

# 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

## **KEY CONTACTS WITHIN THE SCHOOL**

### **SAFEGUARDING (CHILD PROTECTION) OFFICER (CPO)**

NAME: Vicki Hull

CONTACT NUMBER: 029 2041 5250 Ext 208

### **DEPUTY CHILD PROTECTION OFFICER (DCPO)**

NAME: Sandra Charlton

CONTACT NUMBER: 029 2041 5250 Ext 209

### **ATTENDANCE & WELLBEING OFFICER**

NAME: Rosalind Barter

CONTACT NUMBER: 029 2041 5250 Ext 213

### **NOMINATED GOVERNOR FOR CHILD PROTECTION**

NAME: Ruth Jackson

CONTACT NUMBER: 029 2041 5250

### **CHAIR OF GOVERNORS**

NAME: Barbara Connell

CONTACT NUMBER: 029 2041 5250

## **KEY CONTACTS WITHIN THE LOCAL AUTHORITY**

### **REFERRALS TO CHILDREN'S SERVICES AT CARDIFF MULTI AGENCY SAFEGUARDING HUB (MASH)**

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hours, telephone: **029 2053 6490**

For cases that are open to Children Services and have an allocated social worker, telephone: **029 20 536400**

Education Reps at MASH (professionals only): **029 20338438**

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

The **EDUCATION SAFEGUARDING TEAM** is able to provide advice and support.  
**CONTACT NUMBERS: 029 2233 0876 / 029 2233 0877 / 029 2233 0878**

**E-MAIL: [SLLSSafeguardingTeamInformation@cardiff.gov.uk](mailto:SLLSSafeguardingTeamInformation@cardiff.gov.uk)**

**Finn Madell, Local Authority Designated Person (LADO)**  
**CONTACT NUMBER: 02922 330868**

## **PREVENT CO-ORDINATORS**

### **CARL DAVIES – HOME OFFICE PREVENT CO-ORDINATOR**

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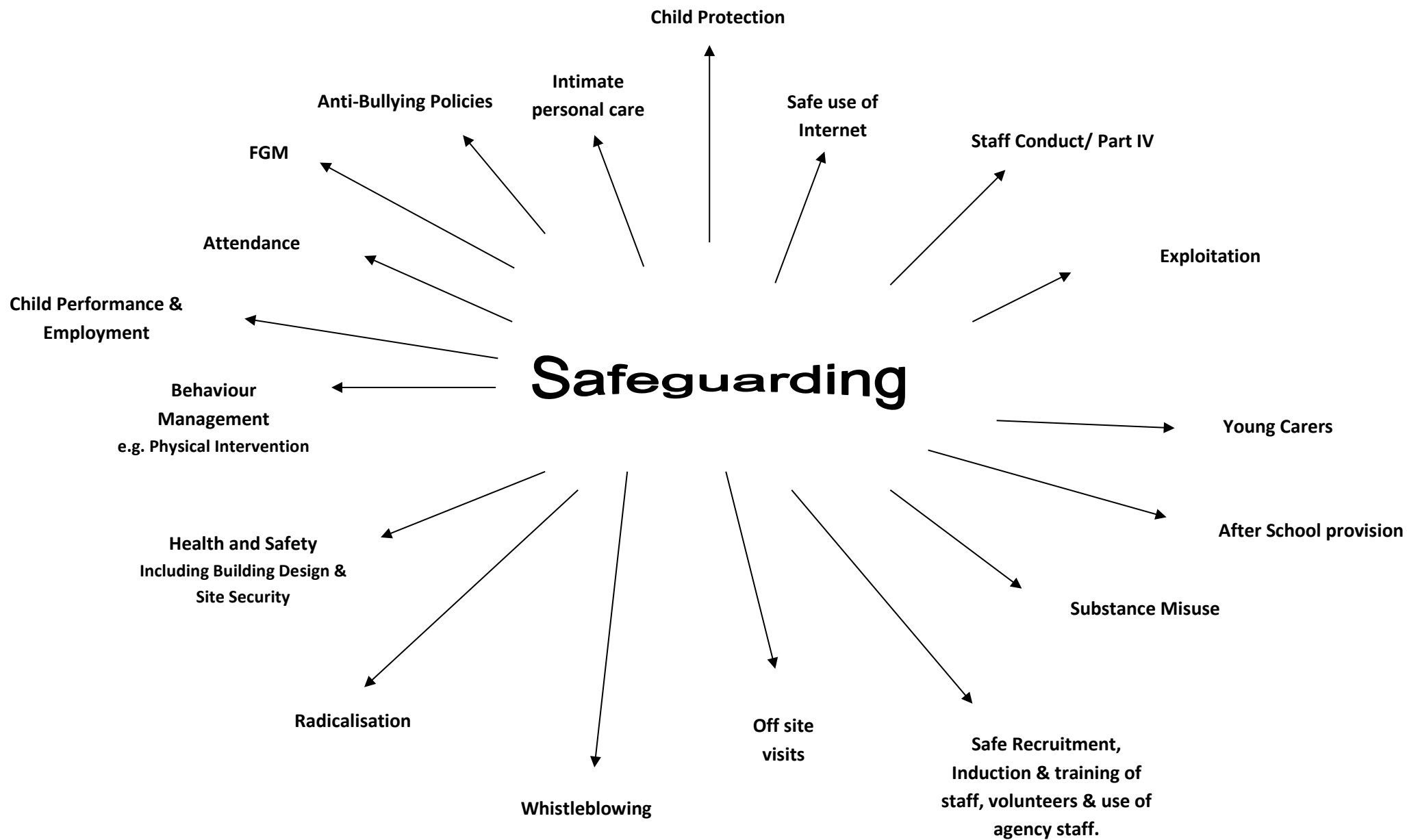
### **JENNIFER LENCZNER – HOME OFFICE PREVENT EDUCATION OFFICER**

