is the DSP's responsibility to ensure that the child is monitored regarding their school attendance and wellbeing and that the Child Protection Plan is progressing as a member of the core group.

The school will always be part of the Core Group if child is of school age. The DSP should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed. Any representative of the core group can take on the Chair role if nominated to do so. It will be the chair's responsibility to ensure the distribution of minutes to all core group members.

All concerns about the Child Protection Plan and/or the child's wellbeing should be discussed and recorded at the core group meeting. Where there are concerns that the child is at further risk of significant harm, the DSP must inform the child's Social Worker **immediately** and then record that they have done so and the actions agreed.

The school will notify Children's Services if:

- a pupil on the CP register is excluded whether for a fixed term or permanent exclusion and/or
- there is an unexplained absence of a pupil on the CP register of more than two days duration from school (or one day following a weekend)
- there is concern that children subject to a Child Protection Plan plan go missing

If a school is concerned about case drift for a child on the Child Protection Register, they should speak to the Social Worker/team manager in the first instance. If concerns continue, escalate to the conference chair.

Record Keeping

- Any member of staff receiving a disclosure of abuse or neglect from a child/young person, or noticing signs or symptoms of possible abuse or neglect in a child/young person should record those disclosures or observations as soon as possible using the school's recording system. It is very important to keep this record safely and confidentially.
- 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 DSP for his or her attention to decide on further actions.
- All documentation/records relating to child protection concerns should be placed on the child's individual Child Protection file and securely stored.
- When a child who is on the child protection register leaves the school the DSP will inform the child's new school immediately.
- If a child leaves the school for another establishment, does not have a child protection file, but there have been safeguarding concerns then this should be shared with the new establishment.
- The DSP will inform Children's Services/Social Worker of significant changes to the Child Protection Plan or family circumstances.
- If a child has a Child Protection file and moves school (either mid-year transfer or transition from Nursery to Primary or to High School), the DSP will inform the new school of the child protection concerns.

Furthermore, the DSP will ensure:

- Child Protection records MUST be held indefinitely at present whilst the Independent Inquiry into Child Sexual Abuse (IICSA) is ongoing. More information can be found on the IICSA website: [IICSA Independent Inquiry into Child Sexual Abuse](#)
- a copy of the Child Protection file is securely transferred to the new school (separate from the education file); and
- Children's Services is advised of the change of school for a child on the Child Protection Register.

Any allegations or concerns about professional's conduct is recorded separately from the child's record.

MyConcern

MyConcern safeguarding software is used by the school and by the LA's Youth Service and EOTAS team. It is a simple and safe system for recording and managing all safeguarding, pastoral and wellbeing concerns.

Staff record and manage any safeguarding concerns as they occur. Integrated with SIMS, MyConcern pulls the relevant pupil information across from SIMS to create the pupil profile in MyConcern. Automatic notifications are sent to the DSP when any new concerns are added by users.

MyConcern allows schools to facilitate joint working and information sharing with trusted partners and colleagues such as the school's Youth Mentors or a child's Social Worker, by adding them as team members to a specific concern or pupil profile in MyConcern. This promotes a complete picture of an individual's well-being and enables the relevant team members to act when required without having to send additional updates by email.

Schools have an equal responsibility to ensure that relevant documentation/information is shared in a secure and timely manner with all

Confidentiality & GDPR

We recognise the importance for pupil information to remain confidential. However, sharing information is vital for early intervention to ensure that children and young people with additional needs get the services they require. It is also essential to protect children and young people from suffering harm from abuse or neglect and to prevent them from offending.

When sharing information, it must be shared in accordance with the GDPR and the Data Protection Act 2018, referred to as the UK's data protection legislation. **The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.**

When sharing information you will need to be satisfied that there is either:

- A statutory obligation to disclose;
- Express or implied consent of the persons involved; or
- An overriding public interest in disclosing information.

One of the seven golden rules of sharing information is to consider is it: necessary, proportionate, relevant, adequate, accurate, timely and secure; ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely [38137 Working together to safeguard people: Non-statutory guide on information sharing to safeguard children \(gov.wales\)](#)

All decisions to share or not share information should be recorded in writing and stored on the schools secure database.

You should seek advice from your DSP where you are in doubt, especially where your doubt relates to concern about possible significant harm to a child or serious harm to others. However, if you consider a child to be at risk you should not delay seeking advice from Children's Services in the absence of speaking to the DSP.

Parents should be made aware that there is a statutory duty to safeguard and promote the wellbeing of children and this responsibility includes the duty to report to partner agencies when there are such concerns.

Cantonian High School regards all information relating to individual child protection issues as confidential and will treat it accordingly. Information will be passed on to appropriate persons only. The school will verify the identity of the person with whom the information is shared. The child protection files are stored in a secure and locked location. These records are confidential and are kept separately from other learner records.

Support to Pupils

We recognise that children who are abused or neglected or witness violence may find it difficult to develop a sense of self-worth, and this could impact on them in school.

The school may be the only stable, secure place for these children and the school will support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The school ethos which promotes a positive, supportive and secure environment, and gives pupils a sense of being valued.
- The schools behaviour policy which is aimed at supporting vulnerable pupils in the school. 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 such as Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, The Pupil Support Services and voluntary organisations.
- A commitment to develop productive and supportive relationships with parents/carers in the pupil's best interest.

