

## EDUCATION SERVICE PROTECTION POLICY AND GUIDELINES



### 1. INTRODUCTION

- 1.1. The Education Service policies and procedures comply with Gwynedd Council corporate policies and have been drafted to reflect the council's vision for ensuring the safety and well-being of the children and young people of Gwynedd.
- 1.2. Gwynedd Education Service complies with its statutory obligations to provide protection for children in education. The education service's aim is to ensure the safety and well-being of children and young people who have access to services both within and outside schools and other educational provisions.

### 2. LEGISLATIVE BACKGROUND

- 2.1. The LA complies with the following requirements and principles:
  - Wales Child Protection Guidelines 2008
  - Child Protection In Education: WAG Circular 005/2008
  - Working Together – 2004 Act
  - Gwynedd and Môn Child Protection Board Protocols and Policies and
  - Vision of Gwynedd Children and Adults Protection Strategy Panel
- 2.2. The education service also has a monitoring role to ensure that Gwynedd Schools have an understanding of and implement child protection procedures.

### 3. RESPONSIBILITIES WITHIN THE EDUCATION SERVICE

- 3.1. The Principal Statutory Officer is the Head of Education (Arwyn Thomas) who has responsibility for ensuring that the service fully undertakes its Child Protection statutory obligations.
- 3.2. The lead responsibility for developing policies and procedures is delegated to the Senior Manager for Education, Pupils and Inclusion (Gwern ap Rhisiart). Regular meetings with the Statutory Officer are undertaken to discuss procedures and quality assurance. He also collaborates with the Children's Social Services to ensure multi-agency policies and procedures and training is implemented. **The Senior Manager Gwern ap Rhisiart is the Education Department's Designated Manager for Child Protection and all enquiries should be directed to him** (see Appendix 1).
- 3.3. The Head of Education serves as Education representative on the Safeguarding Children Board and on Gwynedd Children and Adults Protection Strategy Panel. The Senior Managers (Gwern ap Rhisiart and Owen Owens) serve as Education representatives on the Gwynedd Children and Adults Protection Implementation Panel. Education Officers from the Pupils and Inclusion Team fully contribute on sub-groups – Policy and Protocols and Serious Case Reviews, and serve as members of the Education Department Child Protection Planning Sub-group.
- 3.4. The Education Management Team receive a quarterly report against the Council's agreed indicators that report upon the Department's performance as regards child protection matters. External validation on the quality or the protection procedures is implemented annually, e.g. through schools assessment, by external consultant /peers from other authorities.

#### **4. SAFEGUARDING RESPONSIBILITIES OF THE SERVICE AND THOSE OF SCHOOLS/EDUCATIONAL ESTABLISHMENTS**

- 4.1. The role of the Gwynedd Education and Schools service within the Child Protection arrangements is to ensure a safe environment and ethos where children and young people learn, ensuring appropriate emphasis upon their well-being and safety. Every worker must be aware of and consider their role in relation to:
- protecting children from harm
  - preventing abuse
  - promoting well-being
- 4.2 The Schools and the Education Service have an obligation to collaborate with Social Services and other council departments to promote safety through raising awareness, improving children and young people's understanding and resilience through the curriculum as well as through preventative and early intervention work; by ensuring that any concerns are promptly referred to social services/police, and by ensuring the information is contributed towards need assessments. This includes Gyda'n Gilydd work and the 'Joint Assessment Framework for Families' (JAFF), as well as children and young people in need or who are at risk of abuse. The service will co-ordinate safeguarding requirements and closely collaborate with schools and other agencies, specifically Social Services, Gyda'n Gilydd, Health and the Police.
- 4.3. The education service implements Gwynedd corporate and educational responsibilities in ensuring that all schools, units, colleges of Further Education, other educational placements and partners have effective procedures in place by:
- preventing inappropriate individuals from working with children and young people
  - promoting excellent practices and challenging inadequate and unsafe practices
  - identify and respond robustly to concerns about child safeguarding and well-being, implementing safety procedures
  - regular monitoring and evaluation to improve quality of service protection structures and procedures
- 4.4. All Gwynedd educational establishments are expected to ensure:
- that there is a current and comprehensive child protection policy in place that matches the guidance provided (Appendix 2);
  - that the policies and procedures take account of activities that may occur within and outside school hours and premises (use of leisure facilities, educational visits, use of the school's facilities for community based purposes etc)
  - that a member of the senior management team is a designated Child Protection person and has responsibility within the establishment for Safety related matters. They should advise, provide induction for all new/supply cover staff, provide specific and overall guidance, provide training arrangements and up-dates, and serve as a point of contact with the education service/social services/other agencies in protection issues;
  - that the designated individual responsible for Protection has appropriate authorization to take action, has received the appropriate level of training and has suitable experience;
  - that everybody knows who the 'substitute/deputy' responsible for safety is if the Designated Individual is absent or unavailable;
  - that a Child Protection Designated Governor has also received training to the appropriate level, that they are available to assist the Designated Person when appropriate, and contribute towards and present the Annual Report for Governors for the Governing Body's attention annually (Appendix 3); and
  - that every school and unit presents a Child Protection Annual Report for the attention of the Education service annually, by the end of the Summer term.
- 4.5. Due focus is given to the categories of abuse as highlighted in the 2008 Wales Child Protection Guidelines:
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- Physical Abuse
  - Emotional Abuse
  - Sexual Abuse
  - Negligence
- 4.6. The entire Gwynedd Education Service workforce have:
- an obligation to be aware of 2008 Wales Child Protection Guidelines
  - a professional and legal responsibility for children and young people's well-being and safety
  - a responsibility for "Whistle-blowing" if they are aware of any instance of abuse
  - an obligation to look out for any signs of abuse and respond in accordance with 2008 Wales Child Protection guidelines (see Part 2.1, 2.2, 2.3 and 2.4)
  - an obligation to look out for any signs of abuse by adults who work with or supervise children and young people, and respond in compliance with 2008 Wales Child Protection guidelines (see Part 2.1, 2.2, 2.3 and 2.4)
  - an obligation to look out for signs of bullying (see national and local guidelines)
  - a duty to know how to respond when a child divulges information and what appropriate measures to take (see Part 2.1,2.2,2.3 and 2.4)
  - a duty to know to whom any suspicions or information divulged by a child or young person should be referred, within and outside school hours;
  - an obligation to present a written statement about that which has been observed or heard from a child or young person
- 4.7. In compliance with WAG guidelines, every school is required to identify a teacher and designated governor responsible for Child Protection (see Child Protection In Education: 005/2008).
- 4.8. Education Department Officers plan and co-ordinate services provision and allocate resources to fulfil Protection requirements, in accordance with the legal, national and local requirements. There is partnership collaboration with other agencies for jointly planning and making provision with professionals in the health care field, social services, youth justice team, via the Gwynedd and Isle of Anglesey Child Protection Board, and Gwynedd Protection Strategy/Implementation Panels.
- 4.9. At a strategic level, the Gwynedd education service:
- ensures regular contact with the appropriate diocesan authorities regarding arrangements for maintained schools;
  - monitor and annually report on schools success so as to comply with Wales Child Protection Guidelines 2008, particularly the implementation of appropriate policies and procedures;
  - Ensure safe recruitment and employment structures, in accordance with the Corporate policies;
  - Collaborate at a corporate level to ensure staff training to the appropriate level, including the designated persons responsible for child protection (teachers and governors);
  - Draw the School Governing Body's attention to any weaknesses and advise it on remedial action;
  - Act to resolve any inter-agency problems as soon as they are identified;
  - Full participation in case reviews in accordance with Chapter 10 - Child Protection; Working Together - under Children's Act 2004;
  - Share information and relevant outcomes about cases and reviews with schools/designated individuals as part of the quality improvement procedure;
  - Ensure multi-agency and partnership collaboration throughout the service;
  - Collaborate with the Local Safeguarding Children Board and the council to ensure that there are appropriate resources to meet Protection requirements
- 4.10. As regards support, the education service ensures that:
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- there is an appropriate level of training available for all new staff in the Authority, for staff who will be working with children at a school and other education services, and for school governors. The training will enable them to effectively discharge their child protection responsibilities. Annual training will be provided so as to ensure that staff skills and knowledge are regularly up-dated.
- further training is provided for LA staff who are mainly responsible for child protection, provided through collaboration with Gwynedd and Isle of Anglesey Protection Board.
- a record is kept of all designated individuals and nominated governors to be responsible for child protection within schools, what training has been provided for those individuals and training dates.
- provide opportunities for staff to up-date training to the appropriate level each three years, in compliance with the Council's policy.
- provide schools with model policies and model procedures on all aspects of child protection.
- take appropriate action with regard to abuse allegations made against staff and volunteers.
- provide advice and support for schools and other education services so as to deal with individual cases: take action on their behalf where required so as to resolve any difficulties with the Safeguarding Children Board partner agencies.

