



Vale of Glamorgan Council
Directorate of Learning and Skills

Safeguarding Policy

September 2023





Guidance Note

Schools and other settings within the Directorate of Learning and Skills must have an effective safeguarding/child protection policy that is:

- in accordance with Local Authority guidance locally agreed interagency procedures
- inclusive of services that extend beyond the school day
- reviewed at least annually
- made available to parents or carers on request
- provided in a format appropriate to the understanding of children, particularly where schools cater for children with additional needs

This model Safeguarding Policy is made available by the Vale of Glamorgan Directorate of Learning and Skills to support the development of safeguarding policies in all areas of the Directorate.

The model policy is based upon the model child protection policy provided in Welsh Government guidance document no: 283/2022 of *Keeping learners safe*.

<https://gov.wales/sites/default/files/publications/2022-04/220401-keeping-learners-safe.pdf>

Please note that the term school is used throughout this model safeguarding policy. However, the document is intended for use by all settings within the Directorate of Learning and Skills and therefore will need to be amended accordingly for use by libraries and Adult Community Learning.

Similarly, the model policy refers extensively to safeguarding/*child protection*, *children* and *pupils* and will need to be amended for use in adult settings.

The model policy should be adapted by individual institutions by the addition of an organisational logo and additional content relevant to the setting.

The model policy exists within the legislative and governance frameworks for safeguarding in Wales, including:

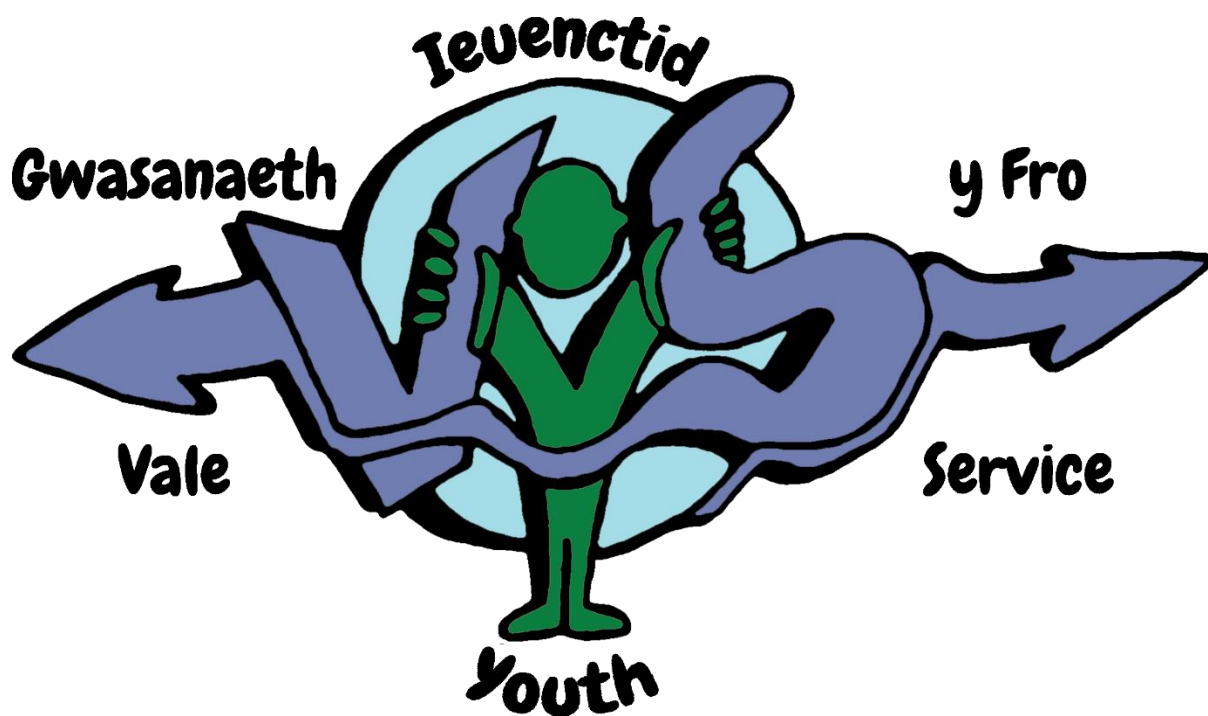
- Section 175 of the Education Act 2002
- Common law duty of care
- Children Act 1989
- Children Act 2004
- The Equality Act 2010
- The Social Services and Well-being (Wales) Act 2014
- Safeguarding Children: Working Together Under the Children Act 2004
- Wales Safeguarding Procedures
- The Children's Rights Framework
- The United Nations Convention on the Rights of the Child (UNCRC)
- The Rights of Children and Young Persons (Wales) Measure 2011
- The Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Regional Safeguarding Board
- Child Practice Reviews: multi-agency professional forums (bland)
- Counter-Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003
- European Convention on Human Rights