Additional Vulnerability for Children and Young People

The school recognises that there are groups of Children and Young People who are additionally vulnerable to abuse. We refer to Chapter 4: Safeguarding responsibilities in specific circumstances "Keeping Learners Safe" ref 275/2021 and the Wales Safeguarding Procedures.

Preventing Unsuitable People from Working with Children

Safer Recruitment

Cantonian High School operates recruitment and management procedures that take account of the need to safeguard children and young people, including arrangements for appropriate checks on staff and volunteers that comply with the recruitment and volunteer policies.

Cantonian High School follows the Council's procedures for advertising, interviewing and recruiting staff, including the requirement for Barring and Disclosure Scheme (DBS) checks and consideration given to Chapter 5 & 6: Safer recruitment practice "Keeping Learners Safe" ref 275/2021 and up to date HR guidance.

The Disclosure and Barring Service

Cantonian High School operates safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS reference checks undertaken according to Welsh Government Circular No:158/2015 Keeping Learners Safe Chapter 6 and Cardiff Council's Disclosure and Barring Service (DBS) Policy 1.CM.202

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) about their conduct towards a child, the following procedures must be undertaken.

It is important to remember that Practitioner Concerns can apply in their personal and/or professional life. There can be safeguarding concerns other than that resulting in harmful behaviour towards a child that may be give us cause for concern about the suitability of an adult to work with children.

- The Headteacher or Deputy Headteacher (in Head's absence) of the school should be informed immediately.
- The Headteacher, Deputy Headteacher or DSP may wish to seek advice from the Education Safeguarding Team & Children's Services Designated Officer for Safeguarding (DOS) or the Principal Social Worker in the Practitioner Concerns Team.
- Safeguarding concerns or allegations where there is an identified child must be reported to Cardiff Multi Agency Safeguarding Hub (MASH) or the Police without delay.
- Other conduct concerns (where there is no identified child) should be referred to the Practitioner Concerns Team via the Practitioners Concerns Report Form.
- The Headteacher, Deputy Headteacher or DSP (the reporter) should seek advice from Children's Services, Practitioner Concerns Team and/or Police in relation to what information about the allegation can be shared and with whom (i.e. what should the parents be told, what should the member of staff be told).

- The school must seek advice from Human Resources (HR) regarding the member of staff's continued employment during any investigation, and a risk assessment should be undertaken and recorded in writing immediately.
- If the allegation relates to supply staff then please contact the agency directly to discuss next steps and agree any risk management plan
 - It is the school's responsibility to submit a MARF/seek advice from Children's Services.
 - It is the school's responsibility to make the agency aware of the allegation to enable them to carry out a Risk Management Plan as the Agency employer.
 - It is the Agency's responsibility to complete a Practitioner Concerns Report and submit it to Professional Strategy Meetings / Cyfarfodydd Strategaeth Broffesiynol ProfessionalStrategy.Meetings@cardiff.gov.uk (if the incident has taken place in Cardiff/in a Cardiff school). This is to ensure the necessary details of their employee; relevant history of employment and feedback is provided. The agency should also highlight the Risk Management Plan as part of the report form..
- 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, who should raise the concern to the relevant safeguarding team.
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, DOS 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.
- Any visible injuries should be recorded with the use of body maps

A body map is used to record information about physical injuries to a child, particularly if it is felt that the injury is non-accidental or thought to be following a pattern. The body map provides a visual record of and helps professionals to work together when deciding whether there is a safeguarding concern.

Note: When recording injuries you should never photograph the child.

You should also note that using a body map does not replace medical advice and so a proper diagnosis of the injury and correct treatment should be sought by a medical professional. The body map is simply a record of what can be seen and what has been said about the injury.

The details that should be included on a body map are:

- Information on who noticed the injury, when they noticed it and what their role is in relation to the child.
- Details of the injury – where it is on the child, what it looks like, its colour, shape, size and condition.
- Details of all visible injuries, even small marks that may not seem of concern at the time.
- In regards to the condition of the injury, is it deteriorating or getting better?
- Is the child in distress or indifferent about the injury?