4.11. At an operational level, the Council, in collaboration with the education service:

- ensures safe recruitment procedures and that the entire specific audits are completed and up-dated on staff and volunteers who work with children, as and when appropriate.
- provides arrangements for protection and promoting well-being of children who do not attend schools, those excluded from the school, who are taught in referral units, who have complex and intensive medical needs, or who receive a service from home tutors.
- monitors the well-being and safety and educational benefit of children who receive home education.
- collaborates with the relevant agencies to monitor Protection arrangements for pupils who are taught outside the county
- ensures that procedures are implemented to deal with allegations of abuse made against staff members, in compliance with Welsh Government guidelines. Work with schools and partner agencies of the Safeguarding Children Board to ensure that allegations are dealt with rapidly, fairly and consistently.
- ensure that LA staff (including any staff who discharge duties on the LA's behalf) who work with children receive checks to an appropriate level and training to effectively discharge child protection responsibilities.
- Provide support for schools when contacting establishments and services outside the county, so as to receive or exchange relevant information and promote effective collaboration throughout the county.

## **5. THE GOVERNING BODY'S ROLE IN SCHOOLS AND FURTHER EDUCATION COLLEGES**

- ensure that their establishment implements effective policies and procedures to safeguard and promote children's well-being in compliance with the national and local guidelines, including promoting resources to child protection issues and monitoring that the school complies with field requirements;
  - that the school follows safe recruitment procedures and ensures that all appropriate checks are carried out on new staff and new volunteers who will be working with children, including DBS checks. (see Safe Recruitment Policy);
  - that a senior member of the school leadership/management team has been designated as a Designated Protection./child protection Person, and receives an appropriate level of regular training and that it is regularly up-dated, to regularly up-date his skills and
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knowledge, so as to advise and support other staff. The Designated Person maintains contact with the education service and works with other agencies (see Appendix 3 – the Designated Person’s role at a school) and, where it is appropriate, briefs other staff. In the absence of the designated person, a deputy should be designated to provide cover and in large establishments, or those where there are a large number of child protection concerns, more than one deputy will need to be designated;

- that the Designated Person and the entire staff and the other permanent volunteers who work with children receive the appropriate training so as to enable them to effectively discharge their child protection responsibilities, and receive refresher course training to up-date their knowledge every 3 years. Also that supply/temporary staff and volunteers who deputise during short-term absences, and who work with children, receive clear guidance on school child protection arrangements and their responsibilities;
- to ensure that a Protection Designated Governor is trained so that he/she possesses a confident level of intelligence in the field, to discharge their functions and understand their broader protection responsibilities. The Designated Governor should have regular contact with the headteacher, and assist to provide the governing body with information and anonymised annual reports on matters;
- to follow the correct guidelines and procedures where a child protection allegation has been made against a staff member, including appointing an independent investigator when appropriate, in compliance with 2008 child protection guidelines (Part 4) and the School Staff Disciplinary and Dismissal Procedures circular: Revised Guidelines for Governing Bodies 002/2013.
- that the Protection policy be annually reviewed and the annual report be annually presented to the education department, and be available to parents or carers on request;
- that the governing body immediately rectify any weaknesses or shortcomings in the child protection arrangements that are brought to their attention.