Cardiff Local Authority  
Tel: 029 2087 3281  
Mobile: 07811 980031  
Email: [Jennifer.Lenczner@cardiff.gov.uk](mailto:Jennifer.Lenczner@cardiff.gov.uk)

**POLICE (CHILD PROTECTION): 999 (in an emergency) / 101**

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Safeguarding Web Diagram

Not an exhaustive list

## **Cardiff Council Education Safeguarding**

**This guidance has been produced to assist Schools to write their own specific child protection policy and to take forward and adopt the best practice guidance procedures within the school setting.**

### **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*

- Cantonian High School acknowledges the importance of its role in the welfare of young people, and through the general ethos of the school will seek to encourage children in need of support to come forward.
- Cantonian High School is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing and acknowledge that children have a right to protection.
- Cantonian High School will work with multi-disciplinary partners within the statutory framework established by:
  - The All Wales Child Protection Procedures 2008
  - Safeguarding Children: Working Together Under the Children Act 2004 Section 28
  - Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
  - Allegations of Professional Abuse Procedures (AWCPP Part IV)
  - WG Guidance 0900/2014 Handling Allegations Against Teachers & Staff
  - Keeping Learners Safe 158/2015
  - The Counter – Terrorism and Security Act 2015
  - Social Services and Well-being (Wales) Act 2014
  - Cardiff and Vale Regional Safeguarding Board

This child protection policy applies to all staff and volunteers at Cantonian High School including community education staff and Governors. Teaching Assistants, Midday Supervisors, supply staff, administrative and support 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 feedback from Governing Bodies and Schools and 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, and know how to approach adults if they are in difficulties believing they will be effectively listened to.

There are 4 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.

## **1. 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 and 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 welfare, 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 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.

## **2. Procedures**

This policy is compliant with the new All Wales Child Protection Procedures 2008.

### **i) 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 Child Protection Officer (CPO) to ensure that all of the child protection procedures are followed within the school, and to make appropriate and timely referrals in accordance with school procedures.
- If for any reason the CPO is unavailable, a **Deputy CPO** has been identified who will act in their absence. Alternative arrangements for appropriate cover will also be made if the CPO and Deputy are unavailable.
- It is the role of the CPO 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 policy and to support the school in this aspect.
- The CPO/Headteacher and Governing Body should review and update the policy and procedures annually.
- The CPO/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 which alerts them to the fact that referrals may be made and the role of the establishment.
- Where children leave the school, ensure their child protection file is copied and the copy securely transferred to the new establishment as soon as possible, but transferred separately from main pupil file with the original being retained securely in school.

Representatives from the Safeguarding Team (Tel: 029 2233 0876 / 029 2233 0877 / 029 2233 0878) are available to offer advice, support and training to the school's CPO.

### **ii) Training**

All staff, including Teachers, Teaching Assistants, Midday Supervisors, Caretakers, volunteers, admin staff, kitchen staff and Governors in the school should have completed Safeguarding and Child Protection Awareness Training 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 in and for schools
- Recognise signs and symptoms of abuse
- Know how to respond to a disclosure of abuse and how to make a referral
- Raise concerns against professionals

The school operates a robust induction process for any new staff, supply and temporary staff, and volunteers in relation to arrangements for child protection and their responsibilities. Each new starter is provided with an Induction booklet and copy of the child protection policy.

The CPO and Deputy CPO should in addition, also attend the training appropriate to the level required to undertake the role of CPO on a three yearly basis. Cantonian CPOs have received training in Team Teach, ACE's, Prevent and Thrive.

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

### **iii) Recognising Child Abuse**

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and Education Safeguarding and between schools and other agencies such as Children's Services and the Police.

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

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

### **Definitions of Child Abuse and Neglect**

The Children Act 1989 and 2004 and All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4 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.'*

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

## **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve, 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.

## **Emotional Abuse**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## **iv) Taking Action and Making a Referral**

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure (written or verbal)
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Another pupil/parent giving you information
- Observe changes in behaviour that worry you
- Instinctively feeling something is wrong
- There are neglect issues, as outlined in the section above.

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

- The CPO may seek advice from telephoning Cardiff MASH making clear it relates to a child protection matter to ensure the call is prioritised. Telephone referrals should be followed up by completing forms CP1 (MA) (4.ch.227 on CIS) and CS1 (4.ch.225 on CIS) to the Cardiff MASH within 24 hours from the initial telephone call. A copy should be kept for your records. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral. Where the CPO is advised a referral is not required, however the CPO disagrees with this decision, their professional judgement should be considered and a referral submitted.
- When making a child protection referral, every effort should be made to obtain parental consent unless to do so poses a risk of significant 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. You should always seek guidance from Children Services at MASH prior to submitting a referral. Record all actions taken in accordance with your CPO responsibilities and duty to report.
- If referrals are being made to consider care and support needs for a child (wellbeing assessment), consent from Parent(s) or persons with PR (parental responsibility) is required.
- If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the member of staff's concerns, but must **IMMEDIATELY** refer the matter to the CPO or Deputy or in the absence of both the Cardiff MASH.
- The CPO 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 should be informed. The Headteacher, in consultation with the Cardiff MASH, will decide on the next step to be taken.
- CPOs/schools staff should receive a response to their referral in writing within 7 working days. If not received after 7 days, CPOs have a right to contact Cardiff MASH for an update.
- It is important that staff do follow up with the CPO 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 in this way must be stored securely. If the member of staff has continued concerns, then the Headteacher should be notified or Chair of Governors if the Headteacher is the CPO. 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 CPO's decision that a referral is not necessary, they must make the referral directly to the Cardiff MASH and inform the CPO 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, the following action should be taken.**

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Casualty Department. In an emergency, the 999 service should be used.
- 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.