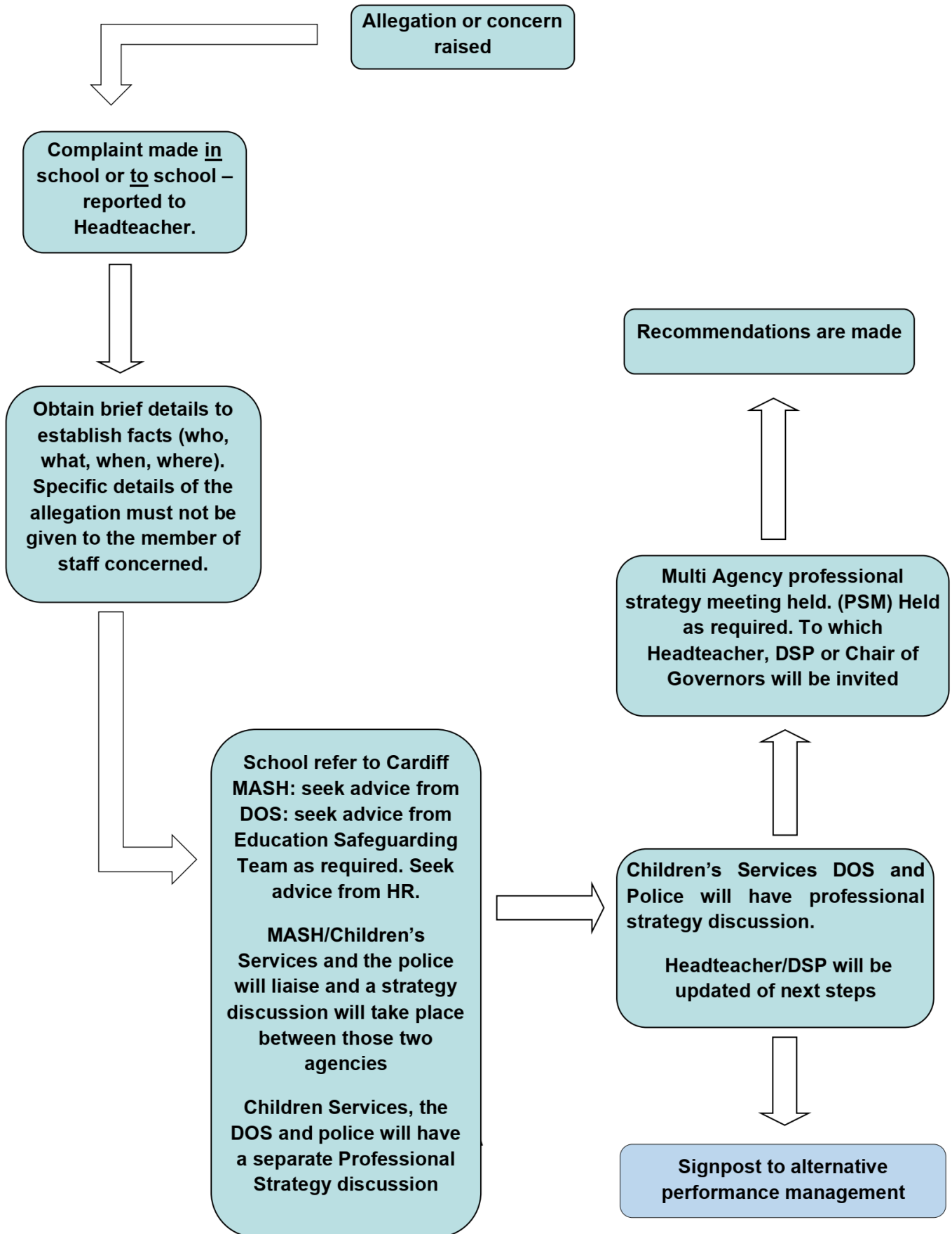
- Information on any explanations behind the injuries.
- Observations of the child – how are they feeling, what is their behaviour like?
- Information on anything that the child or parent says about the injury.
- Include both a drawing and a written description of the injury.

All types of injury can be drawn onto the child body map, even those that appear to be accidental and part of a child's natural development. For the purpose of this guidance, any injury that may have resulted from a restrictive physical intervention should be recorded.

After drawing on your observations (along with any written comments), a decision needs to be made on whether there is an immediate risk to the child or whether they need to be taken for treatment for their injury.

Keep note of any safeguarding concerns that you may have and share these with your manager or person in charge of child protection within your school or setting, such as a **designated safeguarding officer**.

- If it's appropriate to do so, share the findings of your observations with the parents or carer of the child so that they understand what decisions have been made and why.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the the person of concern or any other person other than the Headteacher unless the person of concern is the Headteacher.



If schools decide not to take any further action, they must record their rationale for this decision via their internal recording mechanisms. It is critical that their records are retained in case there is further or repeated concern, if schools are unclear about what action to take, they must seek appropriate advice from the Designated Officer for Safeguarding (DOS).

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. All staff should be aware that unlawful or unsafe behaviour will not be tolerated and that where appropriate legal or disciplinary action will be taken.

The school 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 in line with the Local Authority's Code of Conduct, and the Education Workforce Council Professional Code of Conduct.

Safeguarding allegations / Concerns about Practitioners and Those in Positions of Trust

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children are outlined in the national guidance in *Safeguarding Children: Working Together under the Children Act 2004*, *Regional Safeguarding Board (RSB) Guidance* and Section 5 of the *Wales Safeguarding Procedures: Handling allegations of abuse against Teachers and other staff* Welsh Government 009/2014.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff must be aware of their duty to raise concerns about colleagues. In line with the Local Authorities Whistleblowing Policy Version 6.5 CIS 1.C.015..

Other Related Policies

Physical Intervention / Restraint Policy

Our policy on physical intervention by staff is set out in a separate document and is reviewed annually by the governing body. Staff must only ever use physical intervention /restraint as a last resort as part of a holistic approach, and that at all times it must be the minimum force necessary to prevent injury to the pupil, themselves, another person or property. Good practice dictates that senior leaders should provide training for staff and consequently, schools are encouraged to seek refresher training for staff on an annual basis and more frequently as risk assessments dictate. The Policy requires schools to risk assess individual pupils where necessary and actively plan to reduce risk by using pupil specific positive handling plans.

Health and Safety - School Site Security

Cantonian High School is a safe and secure place for pupils to learn and develop. The physical safety of pupils when on the school site is of paramount importance. Access to the school site is strictly monitored and reviewed in line with the Local Authority guidance on the Health and Safety of school premises.