NB. A safeguarding policy must reflect new and emerging legislation and guidance.

Vale of Glamorgan Youth Service

Safeguarding Policy

September 2023





KEY CONTACTS WITHIN THE YOUTH SERVICE

DESIGNATED SENIOR PERSON FOR CHILD PROTECTION (DSP)

NAME: Sarah Collier

CONTACT NUMBER: 07764807259

DEPUTY DSP

NAME: Rhys Jones

CONTACT NUMBER: 07739192394

NAME: Ve Van de Voorde

CONTACT NUMBER: 07739192404

NAME: Hannah Brown

CONTACT NUMBER: 07739192403

NAME: Peter Williams

CONTACT NUMBER: 07764 807257

NAME: Kelly Hawkes

CONTACT NUMBER: 07966847974

NAME: Chloe Hughes

CONTACT NUMBER: 07813042665

NAME: Donna Parker

CONTACT NUMBER: 07809551405

NAME: Annette Harrison

CONTACT NUMBER: 07725705735

NAME: Alexandra Thomas

CONTACT NUMBER: 07874 889383

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

REFERRAL TO Vale of Glamorgan CHILDREN & YOUNG PEOPLES SERVICE (CYPS)

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours telephone: **01446 725202**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **029 20788 570**

POLICE (CHILD PROTECTION): 101 in an emergency 999



The Learning & Skills Safeguarding Team is able to provide advice and support.
 CONTACT EMAIL: jdredrup@valeofglamorgan.gov.uk , Telephone 01446 709867
scollier@valeofglamorgan.gov.uk

Natasha James – Local Authority Designated Officer (LADO)
 CONTACT NUMBER 01446700111

Helen Anderson – Designated Officer for Safeguarding (DOS)
 CONTACT NUMBER 01446700111

Elizabeth Jones – Safeguarding Lead for Learning & Skills
 CONTACT NUMBER 01446700111

Enquiries/referrals in relation to Safeguarding concerns about practitioners or persons in position of trust should be sent to Jason Redrup, Sarah Collier & Helen Anderson

Document Version Control

Document	Safeguarding Policy
Reference	SG.09.2023
Version	1
Previous Document	
Associated Documents	

Document Version History

Version Number	Date Review Approved	Date Published	Summary of Amendments
1	January 2023		Presented to management
2	September 2023		Updates made to staff structure



Safeguarding Policy for Vale of Glamorgan Youth Service

1. Introduction

The Vale of Glamorgan Youth Service fully recognises the contribution it makes to safeguarding and child protection and that children have a right to be safeguarded and protected from harm.

The Safeguarding Policy is aligned to the Vale of Glamorgan Council's overarching vision to develop '**Strong Communities with a Bright Future**'. The Council's Corporate Plan **Working together for a Brighter Future 2020-25** sets out this vision and its ambitious agenda for the next five years. Alongside the Corporate Plan sits our Annual Delivery Plan that is produced annually and details the key priorities for the year ahead.



Our policy is informed by a children's rights approach to safeguarding as a principled and practical framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC).

There are three main elements to our policy:

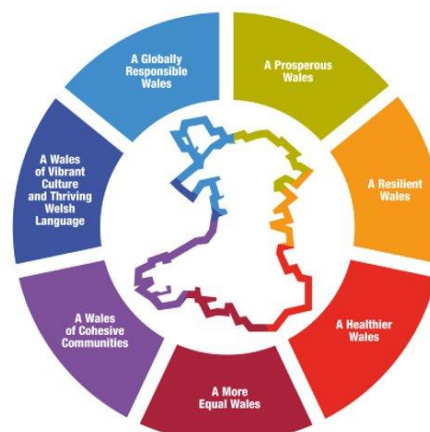
- Prevention through the culture, teaching and support offered to young people;
- Procedures for identifying and reporting cases, or suspected cases, of abuse – because of our day-to-day contact with children our staff are well placed to observe the outward signs of abuse;
- Support to young people who may have been abused.