#### **v) Dealing with Disclosures**

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

- Always stop and listen and listen to someone who wants to tell you about incidents or suspicions of abuse. Show that you taking their 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.
- Do not ask leading questions that might give your own ideas of what might have happened (e.g. did he do x to you?) – just ask “what do you want to tell me?” or “is there anything else you want to say”. Best practice would be to use the TED method (tell, explain, describe). Do not interrupt when the child is recalling events and do not make the child repeat themselves.
- As soon as possible after the disclosure, record in writing what was said. Be as accurate as possible, using the child's own words and language e.g. Welsh, Urdu etc. Include in your record the time and date of the disclosure, and whether anyone else was present. Make a note of the child's demeanour (be specific about how the child is behaving/reacting e.g. crying as opposed to just saying upset). Make a note of any action taken following the disclosure (use the Record of Concern at appendix D).

The CPO will store the Record of Concern safely and confidentially.

- Immediately inform the CPO and do not tell other adults or young people what you have been told.
- As soon as possible (and certainly the same day), the CPO should refer the matter to the Cardiff MASH and follow their advice about what to do next. Staff should keep in mind at all times their role is to assist the Police and Children’s Services and NOT to undertake their own investigations.
- Do not worry that you might be mistaken; you have a responsibility to pass on your concerns following disclosure of abuse. 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"> <li>• <b>Keep an open mind</b></li> <li>• <b>Reassure the child that they have a right to tell</b></li> <li>• <b>Listen carefully</b></li> <li>• <b>Work at the child’s pace</b></li> <li>• <b>Ask only open questions – if you must ask them, clarify the facts, don’t interrogate</b></li> <li>• <b>Explain what you need to do next</b></li> <li>• <b>Record accurately and quickly using the child’s words</b></li> <li>• <b>Pass on to CPO same day</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Promise to keep secret what they are telling you</b></li> <li>• <b>Interrupt</b></li> <li>• <b>Interrogate/investigate</b></li> <li>• <b>Assume e.g. this child tells lies</b></li> <li>• <b>Make suggestions about what is being said</b></li> <li>• <b>Speculate or accuse anyone</b></li> <li>• <b>Show anger, shock etc....</b></li> <li>• <b>Tell the child to go and speak to someone else</b></li> <li>• <b>Forget to record accurately and/or pass on to CPO</b></li> <li>• <b>Confront alleged abuser</b></li> </ul>

**vi) Attendance at child protection conferences & core groups**

It is the responsibility of the CPO to ensure that the school is represented at any child protection conference for children on their school roll or previously known to them.

The CPO or nominated individual 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.

When a child is placed on the Child Protection Register and is, therefore, subject to a child protection plan, it is the CPO’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 CPO should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed. The school representative will take on the Chair role if nominated to do so.

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 CPO 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
- 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)
- if there is concern that children subject to CP plan go missing

#### **vii) Record Keeping**

- Any member of staff receiving a disclosure of abuse from a child / young person, or noticing signs or symptoms of possible abuse in a child /young person should make notes as soon as possible, what was said or seen, the child/young person's circumstances and giving the time and location. It is very important to keep this record safely and confidentially in the Child Protection File. Document 1 is a Record of Concern template to be used
- 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 CPO 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. Document 2 Record Log should be filed at the beginning of each CP file and used as a chronology to log events, meeting or contacts etc.
- When a child who is on the child protection register leaves the school the CPO will inform the child's new school immediately.
- The CPO 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 CPO will inform the new school of the child protection concerns. Furthermore, the CPO will ensure:
  - the Child Protection file is retained at the school (retention period DOB + 25 years); and
  - 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 if the child is on the Child Protection Register.

**Both schools involved in the pupil transfer have an equal responsibility to ensure appropriate and relevant documentation/information is shared in a prompt, secure and timely manner.**

### **viii) Confidentiality**

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 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.

All decision making should be recorded in writing.

You should seek advice from your CPO 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 CPO.

Parents should be made aware that there is a statutory duty to safeguard and promote the wellbeing of children and that this responsibility necessitates child protection policy and procedures: that at times it may be necessary to share information with 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.

### **3. Support to Pupils**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. This school may be the only stable, secure element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The school will endeavour to 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/Wellbeing Support Services, The Pupil Support Services and voluntary organisations.
- A commitment to develop productive and supportive relationships with parents whenever it is in the pupil’s best interest to do so

#### **i) 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” 158/2015.



## **4. 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 locally agreed inter-agency procedures in conjunction with Human Resources.

Cantonian High School will follow 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: Safer recruitment practice "Keeping Learners Safe".