## **6. ADDITIONAL RESPONSIBILITIES OF GOVERNING BODIES FOR MULTI-SITE EDUCATION OUTSIDE SCHOOL HOURS AND COMMUNITY USE OF LOCATIONS**

- 6.1. School Governing Bodies are responsible for safe management of their premises outside school hours, except in the case of an arrangement due to the existence of a Trust, or where there is a management transfer agreement (see Child Protection In Education 2008).
  - 6.2. When a Governing Body commissions or provides activities and services under the direct supervision of school staff, it is imperative that the school’s Protection policies and procedures are implemented.
  - 6.3. Where the children and young people who attend the school are provided with activities, services and experiences outside the school, it is imperative to ensure that the providers fully comply with safe recruitment policies and that there are robust Protection procedures in place. The Governing Body should designate a responsible person (usually the head teacher) to ensure the preparation and monitoring of a Risk Assessment which includes Safeguarding and Child Protection in addition to health and safety matters.
  - 6.4. Governing Bodies have a duty to refer any inadequate Safety practices or complaints about providers for the attention of the Designated Manager (Gwern ap Rhisiart) in the education department, so as to ensure the Safeguarding of all school-age children and young people in Gwynedd.
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## **7. ROLE OF HEADTEACHERS AND HEADS OF EDUCATION SERVICES**

- ensure that the child protection policies and procedures adopted by the governing body are fully implemented, and that they are adhered to by all staff;
- ensure that adequate resources and time are allocated to enable the designated person and other staff to discharge their duties, including contributing towards strategy discussions and other inter-agency meetings, and to child assessments/core assessments; and
- that the entire staff and volunteers understand Safeguarding and Child Protection procedures and feel that they can raise concerns about any poor or unsafe practices as regards children, and that those concerns are sensitively, effectively and promptly addressed in compliance with the *Whistle-blowing Procedures in Schools and Model Policy – circular 36/2007*.

## **8. THE DESIGNATED PERSON AT A SCHOOL**

8.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented in the interests of pupil well-being.

8.2. The Designated Person should:

- lead and take responsibility for managing child safeguarding and protection cases
- promote the well-being and interests of Children in Care and vulnerable groups
- be a member of the school management team,
- take responsibility for practices, policies, procedures and professional development in the Protection field. (see Appendix 3)

## **9. ROLE OF OWNER OF SCHOOL PROPERTY/INDEPENDENT RESIDENTIAL ESTABLISHMENTS AND ROLE OF OWNERS OF INDEPENDENT SCHOOLS**

- See Circular on Child Protection In Education 005/2008.

## **10. ROLE OF CHILD CARE MANAGERS FOR BEFORE AND AFTER SCHOOL FACILITIES, NURSERIES, AND EARLY YEARS UNITS**

10.1. Managers of early year placements, nurseries and partners should ensure:

- that they act as a Designated Person for Protection and take a lead role in protection matters and procedures, ensuring the safety of the children in their care;
  - safe recruitment of every staff member and volunteer, that they receive CHILD protection training and refresher courses, and that they follow safety procedures to the highest standards;
  - that staff have appropriate time and resources to fully discharge their duties, including time to contribute to child assessments/attend case conferences and strategy meetings as and when appropriate;
  - that clear and standardized policies and guidelines have been adopted and are available to parents, staff and other stakeholders and beneficiaries.
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## II. TRAINING FOR EDUCATION SERVICE STAFF INCLUDING SCHOOLS

- 11.1. All staff, as part of the establishment's induction arrangements (be they permanent or temporary, and volunteers) should receive **written guidance on Protection policy and procedures** with the contact details of the Designated Person, on the first day at work. (see Appendix 6 - schools)
- All new staff in the education service, including schools, are expected to receive Level One/basic training as soon as possible, in accordance with Gwynedd's Corporate Protection training policy.
  - Staff are expected to receive refresher training at least every 3 years.
  - The Designated Person and the Designated Governor are expected to follow an advanced level course, so as to ensure that they can fully discharge their duties.
  - Headteachers/governors receive training/guidance on dealing with allegations and cases of professional abuse (Part 4)
  - The education service keeps records of training and guidance, including training details of staff and governors.
  - Schools are expected to present a record of staff protection training annually to the education service, as part of the Annual Report for Governors in Safeguarding and Child Protection.
  - An annual training programme is organized through the Gwynedd and Môn Local Protection Board training programme.

## 12. ALLEGATIONS OF ABUSE MADE BY AN ADULT AGAINST A CHILD

- 12.1. It is crucial that all allegations of abuse receive urgent, fair and consistent attention so as to ensure the child's safety whilst ensuring the well-being of the individual against whom the allegation of abuse is made.
- 12.2. All education service staff, including schools, should immediately refer to *Part 4 Wales Child Protection Guidelines, 2008*, following the procedure clearly described. A copy is available in every school.
- 12.3. If additional guidance is required, and the Designated Person is not available OR the allegation is made against the Designated Person, please immediately contact the education department and the Designated Manager for Protection (Gwern ap Rhisiart) or another member of the Education Protection Planning Sub-group - Rob Jewell, Keith Parry or Bethan Eleri Roberts . Tel No: 01286 679007.
- 12.4. For further guidance, contact the Social Services Child Referrals Team : 01758 704455 or [CyfeiradauPlant@gwynedd.gov.uk](mailto:CyfeiradauPlant@gwynedd.gov.uk) and outside working hours 01248 353551

## 13. SCHOOL ARRANGEMENTS AND PROCEDURES, CASE REFERRAL, RECORD KEEPING AND CONTRIBUTIONS TO CASE CONFERENCES

- 13.1 See Child Protection Red Box for guidance (Appendix 7)
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## **Appendix I**