All daily contractors to our site are requested to sign in and out of school premises. They will clearly list the company for whom they work and the reason for their visit. As a daily contractor is unlikely to have a DBS disclosure available to be viewed by the school, an alternative method of risk assessment will be employed. A risk assessment is formulated by the School which clearly list the control measures employed by the school to safeguard pupils.

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

Consideration also needs to be given to any After School Club Providers or clubs/groups that may be using school site provision outside of school hours.

Clubs on School Premises

Documents	General information	Have you had sight of this
Lead person if you have concerns	A named and contactable welfare officer responsible for the implementation of their safeguarding policy and issues regarding the protection of children or young people.	
Safeguarding Policy	Clubs and organisations should have a safeguarding policy, with a clear procedure for dealing with poor practice concerns or risk of abuse.	
Safeguarding training	All staff and volunteers should have up-to-date recognised safeguarding training. Sports organisations often require and are able to provide sport-specific training programmes for staff and volunteers.	
Code of Conduct	A clear code of conduct is developed and maintained outlining the standard of conduct that is acceptable to children, staff, volunteers, and parents.	
Parental consent	As part of registration the club should ask for emergency contacts, key medical information (allergies, asthma etc), special needs and any other issues that the club needs to know about. Written consent is obtained from parents if physical contact is required for demonstration purposes e.g. positioning. Written parental consent is obtained from parents if images of their child is taken along with details of the purpose/usage and retention periods of the images.	
DBS	Have all staff and volunteers been selected through a proper recruitment process. Safe recruitment procedures for those working with young people that include: a clear job description, appropriate references, criminal records check (eg DBS) for relevant posts and technical qualifications.	
Ratio of supervising adults to children	What are the recommended ratios? You may need to refer to the organisation responsible for the sport/activity.	
First Aid Certificate Instructor Public indemnity insurance	Procedure for reporting and responding to injuries or accidents that occur within club time.	
Coach qualifications	The coach should have a recognised qualification to clarify they are qualified and have the technical competence in the sport/activity at the right level. Coaches need to be competent to deliver and oversee the sport or activity safely.	

Extended Schools and Out of School Hours

If the governing body/school provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.

"Where services or activities are provided separately by another organisation, the governing body will ensure that there is a clear written agreement confirming the provider concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, and there are arrangements to liaise with the school on these matters where appropriate".

Keeping Learners Safe – Hiring's and lettings, Corporate Safeguarding Policy, Safe Services section (b), paragraph 2.63

Whilst the above sets out responsibilities in specific circumstances there are additional and important considerations in relation to other specific child protection and safeguarding issues. School must give consideration to their own Safeguarding/Child Protection policies when letting their premises to outside organisations. Staff should refer to Chapter 4 Keeping Learners Safe where more sections might apply to an individual pupil's circumstances.

Children with Statements of Special Needs/Individual Development Plans

We recognise that children with behavioural difficulties and disabilities may be vulnerable to abuse and may also have difficulty disclosing their experiences. Staff who work with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour needs should be particularly sensitive to signs of abuse.

Children who enter the Looked after System

Cantonian High School recognises that children who enter the Looked after System are often the most vulnerable. The school's policy on Children Looked After (CLA) will be set out in a separate document, in consultation with Education Directorate's Looked After Co-ordinator.

The Use of the Internet/Social Media

Our E-Safety Policy on the use of the internet is set out in a separate document and is reviewed annually by the Governing Body.. The guidance focuses on the personal safety and wellbeing 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.

Any attempt by a child/young person to contact staff or vice versa via such internet sites must immediately be reported to the Headteacher in order that appropriate advice can be given to the child/young person and their parents/carers regarding professional boundaries and the safety of the child/young person.

School social media accounts should be monitored regularly to assure safe and appropriate use by both staff and pupils.

If a school becomes aware of a safeguarding concern linked to social media use, they should follow their usual policy and procedures. Specific guidance on sharing nude images guidance can be accessed through Hwb.

[Sharing nudes and semi-nudes - Hwb \(gov.wales\)](#)

[Rhannu delweddu noeth a hanner noeth - Hwb \(gov.wales\)](#)

The Use of Images

Photographic and video images of children may be recorded for a variety of purposes. Staff will be required to take pictures of pupils for curriculum purposes, extra school activities, publicity and celebrating achievement.

Particular care should be taken regarding the use of images which may include children who are looked after or children of other vulnerable groups, for example asylum seekers.

Every parent/carer must be requested to give specific consent for any image of their child to be recorded and reminded this should not be shared.

Staff should never use their own personal equipment to capture images.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the child
- If the child is named avoid using the photograph
- Establish and record whether the image will be retained for further use
- Images are stored securely and used only by those authorised to do so: they should be available for scrutiny to ensure acceptability.

Teenage Pregnancy

If a pupil below the age of 13 discloses that they are pregnant (or thinks they may be pregnant) a MARF will be required. Staff are advised to follow the [Fraser Guidelines](#) when discussing personal or sexual matters with a young person under 16.

The Fraser Guidelines give guidance on providing advice and treatment to young people under 16 years of age.

Staff should assess the pupil's competency to give consent and of the nature of the relationship (Family gateway Service may be able to support the young person in accessing support through Early Help Team).