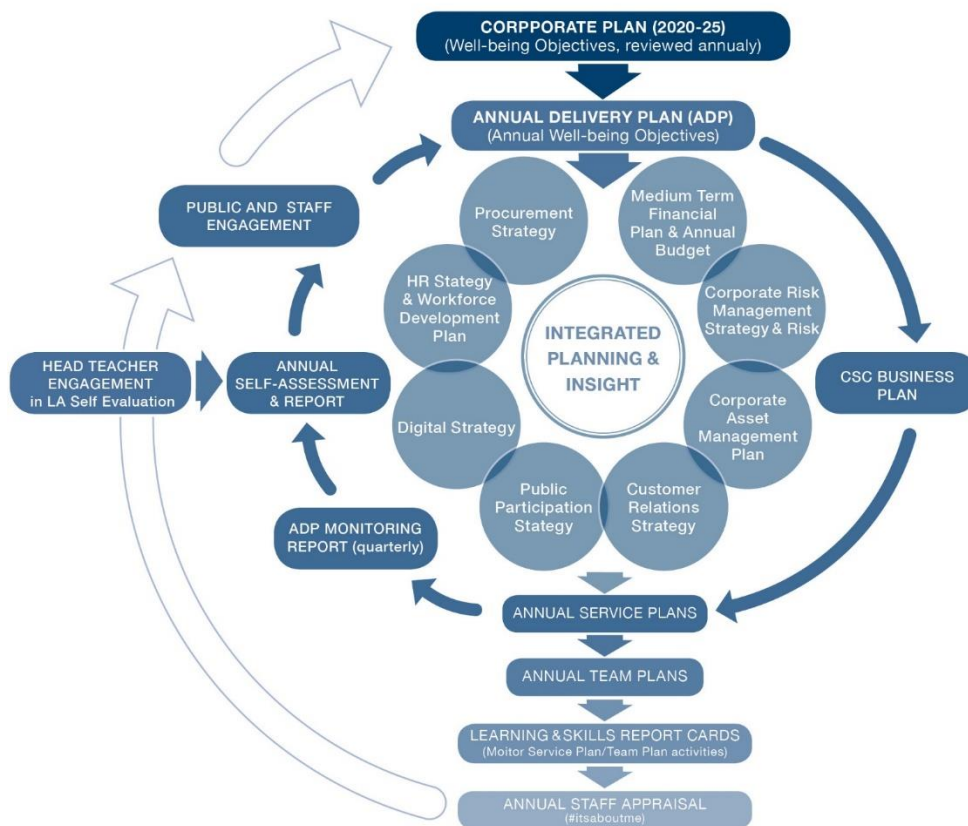
Our policy applies to all staff, students and volunteers working in the service.

Our policy should be read in conjunction with Welsh Government guidance document no: 283/2022 *Keeping Learners Safe*. <https://gov.wales/sites/default/files/publications/2022-04/220401-keeping-learners-safe.pdf>

This Safeguarding Policy enables us to deliver our improvement priorities identified through our self-evaluation process which are reflected as actions in our Annual Delivery Plan. It is the implementation of our Annual Delivery Plan actions each year that support delivery of our wellbeing objectives set out in the Corporate Plan and contributes to the seven national wellbeing goals aligned to the Wellbeing of Future Generations Act. As a Learning & Skills Directorate we work effectively across our teams, directorates and our partners and other key stakeholders to embed the sustainable development principle and the five ways of working (long term, integration, prevention, involvement and collaboration).

This Safeguarding Policy acts as key enabler for delivering our vision and wellbeing objectives through the Council's integrated planning framework, otherwise known as our 'golden thread', which also provides a monitoring mechanism to evaluate the performance and impact of our services. Outlined below is how this integrated planning framework interlinks with self-evaluation, improvement planning and performance management processes.





2. Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard young people.