### **EDUCATION DEPARTMENT'S CHILDREN AND YOUNG PEOPLE PROTECTION DESIGNATED MANAGER (GWERN AP RHISIART)**

#### **Responsibilities**

##### **1. Co-ordinate**

- staffing structure to outline education department and schools responsibilities
- resources for education department/schools Protection activities.
- guidance and adjustments/up-date policies and procedures

##### **2. Provide advice, leadership and support for education staff and schools**

- new legislation;
- reply to enquiries from schools/governors
- advise and support schools where required
- share reports on missing pupils with designated staff;
- respond to allegations made against staff/school governors in collaboration with the Governing Body;
- promote excellent practices when ensuring pupils safety and well-being across the department and every school

##### **3. Develop good working links and good partnerships**

- jointly participate in decision-making through representation on the local Children and Young People Partnership, through membership of the Local Safeguarding Children Board or one of its sub-groups;
- nurture supportive and effective working contacts with the LA and between partner agencies;
- network with designated individuals at schools who have a responsibility for child protection;
- network with the designated Governors in schools that are responsible for child protection;
- promote contacts with educational establishments and organizations that do not form part of an LEA, including the independent sector, Further Education establishments, Careers Wales and training establishments; and contacts with voluntary groups.

##### **4. Training and raising awareness**

- education workers and schools and inter-agency; and
- ensure written guidelines/other appropriate media.

##### **5. Promote safe and positive environments**

- recruitment and selection (with the other relevant Senior Managers);
- schools curriculum, units and the home education service (formal and informal);
- provide guidance and safe code of conduct for education department and school staff;
- ensure confidentiality, record keeping, transfer minutes;
- collaborate with relevant departments/agencies to provide support for vulnerable pupils so as to enable them to make the best use of any educational opportunity; and
- matters involving local and residential schools as relevant.

##### **6. Development and planning**

- departmental/schools and corporate commitment to multi-agency work;
  - contribute to LA policy, overview of LA activities;
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- contribute to the LA's work, including aspects of child protection;
- contribute to children services corporate plans, the PPPH and similar;
- ensure the Education Department's contribution to the work of the Local Safeguarding Children's Board and relevant sub-groups;
- Collaborate with department managers, schools and relevant agencies when ensuring robust procedures and practice guidelines including: health and safety, prevention/restraint, bullying, school trips, pupil transport, residential visits, school exchange visits, child employment, work experience, taking photos and using photos of children; pupils without a school place; showers and changing arrangements; parents and other volunteers; first aid and giving medication; *ysgolion bro* and after school clubs; internet use; children with parents/carers, who suffer from mental illness or disability; children with parents/carers who abuse drugs or substances; and children attending residential schools outside the local authority.

#### **7. Monitoring of:**

- levels of compliance with procedures and policies at every school by: monitoring Safeguarding and Protection Annual Report findings by school Governing Body and commissioning of an annual independent report following a sampling of schools' procedures, undertaken by an independent person not from Gwynedd Education Department.
- designated individuals in schools, and their training record;
- designated governor in schools and their training record;
- contribution towards the Local Child Protection Board, the Protection Operational Panel and chair the education department's Protection Planning Sub-group and other quality assurance groups;
- quality assurance and follow-up to child referral to the Social Services Department by education and schools department staff (numbers, quality and appropriate response);
- level of child protection activities at the schools and links to training received;
- ensure that a member of the appropriate Inclusion Team attends case conferences;
- progress made by children on the child protection/children in need register and other vulnerable groups;
- comply with Assembly Government guidelines, Local Safeguarding Children Board procedures or standards;
- implement the recommendations of Serious Case Reviews, or similar; and use of prevention/restraint;
- ensure annual external validation of quality of Children and Young People Protection procedures and report to the Strategy Panel and the Local Safeguarding Board.

#### **8. Accountability**

- represent the lea at a local and national level; and
- provide personal training so as to fulfil the role to the highest standard.
- provide the council and local safeguarding board with regular reports on schools in every sector.

#### **9. Contact with the personnel services provider**

- safe recruitment and selection procedures; vetting arrangements; and
  - disciplinary procedures and allegations of abuse made against staff.
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## Appendix 2

### **PROTECTION OF CHILDREN AND YOUNG PEOPLE: A brief aide-memoire for education department staff**

- If there is concern or if an allegation of abuse is made at a school, **the headteacher or the senior staff member responsible for handling child protection matters should immediately be notified and the school's procedures followed.**
- If the designated person/headteacher is **not** available, the Child Referral Team, Social Services should be contacted immediately.

**Tel No: 01758 704455**                      e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)

- If there is concern or if an allegation of abuse "outside school" is made, the same procedures should immediately be followed.
- If the allegation is made **against the designated person/headteacher**, the Child Referral Team, Social Services, should immediately be contacted:

**Tel No: 01758 704455**                      e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)

**OR** for the attention of **Gwern ap Rhisiart**, OR **Rob Jewell**: **Tel no 01286 679552 or 01286 679007** and if both above are unavailable, the assistant officer will provide further guidance.

- If the allegation is made **against the designated person (Gwern ap Rhisiart)** the Children's Referrals Team, Social Services should immediately be contacted.

**Tel No: 01758 704455**                      e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)

The matter should be immediately referred to the Children's Referrals Team if there is **any doubt** about child protection, a child's well-being or if advice is required outside working hours. The information about referral team telephone numbers and outside working hours team is also available at every school, as well as area team telephone numbers.

**\*\*\*Please keep a copy 'of the aide-memoire card' in your purse or wallet for referral\*\*\***

**Contact Tel No Children's Referrals Team, Social Services:**

**Tel No: 01758 704455**  
e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)  
**Gwynedd and Ynys Môn Out of Hours Team:**  
**01248 353551**

**Monday - Friday 17.00-09.00 and weekends and Bank holidays 17.00 Friday- 9.00 Monday**

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## **Appendix 3**

### **1. Role of the Designated Person at a school**

- 1.1. The Designated Person has a key role at a school when ensuring a safe ethos, that safe procedures and policies are established and implemented for pupils well-being.
- 1.2. The Designated Person should:
- provide leadership and take responsibility for managing matters and cases of child safeguarding and protection
  - promote the well-being and interests of Children In Care and at risk groups
  - be a member of the school's management team,
  - take responsibility for practices, policies, procedures and professional development in the Protection field.