Whether it is appropriate to share information with parents and carers should always be considered as part of the assessment and based on what is in the child's / young person's best interests.

Wherever possible we would encourage the young person to inform their parent/carer. However, this may be discouraged if the parent being informed would place the child at risk of harm.

In any situation of uncertainty, where a member of staff is unsure of the course of action to take then consult with MASH or Education Safeguarding Team.

A MARF would be REQUIRED if there was a concern that the child and/or unborn child was at risk of harm or the child is under 13.

Domestic Abuse, Gender-Based Violence and Sexual Violence

Definition

The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 sets out that:

- “abuse” means physical, sexual, psychological, emotional or financial abuse.
- “domestic abuse” means abuse where the victim of it is or has been associated with the abuser.
- “Gender-based violence” means— a) violence, threats of violence or harassment arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation; b) female genital mutilation; c) forcing a person (whether by physical force or coercion by threats or other psychological means) to enter into a religious or civil ceremony of marriage (whether or not legally binding)
- “Violence against women”, should be read as also including male victims of gender-based violence (GBV) unless the context suggests otherwise.

Response

As a school we recognise there is a strong link between domestic abuse and the abuse and neglect of children, and the impact on the child’s attendance and academic achievements.

School staff are trained to recognise the signs of Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) and to ‘ask and act’ where they suspect a child, parent/carer or member of staff may be affected by this, through a sensitive and open approach.

Schools can signpost those affected to specialised support through either the Live Fear free helpline (0808 80 10 800) or directly to Cardiff Specialist support services. In any situation where staff have cause to believe that a pupil is at risk from, is the subject of, or is living in a household with violence or abuse, the DSP must be informed immediately and action taken in accordance with our child protection procedures.

Further information can be sought from Violence against women, domestic abuse and sexual violence (Wales) Act 2015. Welsh Government Whole Education Approach Good Practice Guide.

Female Genital Mutilation (FGM)

FGM constitutes physical and emotional abuse to children – it is an illegal and extremely harmful practice.

As a school we recognise the statutory duty to report “known” cases of FGM in under 18-year-olds to the police in line with its duty to report: this may be following a disclosure or where a staff member has observed physical signs of FGM.

In situations where an adult discloses that a pupil has had FGM or a member of staff suspects that a child may have FGM or is at serious or imminent risk of FGM, then immediate advice must be sought Children’s Services and/or police.

Further guidance is available from: [Mandatory reporting of female genital mutilation: procedural information - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/348222/mandatory-reporting-of-female-genital-mutilation-procedural-information-2016.pdf)

Schools should familiarise themselves with the recent statutory guidance and the introduction of the new ‘duty to report’ requirements.

Operation Encompass

The school is registered alongside all Cardiff schools as a partner for Operation Encompass. Under Operation Encompass, schools will be contacted by colleagues from the Local Authority Education Department advising of incidents of Domestic Abuse/Domestic Violence within 24 hours. This will enable school staff to consider safety and well-being support for the children involved in these incidents.

Please see the below hyperlink for further information

https://www.operationencompass.org/SM4/Mutable/Uploads/medialibrary/Operation-Encompass-Safeguarding-Statement_1.docx

Radicalisation/Extremism

What is Prevent?

Prevent is part of the UK’s counter terrorism strategy (CONTEST), to safeguard and support those susceptible to radicalisation and to stop them becoming involved in terrorism or supporting terrorism.

Statutory duties for schools

The school is aware of its responsibilities (under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance) to safeguard pupils at risk of radicalisation.

The school does this by:

- Providing a safe environment for pupils to talk and debate controversial issues that may concern them, including sensitive topics such as terrorism and extremist ideology. This should be supported further by the development of critical thinking skills to aid resilience to extremist narratives.

- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism. This includes having a clear picture of the threat & risk picture in the school locality and the wider city
- Ensuring children are safe from terrorist and extremist material when accessing the Internet at school, including having in place appropriate levels of filtering, which are controlled by central Cardiff IT department.
- Ensuring all staff receive appropriate level of Prevent training and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
-
- Knowing how to complete a Channel referral and how to work in partnership with statutory and non-statutory agencies to seek support for the child/young person.

Definitions used within Prevent

- **‘Extremism’** is defined in the 2011 *Prevent* strategy as vocal or active opposition to fundamental shared values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- **‘Non-violent extremism’** is extremism, as defined above, which is not accompanied by violence.
- **‘Radicalisation’** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **‘Terrorism’** the threat or use of serious violence against a person, serious damage to a property, endangering a person’s life, creating a serious risk to the health and safety of the public, or serious disruption to the electronic network

REFERRAL TO PREVENT

A referral to *Prevent* is submitted via the All Wales *Prevent* Referral Form:

[All Wales Prevent Partners Referral Form – English \(south-wales.police.uk\)](https://www.south-wales.police.uk/all-wales-prevent-partners-referral-form-english)

[All Wales Prevent Partners Referral Form – Welsh \(south-wales.police.uk\)](https://www.south-wales.police.uk/all-wales-prevent-partners-referral-form-welsh)

Any referral into *Prevent* must also be accompanied by a MARF submitted into MASH.

Channel Panel

The Channel Panel is a multi-agency panel consisting of *Prevent* staff from both Cardiff Council and statutory partners including Education, Health, Social Services & a host of other partners.