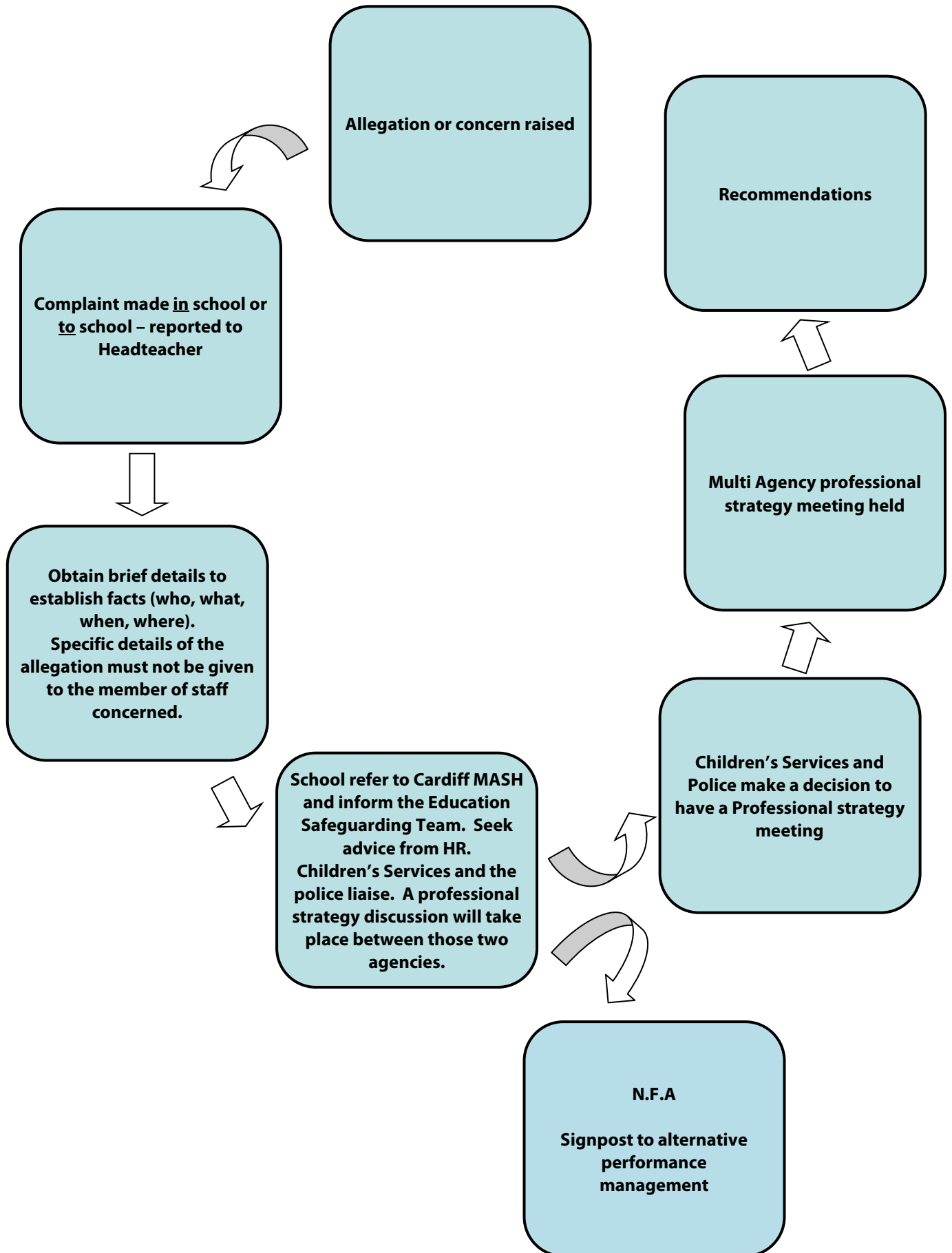
### **The Disclosure and Barring Service**

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

#### **i) 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 and their conduct towards a child, the following procedures must be undertaken.

- The Headteacher or Deputy Headteacher (in Head's absence) of the school should be informed immediately.
- All concerns or allegations must be reported to the Cardiff MASH or the police without delay. MASH will update the Education Safeguarding Team and Finn Madell, Local Authority Designated Person (LADO).
- The school will seek advice from Human Resources (HR) regarding the member of staff's continued employment, 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.
- In the event of the allegation being made directly or indirectly about the Headteacher, the staff member should promptly report the allegation to the Chair of Governors.
- A formal investigation including the questioning or interviewing of pupils/staff of the alleged incident must not take place unless Children's Services, LADO 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.
- The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Headteacher.



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 is likely to follow such behaviour.

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 as advised by the Local Authority's Code of Conduct, and the Education Workforce Council Professional Code of Conduct.

<http://vmweb22.cardiff.gov.uk/cis/documentuploads/00825/016662/9694/5.C.014%20Code%20of%20Conduct.pdf>

<https://www.ewc.wales/site/index.php/en/documents/fitness-to-practice/157-ewc-code-of-professional-conduct-and-practice>

### Allegations of abuse against Professionals - Procedures

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children compliments the national guidance in *Safeguarding Children: Working Together under the Children Act 2004*, *LSCB Guidance* and the All Wales Child Protection Procedures 2008 part 4, *Safeguarding children in education: handling allegations of abuse against teachers and other staff* WG 009/2014.

### **ii) Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues, parents or anyone outside work that they have concerns about. If necessary, they should refer to the Local Authorities Whistleblowing Policy.

### **iii) 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. We acknowledge that staff must only ever use physical intervention /restraint as a last resort, and that at all times it must be the minimum force necessary to prevent injury to the pupil, themselves, another person or property.

#### **Anti-Bullying**

Our policy on bullying is set out in a separate document and is reviewed annually by the governing body under the guidance set within 'Respecting Others' – Welsh Government. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures

## **Health and Safety - School Site Security**

Cantonian High School is a safe and secure place for pupils to learn and develop social skills. 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. A Contractor Visitors Log (Document 3) is attached which should be completed.