### **2. Referral**

- refer cases where there are suspicions of abuse or allegations of abuse to the relevant investigative agencies. Where they relate to cases of suspected abuse or allegations of abuse against staff, staff should follow Assembly Government guidelines contained in circular 45/2004;
- provide support, advice and specialization within the educational establishment when deciding whether or not an individual should be referred, through contacting the relevant agencies;
- contact the headteacher or head (where the headteacher does not fulfil this role) to notify of any matters and ensure that there is always somebody available to fulfil this role;
- keep detailed, accurate and safe records on referral of cases or concerns; and
- maintain contact with the lead child protection designated officer in the LEA.

### **3. Training**

- be aware of how to recognize signs of abuse and, where appropriate, refer a case;
- possess practical information on the workings of Local Safeguarding Children Boards, be aware of how a child protection case conference is held and be able to attend and contribute to these effectively when required;
- ensure that every staff member and any volunteer can get hold of the school's child protection policy, and that they understand it, especially new or part-time staff who may work for different educational establishments;
- ensure that every staff member receives refresher training that includes child protection and that they can identify and inform of any concerns immediately; and
- have access to resources and attend any relevant training or refresher courses at the appropriate times.

### **4. Raising awareness**

- ensure annual up-dating and review of the establishment's child protection policy and work with the governing body or the owner on that;
  - ensure that parents/carers see copies of the child protection policy so that they are aware that cases may be referred as well as the establishment's role in that process, so as to avoid conflict later on;
  - in collaboration with the headteacher and the designated Protection governor, present an Annual Safeguarding Report to the Governing Body and the education department in the summer term; and
  - where children leave the establishment, ensure that a copy of their child protection file is provided to the new establishment as soon as possible, but is transferred separately to the pupil's main file.
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## Appendix 4

### 1. **Guidance for professionals who attend child protection conferences in Gwynedd**

If you are invited to a Child Protection Conference, perhaps you will have questions on what will happen and what is expected of you. This guidance aims to answer some of your questions.

### 2. **What is a child protection conference?**

The Child Protection Conference is a key aspect of the arrangements made for inter-agency collaboration for child protection. An initial child protection conference is convened after investigations about child protection have concluded. The meeting brings the family members, including the child when appropriate, and the professional people who have had the most involvement with the child and family, together.

### 3. **Purpose of the child protection conference.**

The purpose of the conference is to: -

- Share and evaluate information on the child's health, development and actions, as well as the parents or guardians ability to ensure the child's safety and promote the child's health and development.
- To decide whether the child or any other children in the family have suffered serious harm or whether there is a risk of future harm.
- To decide what future action is required to protect the child and encourage that he/she prospers, how the action can be implemented and the expected outcomes.

### 4. **Who should attend?**

Invitations are extended to professional people and practitioners who have a **significant contribution** to make, due to their knowledge about the child or family, or due to their professional expertise.

Family members are invited.

### 5. **Initial and review child protection conferences.**

There are two types of Child Protection Conferences: -

#### 5.1. **Initial Child Protection Conference:**

They are usually arranged after the Social Worker and Police Officer has conducted child protection enquiries. This meeting should be held within 15 working days of the strategy meeting between the police and social services. This implies that you will receive very short notice of the meeting, but should make every effort to attend.

You will receive a written invitation providing family details, reasons for the meeting and a list of people who will be attending.

The Initial Child Protection Conference will decide whether the child's name should be placed on the Gwynedd Child Protection Register. If this is required, a Child Protection Plan will have to be agreed.

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## 5.2. The Review Child Protection Conference:

A review is held of every child who is on the Gwynedd Child Protection Register. The initial review will be held within 3 months and the following reviews within 6 months.

The remit of this meeting is to review the Child Protection Plan, so as to ensure that the child continues to receive adequate care; decide as to whether the child's name should remain on Gwynedd Child Protection Register, and if so, decide whether the plan should be amended.

## 6. Prepare for the child protection conference.

If you represent the school at the meeting, please allow sufficient time to prepare for the meeting and consider the information that you have regarding the following matters:-

- Anything of importance that has happened to your family or the child.
- The child's health, development and requirements.
- The parents/carers ability to protect the child and promote his/her health and ensure his/her development.
- Any additional support provided by the family or the community that is of importance to the family.

Every representative agency attending the meeting should **provide a written report beforehand and should be ready to read their report at the meeting.** When ever possible, the report should be shown to the family prior to the date of the meeting.

It is important that the meeting can share all relevant information so as to understand the family's circumstances and assess the extent of risk to the child.

If you are unable to attend, please notify the Chair of the meeting and ask a senior worker to deputize, (if appropriate), **and send your written report to the Chair beforehand. Your apologies and viewpoints will be minuted.**

## 7. Confidential Information

Exchanging and sharing relevant information forms the basis of any success of inter-agency collaboration. In all instances where there are child abuse allegations or suspicions of such, there is an obligation to share relevant information.

All information divulged during the meeting is kept wholly confidential and nothing will be divulged outside the meeting for any purpose whatsoever, unless authorized by the Chair of the Meeting.

## 8. Do you make a decision on placing a child's name on the child protection register?

When you attend a Child Protection Conference, you are asked whether or not the child's name should be placed on the Child Protection Register, and you are asked to give an opinion on the matter. When deciding on registering a child, you should bear the following question in mind:

*Is there a continual risk that the child will suffer serious harm?*

When considering the information and deciding, what is crucial is either ...

- That it appears that the child has suffered abuse, illness or difficulties in development as a consequence of physical, emotional abuse or negligence, and the professional view that the abuse or weaknesses would probably persist;
-

- That professional opinion, supported by the investigation findings in this individual instance, or from investigation evidence, notes that it is likely that the child will suffer abuse, ill health or difficulties in development as a consequence of physical, emotional abuse, sexual abuse or negligence.