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their susceptibilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal, terrorist activity.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk

- developing the most appropriate support plan for the individuals concerned

Contextual Safeguarding

Schools recognise that abuse can take place outside of a child's family and is known as 'extra familial' harm. It is also recognised that it requires a safeguarding response. These types of harm include:

- Peer on peer
- Sexually harmful behaviour
- Sexual and criminal exploitation
- Bullying

Where extra familial harm is identified or suspected, schools should liaise with their safeguarding partners.

Schools are places of safety and have key roles in safeguarding and in promoting healthy relationships.

Anti-Bullying

Schools should refer to Cardiff Council's guidance document '[Challenging Bullying, Hate Crime, Hate Incidents and Harassment](#)', issued in December 2021 in line with '[Welsh Government's Right, respect equality – challenging bullying guidance](#)' – Nov 19. Developing its policy on this and the policy should be reviewed annually by the governing body.

The school must be aware that to allow or condone bullying may lead to consideration under child protection procedures.

Child Exploitation

As a school we recognise our responsibilities to safeguard and promote the wellbeing of our pupils when there are concerns that they are at risk of abuse through any forms of exploitation (Criminal, County Lines, and Sexual).

Child exploitation is the coercion or manipulation of children and young people into taking part in activities (criminal, sexual etc.). It is a form of abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

Exploitation includes:

- abuse through exchange of sexual activity for some form of payment
- abuse through the production of indecent images and/or any other indecent material involving children whether photographs, films or other technologies

- abuse through grooming whether via direct contact or the use of technologies such as mobile phones and the internet
- abuse through trafficking for sexual or criminal purposes
- abuse through taking ownership of individuals property (cuckooing).

Children do not volunteer to be sexually exploited and they cannot consent to their own abuse; they are forced and/or coerced.

Child Sexual Exploitation might be when someone gives you things like love, affection, food, money, or gifts, but then makes you do sexual things to pay them back. They might make you feel special, or make you think that you're in a relationship, but that's not true. Sometimes they can be violent or say nasty things.'

(Child Sexual Exploitation Steering Group, 2019)

If there are concerns that a pupil is at risk of exploitation a Safeguarding Adolescents from Exploitation (SAFE) child exploitation screening tool will be completed. If the screening tool identifies a risk of significant harm, and the young person is NOT open to Children Services we will make a referral to MASH in line with the duty to report under the Wales Safeguarding Procedures 2019.

If child is open to Children Services, please send the completed screening tool to the following email address SAFE@Cardiff.gov.uk

See **appendix 6**, page 47 for the form, screening tool and guidance document.

Cardiff Think Safe Team

Contact: Stephanie McKay, Principal Social Worker

07973730371

Stephanie.McKay@cardiff.gov.uk / Stephanie.McKay@caerdydd.gov.uk

Peer-on-peer abuse and harmful sexual behaviour

Keeping Learners Safe advises all staff working in education settings should understand and recognise the risks of peer-on-peer abuse and harmful sexual behaviour. The Welsh Government has funded the NSPCC and Barnardo's to produce guidance on harmful sexual behaviour, sexual exploitation, and peer-on-peer abuse for schools, which is available on Hwb.

The DSP should have a good understanding of harmful sexual behaviour, and this should form part of their safeguarding training. Information about safeguarding children where there may be concerns about harmful sexual behaviour is available in an All Wales Practice Guide, published with the Wales Safeguarding Procedures. It includes information about peer abuse.

Vulnerabilities and Risks to Exploitation

Vulnerabilities

- Learning or functioning difficulty
- Parental substance misuse
- Parental mental health difficulties
- Domestic violence within families
- Physical abuse in childhood
- Sexual abuse in childhood
- Emotional abuse in childhood
- Neglect in childhood
- Family member involved in sex work
- Breakdown of family relationships
- Bereavement
- Low self-esteem
- Isolated from peers/ social networks
- Lack of positive relationship with a protective, nurturing adult
- Experience of local authority care (Looked after child)
- Parents/ carers who do not recognise risk/ act protectively
- Living in unsuitable accommodation (Aged 16-17 years living independently)

Risks

- Victim of sexual assault (not sexual abuse in childhood)
- Exclusion/ absence/ disengagement from school/ education/ training
- Staying out beyond the permitted time
- Concerning use of a mobile phone (e.g. having more than one phone)
- Concerning use of the internet (e.g. multiple social network accounts in different names)
- Sharing/ receiving/ possessing indecent images
- Alcohol/ drug misuse
- Multiple callers
- Expressions of despair (for example self-harm, aggressive outbursts)
- Sexually active/ STIs/ pregnancy/ termination
- Not keeping in touch with a protective adult (children aged 16-17 years living independently)

Significant Risks

- Missing overnight or longer
- Significantly older 'boyfriend' or a relationship with a controlling adult
- Getting in/ out of vehicles driven by unknown/ concerning adults
- Meeting in person people they have first 'met' on line
- Spending time in areas known for sex work/ CSE hotspots
- Peers involved in CSE
- Disclosure of a sexual/ physical assault followed by withdrawal
- Exchanging sexual acts for drugs, alcohol, money, etc.
- Coerced into sexual acts
- Having unexplained money/ mobile phone/ clothes/ drugs/ alcohol/ other items

Children Missing Education

Procedures we follow when a pupil leaves without a known destination

The local authority has a statutory responsibility to ensure that children missing from education are identified quickly and that effective monitoring systems are put in place to ensure that the young person gains access to the most appropriate provision as quickly as possible.