Our health and safety policies are set out in a separate document and are 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.

## **Children with Statements of Special Needs**

Our policy recognises that children with behavioural difficulties and disabilities may be vulnerable to abuse and may also have difficulty disclosing their experiences. Staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to 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 and complies with Welsh Government guidance.

## **The Use of the Internet**

Our E-Safety Policy 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 via such internet sites will 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.

## **Social Media**

Staff will ensure that any personal use of Social Networking sites does not in any way impinge upon the school or their professional standards. Any concerns regarding a member of staff's conduct should be brought to the immediate attention of the Headteacher or Chair of Governors as appropriate. Staff will also have regard to the Cardiff Council ICT Protocol for Schools and Cardiff Council's Social Media and Online User Policy.

<http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=52339>

<http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=66639>

<https://www.ewc.wales/site/index.php/en/documents/fitness-to-practice/good-practice-guides/194-social-media-do-you-use-it-responsibly?highlight=WyJzb2NpYWwiLCInc29jaWFsliwibWVkaWEiLCJzb2NpYWwgbWVkaWEiXQ==>

## **The Use of Images**

Our policy on the use of pupils' images is set out in a separate policy. 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.

The guidance highlights that particular care should be taken regarding the use of images which may include Looked After Children 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.

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.

*Guidance is available at Cis "Safe Use of Pupils Images – Best Practice Guidance for Schools" together with template consent form.*

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

<http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=59237>

## **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 (under section 5B of the Female genital Mutilation Act 2003) to the police non-emergency number 101 where a pupil under 18 years discloses that she has had FGM or as a professional have 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 will be sought from Cardiff MASH and liaison with Children’s Services and/or police.

Further guidance is available from All Wales Protocol FGM 2011; Home Office Mandatory Reporting of Female Genital Mutilation – procedural information; HM Government Multi Agency statutory guidance on female genital mutilation April 2016.

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

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

## **Domestic abuse, gender-based violence and sexual violence**

- Domestic violence is physical, sexual, psychological, emotional or financial abuse where the victim is associated with the abuser.
- Gender-based violence is violence, threats of violence or harassment arising directly or indirectly from values, beliefs or customs relating to gender or sexual orientation, female genital mutilation and forced marriage.
- Sexual violence includes sexual exploitation, sexual harassment, or threats of violence of a sexual nature.

As a school we recognise there is a strong link between domestic abuse and the abuse and neglect of children. Domestic abuse is not a “one-off” occurrence. It is frequent and persistent. We understand that children will react in different ways to being brought up in a home with a violent person and are aware of the various signs and symptoms. A child’s attendance and academic achievements can also be affected. 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 CPO 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.

## **Radicalisation/Extremism**

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 about issues that may concern them, including sensitive topics such as terrorism and extremist ideology.
- Identifying and risk assessing individuals who may be drawn into terrorism, violent or non-violent extremism.
- Knowing how to complete a Channel referral and how to seek support for the child/young person.
- Ensuring all staff receive appropriate training (Workshop to Raise Awareness of Prevent (WRAP)) and have the knowledge and confidence to identify pupils at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- 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 Cardiff LA.

### Definitions

- **'Extremism'** is defined in the 2011 *Prevent* strategy as vocal or active opposition to fundamental British 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.
- **'Prevention'** in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. *Prevent* includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.
- **'Radicalisation'** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.  
<http://www.northlincspsc.co.uk/EasySiteWeb/GatewayLink.aspx?allid=19744>

If there are concerns of a child protection nature, the usual child protection procedures should be followed and advice sought from the CAP team in conjunction with advice from the Prevent Team.

An electronic file of Prevent Guidance documents is available from the WRAP facilitators. Issued May 2016

## REFERRAL TO PREVENT

**Prevent Entry Point email address:** [prevent@south-wales.pnn.police.uk](mailto:prevent@south-wales.pnn.police.uk)  
**Contact number:** 029 2052 7306

This will be the entry point for all referrals to the Prevent team. In addition, the team are always available for any queries and questions.

### Child Sexual Exploitation (CSE)

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 sexual exploitation.

Child sexual exploitation (CSE) is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual 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.

CSE 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 purposes

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

If there are concerns that a pupil is at risk of CSE a Sexual Exploitation Risk Assessment Framework (SERAF) will be completed or consideration given to the list of vulnerabilities and risks to sexual exploitation (attached in document 4) and advice sought from Cardiff MASH.

Further information can be sought from the All Wales Protocol Safeguarding Children and young People at Risk of Sexual Exploitation 2013, Cardiff Child Sexual Exploitation Prevention Strategy and the Cardiff 'Think Safe' Team.

**Cardiff Think Safe Team**

**Contact number:** 029 2053 6310



## **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 (paragraph 2.63 Keeping Learners Safe).

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. Schools 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.

## **Policy Review**

This policy will be reviewed annually.

Agreed by Headteacher: ..... 

Agreed by Chair of Governors: ..... 

Date of Issue: May 2018

Date for Review: Spring 2024

# Document 1

## RECORD OF CONCERN

Child's Name:			
Child's DOB:			
Male/Female:	Ethnic Origin:	Disability Y/N:	Religion:
Date and Time of Concern:			
Your Account of the Concern: (what was said, observed, reported and by whom)			
Additional Information: (context of concern/disclosure)			
Your Response: (what did you do/say following the concern)			
Your Name:			
Your Signature:			
Your Position in School:			
Date and Time of this Recording:			
Action and Response of CPO / HT:			
Name: .....Date:.....			