When a child's name is placed on the Child Protection Register, placing the name on the register does not in itself imply that the child is protected unless the Child Protection Plan tallies with that. The Child Protection Plan recommends methods through which agencies, professionals and the family can work in partnership so as to ensure that the child is protected from harm in future.

## **9. Chair of the child protection conference**

The role of the Chair is to ensure that the meeting focusses on the child's needs; that everybody can fully contribute to the discussion and the decision making; that everybody is treated equally and that everybody is respected; and that the decisions taken during the meeting and the meeting's plans protect the child.

## **10. The Core Group**

The Core Group is elected at the conference, and it includes professionals and practitioners who directly work with the family.

The Core Group is responsible for developing and implementing the Child Protection Plan as a detailed working method, within the plan outlined and agreed upon at the meeting.

The Key Worker has the most important role, and every member of the Core Group has joint responsibility for preparing and implementing the plan. **If you are a member of the Core Group, it is crucial that you attend.** (see also the Core Group protocol, local Protection Board website).

## **11. Guidance and additional information**

Guidance on Child safeguarding and Protection is included in:

- "Child Protection: Working together under the 2004 Children's Act" (Wales National Assembly, 12/2007);
  - "All Wales Child Protection Implementation Methods" (2008),
  - "Child Protection: Working Together towards Positive Outcomes".
  - Whistle-blowing Procedures in schools and model policy – newsletter 36/2007
-

## Appendix 4 (Protection Poster for schools and education department staff)

### CHILD PROTECTION

#### What to do when receiving a referral

Show that you have **heard** what they say, and that you take their allegations seriously. Encourage them to talk and listen to them without questioning or prompting them.

Encourage the child/young person to let **another person** be present.

**Don't get upset.** Assure them that they are not to blame, and that it is OK to tell you.

**Be clear** about your role and what steps you should take (you work for a department where everybody has an obligation to protect children and young people).

Notify the child/young person that you will need to **forward the information**.

**Write down** what you have heard, using the exact words if possible.

Make a **written note** of the date, the time and place, and those who were present at the discussion.

**Keep** photos/painted photos etc. which the child/young person has possibly made to show you what happened to him/her.

**Immediately report your concerns** to the person with designated responsibility for child protection. Ensure that your concerns are immediately reported to the Children's Services duty and assessment team.

**If the alleged abuser is a person who has professional responsibility for children and young people, discuss your concerns with that individual's line manager. If you feel that this is inappropriate, or if you are dissatisfied with the response, contact the relevant individual in the Children's Services.**

It is important **that you do not ignore or disregard suspicions** about another professional.

**Seek support** from your line manager.



**Tel No:**

**Tel No: 01758 704455**

**e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)**

**Gwynedd and Ynys Môn Out of Hours Team:  
01248 353551**

**Monday - Friday 17.00-09.00 and weekends and Bank holidays 17.00 Friday- 9.00 Monday**

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## Appendix 5

### NOTE OR MODEL POSTER FOR PUPILS

If somebody hurts you or your friends, there are people on hand to help you and stop people from hurting you or make you feel fearful.

You should notify an individual whom you confide in:-

- You can inform a teacher, your parents/guardians, grandmothers and grandfathers or other members of your family that may assist, or you can notify a friend;
- Let people help to make things better through stopping the individual from hurting you or your friends.

**The person at this school who has special responsibility for helping you if somebody is hurting you or your friends is**

.....  
If you cannot speak to any of these, you can speak to one of the following organizations. They will have somebody who is willing to listen: -

**Tel No: 01758 704455**

e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)

**Gwynedd and Ynys Môn Out of Hours Team :  
01286 675502**

**Monday - Friday 17.00-09.00 and weekends and Bank holidays 17.00 Friday- 9.00 Monday**

**Childline 0800 11 11**

Free helpline 24-hours a day that provides counselling support and service for young people who suffer abuse. You will not be charged for the call.

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

**NSPCC**

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## **Appendix 6**

### **MODEL ABC SCHOOL CHILD PROTECTION POLICY**

#### **1. Introduction**

1.1 An ABC school fully recognizes its contribution to child protection.

Our policy consists of three main elements:-

- a. Prevention through the teaching and pastoral support provided for pupils;
- b. Procedures to identify cases or suspicions of abuse and report on them. Due to our daily contact with children, school staff are in a good position to observe any outward signs of abuse; and
- c. Support pupils who may have suffered abuse.

1.2 Our policy applies to the entire staff and volunteers who work at the school, and to the management board. Perhaps, the learning support assistants, mid-day supervisors, carers as well as teachers, will be the first people to whom a child divulges information.

#### **2. Prevention**

2.1 We recognize that high self-esteem, confidence, supportive friends and good lines of communication between pupils and friends with whom they can confide, assists to protect pupils.

The school in this way:-

- a. Establishes and maintains an ethos where the children feel secure and are encouraged to speak, and to whom we listen;
- b. Ensures that the children are aware that there are adults at the school whom they can approach if they are concerned or are in difficulties;
- c. Include, in the curriculum, PSE activities and opportunities that provide the children with the skills required to protect themselves against abuse and know who to turn to for support; and
- d. Include, in the curriculum, material to assist children to develop realistic aspects towards life's responsibilities as an adult, especially as regards child care and child rearing skills.

#### **3. Procedures**

3.1 All Wales Child Protection Procedures will be adhered to that have been confirmed by the Local Safeguarding Children Board.