Responsibilities

It is the duty of all who work in the education service to secure the safety of children in their charge.

Schools have a vital role to play when children go missing from the education system. Schools and School Attendance Officers must undertake immediate actions to try and identify the whereabouts of a child/children by utilising existing contact information for the family, siblings or extended family.

Cantonian High School's DSP is made aware of any child missing from school (and in any case when absence is erratic as this may indicate risk or concerns). They are responsible for ensuring that the procedures for making the authority aware of any child missing from education have been followed.

We have clear child protection guidelines about the action to take should we become concerned about the whereabouts of any child or young person.

If the child is on the Child Protection Register or we have particular child protection concerns about the child, we will notify MASH.

Procedure

When a child or sibling group appear to have gone missing or are withdrawn from Cantonian High School without the parent/carer giving notice or without the school being advised of a new school, the school will undertake the following actions:

- Where a pupil has **10 consecutive days** of unexplained absence, the Attendance Officer will undertake immediate actions to try to identify the whereabouts of child/children by utilising existing contact information for the family, siblings or extended family, talking to the child's friends, home visiting, approaching neighbours and contacting other agencies to try to establish the whereabouts of the child/children.
- The Attendance Officer will then complete the CME checklist for schools.
- If initial enquiries fail to establish the whereabouts of the child/children, the completed CME checklist will be forwarded to the Education Welfare Service (EWS) to undertake further tracking. The EWS will continue to try to trace the child, using contacts with council tax department, police, health, housing, etc.

- The outcome of the school and local authority's attempts to trace the pupil will dictate the next steps and whether it is appropriate for the child to be removed from the roll of the school. If they are unable to find the pupil they must refer the case to the appropriate agencies
- For most families, moves and changes of school are planned events and information could be gathered regarding any proposed move or school transfer. It may be helpful in tracking children and young people and save time later, if the parent can be asked to complete a form to provide this information.
- If we identify or have concerns a child may be working unlawfully we will contact the Education Safeguarding Team.

Elective Home Education

When parents withdraw their child from school to educate at home and the child is of compulsory school age, the name of the child can only be deleted from the register where the parents inform the school in writing as provided by the *Education (Pupil Registration) Regulations 1995 under Regulation 9(1)(c): "that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school"*.

- It is then the duty of school to inform the Local Authority within the ten school days immediately following the date on which the pupil's name was so deleted.
- If the parent informs the Local Authority in writing, they will then notify the school.

The child's name should then be removed from the school roll.

Policy Review

This policy will be reviewed annually.

Date of Issue: Autumn 2024

Date for Review: Autumn 2025

List of Supporting Documents

Please find a list of supporting documents which will assist you in completing Child Protection and Safeguarding policies: -

Welsh Government Documents

- [Keeping learners safe | GOV.WALES](#)
[Cadw dysgwyr yn ddiogel | LLYW.CYMRU](#)
- [rights-respect-equality-statutory-guidance-for-governing-bodies-of-maintained-schools.pdf](#)
Parchu erail: Trosolowg gwrth-fwlio
- [self-assessment-tool-respect-and-resilience.pdf \(gov.wales\)](#)
[pecyn-hunanasesu-gwrthsafiad-a-pharch.pdf \(llyw.cymru\)](#)
- [Ending Violence against Women and Girls \(publishing.service.gov.uk\)](#)
- [gen-ld11671-w.pdf \(senedd.cymru\)Female genital mutilation: guidance for professionals | GOV.WALES](#)
- [Anffurfio organau cenedlu benywod: canllawiau i weithwyr proffesiynol | LLYW.CYMRU](#)
- [Opening schools as well as childcare and play settings in extreme bad weather and extreme hot weather \[HTML\] | GOV.WALES](#)
- [Agor ysgolion yn ogystal â lleoliadau gofal plant a chwarae yn ystod tywydd eithafol o arw a thywydd eithafol o boeth \[HTML\] | LLYW.CYMRU](#)
- [accident-disease-recording-and-reporting-guidance-for-contracted-provision.pdf \(gov.wales\)](#)
- [Health and safety management: code of practice for contracted provision | GOV.WALES](#)
[Rheoli lechyd a Diogelwch: cod ymarfer ar gyfer darpariaeth dan gontract | LLYW.CYMRU](#)
- [Inclusion and pupil support: guidance for schools and local authorities | GOV.WALES](#)
[Cynnwys a Chynorthwyo Disgyblion: canllawiau ar gyfer ysgolion ac awdurdodau lleol | LLYW.CYMRU](#)
- [Additional Learning Needs and Education Tribunal \(Wales\) Act | GOV.WALES](#)
[Deddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg \(Cymru\) | LLYW.CYMRU](#)
- [Guidance on penalty notices for regular non-attendance at schools \(gov.wales\)](#)
- [Safe and effective intervention: guidance for schools and local authorities | GOV.WALES](#)
[Ymyriadau diogel ac effeithiol: canllawiau ar gyfer ysgolion ac awdurdodau lleol | LLYW.CYMRU](#)
- [Effective managed moves for children and young people: guidance for local authorities | GOV.WALES](#)
[Defnydd effeithiol o symudiadau wedi'u rheoli i blant a phobl ifanc: canllawiau i awdurdodau lleol | LLYW.CYMRU](#)
- [Exclusion from schools and pupil referral units \(PRU\) | GOV.WALES](#)
[Gwahardd o'r ysgol ac unedau cyfeirio disgyblion | LLYW.CYMRU](#)
- [All Wales attendance framework | GOV.WALES](#)