**Child Protection Record Log**

**Child's Name** \_\_\_\_\_ **D.O.B** \_\_\_\_\_

<b>Date</b>	<b>Nature of Contact</b>	<b>Contact Record</b>	<b>Action Taken</b>	<b>Signature</b>



## Contractors Visitors Log



### Cantonian High School

All contractors **must** ensure the asbestos management plan for this site has been checked

- Both the asbestos permit to work and general permit to work **must** be fully signed by contractor and site representative.
- The site general permit to work **must** be signed by contractor and site representative on completion of any work.

Date	Permit Number <small>(4.SC.COMP.403)</small>	Print Name	Company Name	Vehicle Registration	Time in	Time out

## Vulnerabilities and Risks to Sexual Exploitation

Vulnerabilities	Risks	Significant Risks
<p>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)</p>	<p>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)</p>	<p>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</p>

## **Children Missing Education Summary**

### **Procedures for schools to 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 child/children by utilising existing contact information for the family, siblings or extended family. **Appendix 1** contains a checklist for schools which outlines actions that they need to undertake.

To ensure that schools put in place effective systems for monitoring children and young people missing from education, they should have a designated Child Protection Co-ordinator who 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 should be responsible for ensuring that the procedures for making the authority aware of any child missing from education have been followed.

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

If the child is on the Child Protection Register or should the school have particular child protection concerns about the child the school should immediately notify the Children's Access Point on 029 2053 6490 Monday to Friday, 8.30am-5pm. If it is outside of these hours please call the emergency duty team on 029 2078 8570.

## Procedures for Schools

When a child or sibling group appear to have gone missing or are withdrawn from a maintained school in Cardiff without the parent/carer giving notice or without the school being advised of a new school, the school must undertake the following actions:

- Where a pupil has **10 consecutive days** of unexplained absence, School Attendance Officers must 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 School and/or the School Attendance Officer must then complete the CME checklist for schools which is included **Appendix 1**.
- If initial enquiries fail to establish the whereabouts of the child/children, the completed CME checklist should be forwarded to the Education Welfare Service (EWS) to undertake further tracking. This should be sent to [ewsreferrals@cardiff.gov.uk](mailto:ewsreferrals@cardiff.gov.uk). Tel: 029 2233 0759.
- The referral should include a copy of the registration document, and details of any letters sent/enquiries made.
- The EWS will continue to try to trace the child, using contacts with council tax department, police, health, housing, etc.
- Although the Education (Pupil Registration) Regulations 1995 state that a child may be deleted from roll after 20 school days of continuous absence without good reason (10 school days if returning from holiday late) there is a clear responsibility to ensure that the correct procedures of investigating this absence has been followed as any child missing from education may raise potential child protection issues.
- The pupil should remain on the school register until all reasonable enquiries are completed even if this means that the pupil will amass more than 20 days absence.
- 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. It is important that all of the steps outlined above are clearly documented to ensure that there is a clear audit trail of the steps that have been taken to locate the child.
- Only once the Education Welfare Service has completed their enquiries and advised the school of the outcome can the school then remove the pupil from the roll. With the agreement of the EWS **the removal can be backdated to the point where the child last attended**. (Until then, the 'N' code should be used – no reason provided – unauthorised absence).

- Schools **should not** record pupil movements as 'moved house' or 'gone out of area' as the reason for leaving on SIMS. Information such as moved to Manchester, London or Swansea is also too vague and unacceptable without following the step below.
- If you have only been told that the child has for e.g. 'moved to Manchester' but do not have the details of a new school, you must refer to your School Attendance Officer for follow up with the LA where the child is assumed to be. They will need to make contact with Admissions or Education Welfare in the new LA to track this. A 'Movement of Children Template' is included in **Appendix 2**.
- The EWS appreciates that not all moves are well planned in advance and that schools may not immediately have been provided with the details of the new school. If the school has therefore recorded a destination of - ST - School Transfer .... 'Manchester' (and the SAO has been informed) and the new school subsequently makes contact to request a CTF or pupil file, the earlier destination will need to be manually edited with the relevant leaving information.
- If the destination is unknown it should be recorded as 'unknown' and confirmation recorded that the 'Education Welfare Service has been notified' or that a CME referral has been made. **Under no circumstances should this field ever be left blank**. This will help to ensure more efficient central tracking of pupil movement.
- The school should then create a "lost pupil" common transfer file (CTF) with XXXXXX as the destination code. This CTF should be immediately uploaded onto the s2s secure site where it will be held in the Lost Pupils Database.
- It is important to note that any CTF sent to the 'Lost Pupil' area of the s2s site can contain details of only one pupil.
- If the pupil has a statement, the school should inform the Casework Team at County Hall.
- For most families, moves and changes of school are planned events and information could be gathered regarding the 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. **Appendix 3** contains an example 'Leaving School Notification form' that many schools have now adopted.
- Schools may find it helpful to include this form in their attendance policy and their admission pack for parents, make it available via their website, refer to it in the home-school agreement as well as reminding parents in school newsletters etc



## 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 admissions register of the school 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.
- The Elective Home Education Notification form (**Appendix 4**) should be completed, signed by the Headteacher and sent together with a copy of the parents letter to:  
Admissions, Education Service, Cardiff Council, County Hall, Atlantic Wharf, Cardiff CF10 4UW
- 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. The leaving reason needs to be recorded in SIMS as EH – Educated at home (please do not use EO). It would be helpful if schools can add that 'Notification sent to Admissions'
- A CTF should be created with MMMMMMMM as the destination code and uploaded onto the s2s website. This enables the CTF to be stored securely and to be available if the child or young person returns to a maintained school. This will ensure more efficient central tracking of pupil movement.