Our service will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty;
- include in the curriculum, activities and opportunities for Relationships and Sexuality Education which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help;
- include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- build relationships with other agencies and ensure early and appropriate referrals for support and intervention are made before risks escalate.
- take a whole service approach to wellbeing which will incorporate safeguarding and preventative measures to support children and families.

3. Procedures



We will follow the Wales Safeguarding Procedures that have been endorsed by 58 Safeguarding Children Boards. The Youth Service will:

- ensure it has a Designated Safeguarding Person (DSP) for safeguarding who has undertaken the appropriate training;
- recognise the role of the DSP and arrange support and training;
- ensure every member of staff knows:
 - the name of the DSP and their role
 - that they have an individual responsibility for reporting children at risk and protection concerns to social services, or to the police, within the timescales agreed with the Regional Safeguarding Board; and
 - how to take forward those concerns where the DSP is unavailable.
- ensure that all members of staff are aware of the need to be alert to signs of abuse and neglect and know how to respond to a young person who may disclose abuse or neglect.
- ensure that members of staff who are Education Workforce Council of Wales registrants are aware of the Code of Professional Conduct and Practice for Registrants with the Education Workforce Council and the expectation within the Code that registrants have regard to the safety and wellbeing of young people in their care and related content;
- ensure that parents have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by setting out its obligations in the service information document;
- provide training for all staff so that they:
 - understand their personal responsibility;
 - know the agreed local procedures and their duty to respond;
 - are aware of the need to be vigilant in identifying cases of abuse and neglect;
 - know how to support a child who discloses abuse or neglect; and
 - understand the role online behaviours may have in each of the above
- notify the local authority's social services team if:
 - a young person on the child protection register is excluded, either for a fixed term or permanently; or
 - there is an unexplained absence of a young person on the child protection register of more than two days duration from school (or one day following a weekend).
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial review and child protection conferences and core groups and the submission of written reports to the conferences;
- keep digital records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to the local authority immediately; at this time schools utilise the 'My Concern' software platform for managing all safeguarding concerns.
- ensure that all safeguarding records are managed securely on an approved safeguarding software platform (electronic);
- adhere to the procedures set out in the Welsh Government's Disciplinary and Dismissal Procedures for School Staff, where appropriate;
- ensure that recruitment and selection procedures are made in accordance with Welsh Government's Keeping Learners Safe guidance; and



- designate a governor for safeguarding (DSG) who will oversee the school's child protection policy and practice. Ensuring that this Governor attends the Local Authority Designated Safeguarding Governor training on an annual basis.
- When a member of staff, teaching or non – teaching, is alerted to signs of abuse or neglect s/he should:
- discuss the issue with the school's DSP or in their absence the Deputy DSP. If the decision is taken that the incident needs to be referred, **the DSP in the case of an emergency where there are immediate child protection concerns must without delay make a telephone referral to CYPS** by telephoning the Duty Officer on 01446 725202, or out of hours on 02920 788570, in the unlikely event that they are unable to contact CYPS then the referrer needs to dial 999 and report the matter to police as an emergency. This must be followed within one working day by completing the Multi-Agency Referral Form (MARF) via e-mail to: dutymarfs@valeofglamorgan.gov.uk . Cases which do not require immediate child protection can be referred through submission of a MARF. If the "Child in Need" referral box is ticked, the MARF must be accompanied with parental consent. No parental consent is needed for the "CP" referral box.

All Youth Service staff will need to familiarise themselves with process flowcharts for work in education settings and in community based settings.

Advice may be sought prior to referral by discussing concern with CYPS duty desk, or the Safeguarding Officer for Learning & Skills.

Definitions of Child Abuse and Neglect

The Children Act 1989 and 2004 and Social Services and Well-being (Wales) Act 2014 defines 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 the child is 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)
- Child sexual exploitation
- Radicalisation
- Female genital mutilation
- Modern slavery
- Honour Based Abuse

For further information on these types of harm visit the [Safeguarding Wales](#) web site for further explanation in the glossary of terms

4. Schools Governing Body – Not Applicable for Youth Service

Governing Body is responsible for ensuring that:

- the school has an effective child protection policy and safeguarding procedures in place that is in accordance with local authority model guidance and Keeping Learners Safe 2020
- the school's child protection policy and safeguarding 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 safer 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 head teacher 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
- the governing body addresses any identified areas for improvement in regard to child protection arrangements that are brought to its attention
- the governing body to ensure that the designated senior person (DSP), designated governor for child protection and safeguarding (DSG) and the chair of governors



undertake and maintain relevant safeguarding training as agreed by the Regional Safeguarding Board.