[Fframwaith presenoldeb ar gyfer Cymru gyfan | LLYW.CYMRU](#)

- [Educational psychologist: guidance | GOV.WALES](#)
[Seicolegydd addysgol: canllawiau | LLYW.CYMRU](#)
- [Elective home education | Sub-topic | GOV.WALES](#)
[Addysg ddewisol yn y cartref | Is-bwnc | LLYW.CYMRU](#)
- [Special educational needs: code of practice | GOV.WALES](#)
[Anghenion addysgol arbennig: cod ymarfer | LLYW.CYMRU](#)
- [Raising the ambitions and educational attainment of children who are looked after | GOV.WALES](#)
[Codi uchelgais a chyrrhaeddiad addysgol plant sy'n derbyn gofal | LLYW.CYMRU](#)
- Young Carers Speak Out! Final report (Cascade report)
<http://www.valeofglamorgan.gov.uk/Documents/Living/Social%20Care/Looking%20after%20Some%20one/Final-Young-Carers-Survey-Report-by-CASCADE.pdf>
- [School complaints procedures: guidance | GOV.WALES](#)
[Gweithdrefnau cwyno ysgolion: canllawiau | LLYW.CYMRU](#)
- [Disciplinary and dismissal procedures for school staff | GOV.WALES](#)
[Gweithdrefnau disgyblu a diswyddo staff ysgol | LLYW.CYMRU](#)
- [Handling allegations of abuse against teachers and staff | GOV.WALES](#)
[Canllawiau ar ymdrin â honiadau o gam-drin yn erbyn athrawon a staff | LLYW.CYMRU](#)
- [Healthy Eating in Schools \(Nutritional Standards and Requirements\) \(Wales\) Regulations: equality impact assessment | GOV.WALES](#)
[Rheoliadau Bwyta'n Iach mewn Ysgolion \(Gofynion a Safonau Maeth\) \(Cymru\): asesiad o'r effaith ar gydraddoldeb | LLYW.CYMRU](#)
- [Free breakfast in primary schools | GOV.WALES](#)
[Brecwast am ddim mewn ysgolion cynradd | LLYW.CYMRU](#)
- [guidance-for-education-settings-on-peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour.pdf \(gov.wales\)](#)
- [Substance misuse education: guidance | GOV.WALES](#)
[Addysg camddefnyddio sylweddau: canllawiau | LLYW.CYMRU](#)
- [Common Transfer System \(CTS\) and s2s: guidance for schools | GOV.WALES](#)
[Y System Drosglwyddo Gyffredin ac S2S: canllawiau i ysgolion | LLYW.CYMRU](#)
- [School admissions code | GOV.WALES](#)
[Y cod derbyn i ysgolion | LLYW.CYMRU](#)
- [School admission appeals code | GOV.WALES](#)
[Y cod apelau derbyn i ysgolion | LLYW.CYMRU](#)

UK Government documents

[Mandatory reporting of female genital mutilation: procedural information - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/544117/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf)
[FGM Mandatory Reporting - procedural information nov16 FINAL.pdf](http://publishing.service.gov.uk)
publishing.service.gov.uk

[Multi-agency statutory guidance on female genital mutilation April 2016](http://publishing.service.gov.uk)

- [HM Government - Multi-agency statutory guidance on Female Genital Mutilation](http://publishing.service.gov.uk)
publishing.service.gov.uk

Cardiff Council Documents

- Children Missing Education Summary
- Visitors and External Speakers Policy
- Use of Reasonable Force
- Safe Use of Pupils Images – Best Practice Guidance for School
- Guidance for Safer Working Practice with Children, Young People and Vulnerable Adults - **(CIS document 5.HR.026)**
- School Staff Disciplinary Procedure - **(CIS document 1.CM.035-Sch)**
- Gweithdrefn Disgyblu Staff Ysgol - **(CIS document 1.CM.035-Sch-W)**
- ICT Protocol for Schools - **(CIS document 9.SC.SLL.010)**
- ICT Protocol For Schools Cymraeg - **(CIS document 9.SC.SLL.010.WEL)**
- Disclosures and Barring Service (DBS) Policy - **(CIS document 1.CM.202)**
- Polisi Cyflogaeth Y Gwasanaeth Datgelu A Gwahardd (GDG) - **(CIS document 1.CM.202-W)**

Cardiff and Vale Regional Children Board Documents

- Cardiff Child Sexual Exploitation Prevention Strategy (English only)

Information and Records Society Documents

- [IRMS Schools Toolkit - Information and Records Management Society](http://www.irsociety.org.uk)

Team Teach Training

- <https://www.teamteach.co.uk/>

N.B Guidance and case law updates and changes regularly. It is the responsibility of Schools and Governing Bodies to keep themselves fully updated with guidance changes.