The Welfare Service will be monitoring destination information on a monthly basis and will refer back to schools where information is insufficient and requires further follow up.

# Appendix 1

## Children and Young People Missing from Education Checklist

Actions to be taken by **School Attendance Officer**

to locate the child/young person



***If the school has any Child Protection concerns,  
the matter must be immediately referred to Social Services and the police.***

***You must still proceed with the referral to the Education Welfare Officer,  
even if a child protection referral has been made.***

Name:	M/F	Date of Birth	NCY
<b>Name of Parents/primary carer:</b>			
<b>Address:</b>		<b>Telephone:</b>	

### SCHOOL ACTIONS – Has the school done the following?

Actions	Date	Outcome
Carry out first day calling/contact		
Attempt telephone contact with all emergency numbers		
Write to last known address and address of emergency contacts if known		
Speak to appropriate agencies i.e. Careers Wales, youth workers, school nurse		
Check with wider school community e.g. staff, other pupils, carers, friends & any known relatives		
If siblings attend different schools make contact to share information		
Carry out home visit		
Any other contact/relevant information		

Referral Details	
Date referred to Education Welfare Service	
Name of School	
Name of Attendance Officer	
Contact Number	

***N.B. Do not remove child/young person from roll until  
EWS have concluded investigations and confirmation received***

## Appendix 2

My Ref:

Date:

Dear Sir/Madam

### MOVEMENT OF CHILDREN

Name:..... D.O.B:.....

Previous Address:.....

Previous School:.....

I have been advised that the above-named child/ren has/have recently moved into your Authority. The information I have been given is detailed below:

Child's Home Address:.....

Name of School:.....

Admission Date:.....

Would you kindly make enquiries as to whether this information is correct and return this letter to me as soon as possible?

Comments:.....

.....

.....


Yours faithfully

NAME

School Attendance Officer

**PLEASE REPLY TO:**

## Appendix 3

<b>LEAVING SCHOOL FORM FOR PARENTS</b> If your child is leaving, please fill in this form as fully as you can even if you do not know all the details yet		
<b>Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
My child will be leaving school on: (date)		
Because we are: (please tick)	a.	Moving House
	b.	Returning to country of origin/emigrating
	c.	Other – please give details
New address if known:		
New school if known:		
If not yet known, the town or at least the country you are moving to:		
Will you keep the same mobile telephone numbers? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please confirm your numbers or list new numbers:		
Mother's mobile .....		
Father's mobile.....		
If possible please give the name, address and telephone number of a friend or relative in the UK who is not moving and who you will be staying in touch with. <i>We will only contact them if we need information about your child's new school and we cannot contact you. In most cases this will not be necessary because the new school will contact us to transfer your child's information.</i> Name: Address: Phone Number:		
Full Name(s) of Parent(s)/Carer(s) Please print names and sign		
Mother.....		
Father.....		
Other (state relationship).....		
<b>Attached to this form is a school compliments slip</b> Please give it to your new school and ask them to contact us		
For school use only Date returned:		Date returned to EWS:

**The school is expected to transfer information as quickly as possible to your child's new school. Both the school and the Local Authority have a legal duty to try to locate your child if he or she stops attending and we do not know the details of the new school or other educational provision. This may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. By filling in this form and enabling us to keep in contact with you, you are ensuring we do not need to refer to other agencies and that their time is not wasted, nor are you contacted unnecessarily.**

# Appendix 4

## CARDIFF COUNCIL EDUCATION SERVICE NOTIFICATION OF PUPILS WITHDRAWN FROM SCHOOL TO BE EDUCATED AT HOME

Under the Education Pupil Registration Regulations, 1995, parents are required to inform schools, in writing, that they are educating their children at home. Immediately after a school receives a letter from the parent, the name of the child must be removed from the admissions register. The school must make a return to the Council within 10 school days of removal.

**Pupil Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Is the pupil subject to a Statement of Special Educational Needs?**  
(Please ✓ box if applicable)

**Has the pupil been permanently excluded?**  
(Please ✓ box if applicable)

**Please give details of discussions with the parent's prior to notification of decision to educate at home.**


**Please give details of the involvement of the Education Welfare Service**


**Please confirm the date the pupil was taken off the school roll:**  
\_\_\_\_\_

**Please attach a copy of the letter from the parents informing you of the decision to home educate.**

**SIGNED:** \_\_\_\_\_ **(Headteacher) DATE:** \_\_\_\_\_

RETURN TO: Chief Education Officer, Education Service, Pupil & Student Services (Pupil Admissions), County Hall, Cardiff CF10 4UW (Tel: (029) 20 872909)