5. Supporting those at risk

We recognise that children/young people who are at risk, suffer abuse or experience violence may be deeply affected by this.

Our service may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at the setting their behaviour may be challenging and defiant or they may be withdrawn.

- Our service will endeavour to support the learner through:
 - the content of the curriculum to encourage self-esteem and self-motivation
 - our service ethos which:
 - promotes a positive, supportive and secure environment; and
 - gives individuals a sense of being valued (see section 2 on Prevention)
- our service behaviour/relationship policy, which is aimed at supporting vulnerable young people. All staff will agree on a consistent approach which focuses on needs of the child. The service will endeavour to ensure that the young person knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies who support the individual, including the following:
 - Educational Psychology Service, Engagement Services or the Education Welfare Service
 - Child and Adolescent Mental Health Services and advocacy services;
- keeping records and notifying the local authority as soon as there is a recurrence of a concern.
- ensuring that when an individual on the child protection register leaves, we will transfer information to the new provider immediately and inform Social Services.
- having a suitable secure email address in order for notifications to be received as part of Operation Encompass, and to support the child subject of that notification

6. Anti-Bullying

The Youth Service has an anti-bullying policy which is set out in (*the anti-bullying procedures 2020*) reviewed annually and consistent with Vale of Glamorgan Directorate of Learning and Skills *Policy and updated Guidance on Anti-Bullying in Schools/Educational Settings* (2014) and the Welsh Government Guidance document No: 050/2011, Rights, Respect, equality guidance 2019

<https://gov.wales/sites/default/files/publications/2019-11/rights-respect-equality-statutory-guidance-for-governing-bodies-of-maintained-schools.pdf>

7. Physical intervention

Our policy on physical intervention is set out in (*a separate document*) and is reviewed annually and is consistent with the Welsh Government's guidance on Safe and effective intervention – use of reasonable force and searching for weapons.

<https://gov.wales/sites/default/files/publications/2018-03/safe-and-effective-intervention-use-of-reasonable-force-and-searching-for-weapons.pdf>



Policy - Restrictive
Practices and Physical

8. Children with Additional Learning Needs

We recognise that statistically children with learning difficulties and disabilities are most vulnerable to abuse. Staff who deal with children with profound and multiple disabilities, sensory impairment and or social emotional and mental health difficulties need to be particularly sensitive to signs of abuse.

9. Prevent Duty

Our policy to protect individuals from radicalisation and extremism complies with the *Revised Prevent Duty Guidance: for England and Wales* (2015)

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

and Welsh Government guidance document No: 045/2011 *Respect and resilience*

<https://gov.wales/sites/default/files/publications/2018-03/respect-and-resilience-developing-community-cohesion.pdf>

and informed by the *Respect and resilience Self-assessment tool 2016*

<https://gov.wales/sites/default/files/publications/2018-03/self-assessment-tool-respect-and-resilience.pdf>

We ensure that staff are compliant with Home Office PREVENT E-learning and that service ensures ongoing security and safety measures are in place to help keep the settings and community safe.

10. Online Learning

As a service we will take the guidance and advice laid out in the *Revised Keeping Safe Online: Live streaming and video conferencing safeguarding principles and practice*

<https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice>, to ensure that our whole service community is kept safe whilst learning online.

11. 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 individuals for curriculum purposes, extra 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 give specific written 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.

12. Recruitment and Selection

The Youth Service is committed to safeguarding and promoting the welfare of children and expects all employees, agency workers, contractors and volunteers to share this commitment. Safer Recruitment is the first step to safeguarding and promoting the welfare of children in our service by the implementation of a policy and procedures that help deter, reject, prevent or detect people who might abuse children or are otherwise unsuited to working in this environment.