3.2 The school-

- a. Ensures that she has a senior member of designated staff who has received the appropriate training;
  - b. Recognizes the role of the designated person and organize support and training. Schools may wish to mention the additional training that is provided by their designated person;
  - c. Ensures that every staff member and governor are aware of:-
    - the name of the designated person and his role;
    - their responsibility as individuals for referring concerns about child protection through using the correct channels and within the agreed deadlines agreed upon with the Local Safeguarding Children Board; and
    - what action to take to address those concerns if the designated person is unavailable.
-

- d. Ensure that staff are aware of the need to look out for signs of abuse and know how to respond to a pupil who may divulge that abuse has occurred;
- e. Ensure that parents have an understanding of the school and the staff's responsibility for child protection through specifying their commitments in the school prospectus;
- f. Provide training for the entire staff so that they are aware of:-
  - i. What their personal responsibilities are;
  - ii. What are the local procedures agreed upon;
  - iii. The need to look out for cases of abuse; and
  - iv. How to support a child who divulges that abuse has occurred?
- g. Notify the local social services if:-
  - a pupil on the protection register is suspended either for a fixed term or permanently;
  - if a pupil on the child protection register is absent from school without providing an explanation for more than two days (or for a day following the weekend);
- h. Work to develop effective links with relevant agencies and collaborate, as required, with their enquiries into child protection issues, including attending the initial review and core groups and child protection conferences and presenting written reports to the conferences;
- i. Keep written records of concerns about children (specifying the date, the incident and what measures were taken), even where there is no need to immediately refer the matter to social services;
- j. Ensure that all minutes are kept safely and securely;
- k. Follow the procedures mentioned in the Welsh Assembly Government guidance circular;
- l. Ensure that recruitment and selection procedures are drawn up in compliance with Wales National Assembly Government guidelines contained in the circular 34/2002 "Child Protection: Preventing Inappropriate People from Working with Children and Young People in the Education Service"; and
- m. Designate a child protection governor to supervise the school's child protection policy and practices.

#### **4. Support the At Risk Pupil**

- 4.1 We recognize that at risk children, who face abuse or who witness violence, could be deeply impacted by this.
  - 4.2 It may be that the school is the only stable, safe and secure element in the lives of at risk children. However, when they attend school, their behaviour may be challenging and unruly, or they can go into their shell.
  - 4.3 The school will try to support the pupil through:-
    - a. Including aspects in the curriculum that encourage self-esteem and self-motivation (see section 2 on Prevention);
    - b. The school ethos:-
      - i. promotes a positive, supportive and secure environment, and
      - ii. makes pupils feel valued (see section 2 on Prevention);
-

- c. One of the aims of the school's behaviour policy is to provide support for pupils who are at risk at the school. Every staff member agrees on a consistent implementation method that focuses on the behaviour of the child who has transgressed but without having an adverse impact on the pupil's self-esteem. The school seeks to ensure that the pupil is aware that certain types of behaviour are unacceptable, but that she or he is appreciated and that they are not to blame for any abuse that has occurred;
  - d. Maintain regular contact with other agencies that support the pupil; such as Social Services, Children and Young People Mental Health Services; the Educational Psychology Service, the Behavioural Support Services and the Education Welfare Service; and through keeping minutes and notifying Social Services as soon as any concerns re-emerge.
- 4.4 When a pupil on the child protection register leaves the school, the information will immediately be transferred to the new school and Social Services will be notified.
- 5. Bullying**
- 5.1. Our policy on bullying is contained in (separate document/school behaviour policy) and is annually reviewed by the governing body.
- 6. Physical Intervention**
- 6.1. Our physical intervention policy is noted in (separate document) and is annually reviewed by the governing body.
- 7. SEN Statemented Pupils**
- 7.1. We recognize that, statistically, children with disabilities and behavioural difficulties are those who are most at risk of abuse. School staff who deal with children who have serious and multiple disabilities, sensory impairment and/or behavioural and emotional problems, need to take a very sensitive approach to signs of abuse.

**The designated child protection officer at this school is Mrs Manon Haf Owen**

**The Designated Governor is Mr Carwyn Evans**

**The Designated Protection Manager in the education department is Mr Gwern ap Rhisiart  
Tel No: 01286 679007**

---

## Appendix 7

### Cofnodwch

- Gofynnwch am gyngor am be i wneud nesaf.
- Osgoi rhagfarn a barn.
- Cadwch mewn cysylltiad â'r plentyn er mwyn ei gefnogi.
- Byddwch yn broffesiynol, peidiwch a thrafod y mater yn agored.
- Cofnodwch beth mae'r plentyn wedi ei ddweud - gan ddefnyddio geiriau'r plentyn.
- Nodwch y cyd-destun, amser a dyddiad ar eich cofnod a chofiwch ei lofnodi.

### Rhifau Cyswllt Defnyddiol

Gwasanaethau Cymdeithasol—Cyfeiriadau a Chyngor  
☎01758 704 455  
cyfeiriadauplant@gwynedd.gov.uk  
Awdurdod Addysg - Cyngor  
☎01286 679 552  
Childline - 0800 1111

### Amddiffyn Plant

Canllaw Cyflym  
Adran Addysg  
Gwynedd



Gwasanaethau Cymdeithasol  
Cyfeiriadau a Chyngor  
www.gwynedd.gov.uk

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www.gwynedd.gov.uk

## I. **Education Department Protection Planning Sub-group Procedures in the Child Protection field**

A Child Protection Planning Sub-group has been established within the education department to track all instances of abuse.

Sub-group membership are as follows:

- **Designated Education Child Protection** - Gwern ap Rhisiart, Senior Manager Education
- **Child protection operational officer** - Rob Jewell, LAC/At risk Groups Co-ordinator
- **Assistant Support Officer** - Bethan Eleri Roberts, Assistant Education Quality Improvement Officer.
- **Senior Education Quality Improvement Officer** – Keith Parry – member of the Planning Sub-group to monitor school procedures.

**The working-group's remit is to ensure that the entire workforce in the Education Department, Schools and other Educational Establishments within Gwynedd Council implement Wales Child Protection guideline requirements appropriately.**

The Child Protection Planning Sub-group receives monthly reports and checks that the following is implemented:

- Regularly include Child Protection matters on the agenda of Inclusion Team meetings.
- Make requests for meetings with Social Services Child Protection Co-ordinator and the Police.
- Regularly review school cases; monitor developments and ensure an effective conclusion of investigations.
- Establish a formal procedure to report, conduct cases and identify lines of accountability within the Education Department and across schools in the county.
- Ensure quarterly reporting on the department's performance in child safety and protection fields.
- Review training arrangements and track schools and governors requirements.