## **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  
<http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf>
- Safeguarding Children: Working Together Under the Children's Act 2004  
<http://gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en>
- Safeguarding Children and Young People from Sexual Exploitation  
<http://gov.wales/docs/dhss/publications/policy/110107guidanceen.pdf>
- Respecting Others: Anti-bullying overview  
<http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-en.pdf>
- Respect and resilience – developing community cohesion Self assessment tool 2016  
<http://gov.wales/docs/dcells/publications/160112-respect-and-resilience-self-assessment-tool-en.pdf>
- National Strategy on Violence against Women, Domestic Abuse and Sexual Violence 2016 -2021  
<http://gov.wales/docs/dsjlg/publications/commsafety/161104-national-strategy-en.pdf>
- All Wales Protocol: Female Genital Mutilation (FGM) 2011 (English only)  
[http://www.sewsc.org.uk/fileadmin/user\\_upload/FGM\\_All\\_Wales\\_Review\\_June\\_2011\\_-\\_pdf.pdf](http://www.sewsc.org.uk/fileadmin/user_upload/FGM_All_Wales_Review_June_2011_-_pdf.pdf)
- Opening schools in extreme bad weather. Guidance for schools.  
<http://gov.wales/docs/dcells/publications/101213schoolopeningen.pdf>
- Accident/disease recording and reporting guidance for contracted provision. (English only)  
<http://gov.wales/docs/dcells/publications/150610-recording-and-reporting-guidance-en.pdf>
- Health and safety code of practice for contracted provision. Department for Education and Skills (English only)  
<http://gov.wales/docs/dcells/publications/121106codeofpracticeen.pdf>
- Inclusion and pupil support  
<http://gov.wales/docs/dcells/publications/160318-inclusion-and-pupil-support-en.pdf>
- Additional Learning Needs and Education Tribunal (Wales) Bill, Factsheet 2  
<http://gov.wales/docs/dcells/publications/161212-aln-factsheet-2-en.pdf>
- Guidance for penalty notices for regular non-attendance at school  
<http://gov.wales/docs/dcells/publications/130925-guidance-regular-non-attendance-en.pdf>
- Safe and effective intervention – use of reasonable force and searching for weapons.  
<http://gov.wales/docs/dcells/publications/130315safe-effective-en.pdf>
- Effective managed moves. A fresh start for children and young people.  
<http://gov.wales/docs/dcells/publications/110301effectiveen.pdf>

- Exclusion from schools and pupil referral units <http://gov.wales/docs/dcells/publications/010415-exclusion-from-schools-and-pupil-referral-units-en.pdf>
- All Wales attendance framework <http://gov.wales/docs/dcells/publications/121121frameworken.pdf>
- Educational Psychologists in Wales <http://gov.wales/docs/dcells/publications/161221-educational-psychologists-wales-guidance-en.pdf>
- Elective home education. Non-statutory guidance for local authorities <http://gov.wales/docs/dcells/publications/160106-ehe-guidance-en.pdf>
- Special Educational Needs Code of Practice for Wales <http://gov.wales/docs/dcells/publications/131016-sen-code-of-practice-for-wales-en.pdf>
- Strategy – Raising the ambitions and educational attainment of children who are looked after in Wales <http://gov.wales/docs/dcells/publications/151218-easy-read-lac-strategy-en.pdf>
- Young Carers Speak Out! Final report (Cascade report) <http://www.valeofglamorgan.gov.uk/Documents/Living/Social%20Care/Looking%20after%20Someone/Final-Young-Carers-Survey-Report-by-CASCADE.pdf>
- Complaints procedure for school governing bodies in Wales <http://gov.wales/docs/dcells/publications/121002complaintsschoolsen.pdf>
- Disciplinary and dismissal procedures for school staff. Revised guidance for governing bodies. <http://gov.wales/docs/dcells/publications/130227disciplinaryanddismissalen.pdf>
- Safeguarding children in education: handling allegations of abuse against teachers and other staff <http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-en.pdf>
- Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations (English only) <http://gov.wales/docs//equality-impact-assessments/141114-EIA-Draft-Healthy-Eating-in-Schools.pdf>
- Free Breakfast in Primary Schools <http://gov.wales/docs/dcells/publications/150512-free-breakfast-leaflet-en.pdf>
- Welsh Government School Council Activity Pack for Pupils and Staff <http://gov.wales/docs/dcells/publications/100209activitypacken.pdf>
- Guidance for substance misuse education <http://gov.wales/docs/dcells/publications/130703-substance-misuse-en.pdf>
- Common Transfer System (CTS) and s2s. User notes for schools. (English only) <http://gov.wales/docs/dcells/publications/101220usernotesen.pdf>
- School admissions code <http://gov.wales/docs/dcells/publications/130715-admin-codes-en.pdf>
- School admissions appeal code <http://gov.wales/docs/dcells/publications/131219-school-admission-appeals-code-en.pdf>

#### UK Government documents:-

- HM Government: *Prevent* for England and Wales.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)
- Mandatory Reporting of Female Genital Information – procedural information  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573782/FGM\\_Mandatory\\_Reporting\\_-\\_procedural\\_information\\_nov16\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf)
- Multi-agency statutory guidance on female genital mutilation April 2016  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)

#### 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)**

#### Governors Wales Documents:-

- Governors Wales Fact file NO 01/04  
[http://www.governorswales.org.uk/media/search\\_en.html?q=FACTFILE](http://www.governorswales.org.uk/media/search_en.html?q=FACTFILE)
- Ffeil Ffaith Llywodraethwyr Cymru Rhif 01/04  
[http://www.governorswales.org.uk/search\\_cy.html?q=fFEIL%20FFAITH](http://www.governorswales.org.uk/search_cy.html?q=fFEIL%20FFAITH)

#### Cardiff and Vale of Glamorgan Local Safeguarding Children Board Documents:-

- Cardiff Child Sexual Exploitation Prevention Strategy (English only)

#### Information and Records Society Documents:-

- Information Management Toolkit for Schools  
[http://www.irms.org.uk/images/resources/2016\\_IRMS\\_Toolkit%20for%20Schools\\_v5\\_Master.pdf](http://www.irms.org.uk/images/resources/2016_IRMS_Toolkit%20for%20Schools_v5_Master.pdf)