Our policy on safer recruitment complies with the with the Vale of Glamorgan Council's *Safer Recruitment Policy* (Revised 2021)

<https://staffnet.valeofglamorgan.gov.uk/Documents/Schools/Schools-HR-Policies/Safer-Recruitment-Policy.pdf>

and *Safer Recruitment Guidelines* and Welsh Government guidance document no: 283/2020 *Keeping Learners Safe*. <https://gov.wales/sites/default/files/publications/2022-04/220401-keeping-learners-safe.pdf>

13. Self-Evaluation and Audit

Our service maintains an up-to-date safeguarding self-evaluation report which is reviewed annually and consistent with the Estyn *Self-evaluation form for Safeguarding and Child Protection*

<https://www.estyn.gov.wales/system/files/2020-07/SER%2520For%2520Schools%2520RE%2520SFG%2520%25202017.docx>

or the Welsh Government safeguarding self-evaluation *Audit Tool and Guidance*

<https://gov.wales/sites/default/files/publications/2020-11/annex-3-safeguarding-audit-tool.docx> that accompanies *Keeping learners safe (Annex 3)* as tools for continuous improvement in safeguarding practice.

14. Allegations Against Employees and Volunteers

Any allegation of abuse made by or on behalf of a child will be taken seriously and the child will be listened to and dealt with sensitively.

Our service also has a duty of care to our employees and volunteers and will support individuals subject to an allegation to manage and minimise the stress inherent in the allegations process.

Our service has procedures set out that adhere to the procedures set out in Welsh Government circular no: 009/2014 *Safeguarding children in education: handling allegations of abuse against teachers and other staff*.



When an allegation has been made against a member of staff the DSP and Youth Service Manager(s) must be informed immediately, the Youth Service Manager(s) will then manage the allegation by informing the Local Authority Learning & Skills Safeguarding Officer.

When an allegation has been made against the Youth Service Manager, the Head of Service must be informed immediately. The Head of Service will then manage the allegation by informing the Learning & Skills Safeguarding Officer.

<https://gov.wales/sites/default/files/publications/2018-11/safeguarding-children-in-education-handling-allegations-of-abuse-against-teachers-and-other-staff.pdf>

and the Wales Safeguarding Procedures: Section 5, allegations/concerns about practitioners and those in positions of trust [Safeguarding Wales](#)

15. Safeguarding Training

The Youth Service is committed to ensuring that all staff (permanent and non-permanent), students and volunteers undertake the appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for safeguarding children effectively, which is kept up-to-date by annual refresher training, this is known as Level 1 training.

Our service ensures that the Designated Senior Person (DSP), Deputy Designated Senior Person (DDSP) for safeguarding undertake training to standards agreed by the Regional Safeguarding Board. In addition to basic safeguarding Level 1 training it is a requirement that the DSP, DDSP also undertake an annual refresher training, known as Level 2 training. In addition, full multi agency training as per the requirements of *Keeping Learners safe*, must be undertaken every 3 years.

16. My Concern – not used by Youth Service

My Concern safeguarding software is used by the school and Local Authority. 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, My Concern pulls through the relevant student information across from SIMS to create the student profile in My Concern. Automatic notifications are sent to the designated safeguarding lead when any new concerns are added by users.

My Concern 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 student profile in My Concern. This promotes a complete picture of an individual's wellbeing and enables the relevant team members to act when required without having to send additional updates by email.

Documents, minutes, MARFs and other referral forms and other types of media can be uploaded and linked to the pupil's record. This minimises the need for paper records and centralises all relevant and supporting information. It enables our school to manage and prioritise actions and evidence the effectiveness of safeguarding arrangements to Estyn, Governors and Senior Leaders and drive improved outcomes for students.



Reports can be created on any combination of categories of concern or student information over a fixed or dynamic time period. Typical reports schools can run include a breakdown of 'total concerns by month', 'concerns by category', 'termly governor report' etc.

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

Additional areas for consideration

The following headings are for the service to consider for inclusion in this policy, for stand-alone policy or for retention as useful reference documents to inform practice. The content for each heading is contained within appendix A

- Child Collection & Release from school (Primarily Primary Schools)
- Ending Physical Punishment of children
- Suicide & Self-harm
- Social Networking and staying safe online
- Substance Misuse in education
- External Speakers & Visitors
- Venue Hire policy
- Children who enter the Looked after System
- Teenage pregnancy
- Child criminal exploitation