### I.1. **Training**

The Education Department provides higher level training for Department staff to train them as Child Protection trainees.

Education central teams staff receive child protection training every three years.

Schools receive training opportunities for:

- Child Protection and Safeguarding (level 1 and 2), for a Designated Person and Designated Governor to be up-dated every three years.
  - Guidance on dealing with allegations of professional abuse for the Designated Person/Headteacher, Designated Governor/Chair.
  - Annual guidance and up-date on Protection-related issues for headteachers and governors.
  - use of reasonable force
  - intervention and time out.
  - specific protection areas that include at risk groups.
  - provide minutes and use of protocols
  - information sharing with parents/guardians
-

Mandatory training meetings are annually held for primary school headteachers and designated secondary/special school deputies responsible for protection as a reminder and to review understanding of referral requirements and arrangements.

Newly designated governors are offered annual training opportunities, and an opportunity to receive refresher training every three years.

Report quarterly to the Management and corporate Team on the department's performance in agreed indicators in this field. Ensure an annual full evaluation of the impact of training and implementation of the education service on procedures used by the entire staff in the Child Protection process.

## **1.2. Roles and responsibilities**

The role and responsibilities of Planning Sub-group members is defined as follows:

### **1. Designated Child Protection Officer (Gwern ap Rhisiart)**

- Chair of the Planning Sub-group.
- Provide a detailed overview of all arrangements and procedures within the Education Department.
- Conduct planning meetings and review cases to conclude cases.
- Ensure effective collaboration between relevant agencies.
- Provide a report of the appraisal of the impact of training and procedures used by the entire staff in the Child Protection process, (or as required by the Child Protection/Safeguarding Strategy Panel).
- Attend meetings where there are allegations against headteachers, and other key staff, or ensure the attendance of a member of the child protection planning sub-group.
- Review Child Protection Policy jointly with Social Services and the Police.
- Report on findings to the Pupils and Inclusion Team and the Management Team.
- Report quarterly corporately on agreed indicators that highlight the department's performance in this field.

### **2. LAC/Education Co-ordinator for Vulnerable Learners (Rob Jewell)**

- Member of the Planning Sub-group.
- Ensure advanced level training for entire staff of Education Department (central teams/Joint committee).
- Provide joint training for school staff and designated governors.
- Review policy on Reasonable Force.
- Provide appropriate training for use of reasonable force, intervention and time out.
- Conduct visits to individual schools to discuss school protocols and procedures.
- Attend strategy meetings when allegations made against teachers or school support staff are discussed.
- Ensure that reports from Welfare Officers and/or schools are received following child abuse strategy meetings.
- Ensure Attachment Disorder training.

### **3. Assistant Education Quality Improvement Officer (Bethan Eleri Roberts)**

- Co-ordinator and member of the Planning Sub-group.
  - Provide a formal arrangement of tracking and holding data of all cases open to Social Services keeping details of action and case closure.
  - Administer implementation matters from the Planning Sub-group.
  - Establish formal arrangements to ensure progression to cases.
-

- Co-ordinate training arrangements.
- Regularly co-ordinate multi-agency meetings.
- Co-ordinate report of appraisal of impact of training and quality of the County Schools procedures.
- Up-date schools training records (staff and governors).

#### **4. Education Quality Improvement Senior Officer (Keith Parry)**

- Member of the Planning sub-group monitoring school procedures and reporting monthly on instances of professional abuse/discipline arising from Protection cases to 'close the circle'.

### **1.3. Central workforce role within the education service (including the welfare officers)**

- Help to note wellbeing concerns and abuse indicators or possible negligence as regards every pupil at an early stage; referring those concerns to the appropriate agency
- Work with the education service to ensure that the entire staff are familiar with protection procedures and understand their responsibilities
- Work with the education service to provide advice and training as required
- Assist child protection agencies when presenting information about abuse and to protect "at risk" children as required
- Represent education at reviews when required, core groups and Child Protection case conferences, presenting appropriate reports as required
- Where appropriate, serve as the child's advocate
- Be aware of matters such as forced marriage, trading children, protecting children whose illness was feigned and protecting children from abuse as regards beliefs that they are possessed by an evil spirit.

## **2. All Wales Child Protection Procedures 2008**

The entire staff of the Education Service fully comply with the latest version of the procedures as they form an essential aspect of the broader work as regards protecting children and young people and promoting their well-being.

The guidelines for the Education Service stipulate:

- If there is concern or if there is an allegation of abuse at a school, the headteacher or the senior staff member responsible for dealing with child protection matters should immediately be notified and the school's procedures followed.
  - If there is concern or if an allegation of abuse "outside a school situation" is made, the same procedures should immediately be followed or contact the Children's Referrals Team (numbers provided below).
  - The education department staff, including school staff and central teams of the education department should refer any concerns about child protection directly for the attention of **Gwern ap Rhisiart, OR to Rob Jewell** and in the absence of the above, the assistant officer will provide further guidance.
  - If the allegation is made against Gwern ap Rhisiart or the Designated Person or the Designated Governor at a school, there should be direct referral to the Child Referrals Team (numbers given below)
  - There should be immediate referral for the attention of the Children's Referrals Team if there is any suspicion about child protection, a child's well-being or if advice is required within or outside working hours.
  - Information on telephone numbers of referral teams and team outside working hours is also available at every school, as well as area team telephone numbers.
-

**Here are the contact details of the Children Referrals Team, Social Services:**

Tel No: 01758 704455

e-mail: [CyferiadauPlant@gwynedd.gov.uk](mailto:CyferiadauPlant@gwynedd.gov.uk)

**Gwynedd and Isle of Anglesey Out of Hours Team:**

Tel No: 01248 353551

[Monday - Friday 17.00-09.00 and weekends and Bank holidays 17.00 Friday- 9.00 Monday]