

# Ysgol Y Bont Faen

## Cowbridge Comprehensive School



### Safeguarding / Child Protection Policy

Formulated by: Mrs Thomas, Headteacher

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Review annually

Next Review: Autumn 2019 or subject to changes in statutory guidelines or legislation

Date of any amendments made to policy & brief points:

Date	Section
5 Oct 17	<p>Page 4 Addition of the need for a valid DBS</p> <p>Page 4 Amendment to naming of PSE to Health and Wellbeing in line with <i>Successful Futures</i>.</p> <p>Page 4 Identification of Safeguarding personnel and Governor</p> <p>Page 7 Introduction and definition of MyConcern</p> <p>Page 7 Removal of reference to Chronology Log and Appendix E</p> <p>Page 7 Update of latest VoG MARF (September 2017)</p> <p>Page 9 Terminology change from SEN to ALN</p> <p>Page 9 Reference to ICT Acceptable use policy</p> <p>Page 10 GDPR compliance</p> <p>Page 10 Safer recruitment addition</p> <p>Page 13 Removal of Appendix D/E/H</p>

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# **1. INTRODUCTION**

Under the Safeguarding Children Agenda, our school recognises that a Safeguarding Policy requires a broader view than that of the traditional child protection policy. The *Safeguarding Children in Education* model Child Protection Policy has been incorporated into this *Safeguarding Policy*. However, absolute focus is maintained that the aim of this document is the protection and welfare of children and young people.

At the outset, it is critical that definitions of the terms used within this policy are clarified. **Appendix A** includes definitions and concepts taken from the *Safeguarding Children: Working Together Under the Children Act 2004*, *All Wales Child Protection Procedures 2008*, *Social Services and Well-being (Wales) Act 2014* and *Keeping Children Safe* and are included here for ease of reference and to ensure that common terminology is used to assist in work undertaken between partners.

The underpinning policy principles ensure that the health, safety and welfare of all our children/young people are of paramount importance to all the adults who work in our school. Our children and young people have the right to protection, regardless of age, gender, race, culture, religion, sexuality or disability. They have a right to be safe in our school. All staff have an equal responsibility (statutory duty from April 2016), to act if they have any suspicions that a child might be at risk of, or experiencing abuse or neglect (*Social Services and Wellbeing (Wales) Act 2014*).

Legislation forms the basis for this Policy and therefore the following legal documents have been considered: *The Education Act 2002* (see list of Governors Statutory Policies, Governors Wales):

Our aims are:

- to provide a safe environment for children/young people in which to learn;
- to establish what actions the school can take to ensure that children/young people remain safe at home as well as at school;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children/young people who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;
- to set down the correct procedures for those who encounter any issue of child protection.

'Safeguarding', is not just about protecting children/young people from deliberate harm. It encompasses issues for schools including:

- pupil health and safety
- bullying/cyberbullying
- racist abuse
- harassment and discrimination
- use of physical intervention / safe handling
- meeting the needs of pupils with medical conditions
- providing first aid
- drug and substance misuse
- educational visits
- sex and relationship education
- child sexual exploitation
- issues which may be specific to a local area or population e.g. gang activity
- school security
- the welfare of learners on extended vocational placements
- radicalisation and extremism (The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism).

At Cowbridge Comprehensive School, we have separate policies within which we aim to address many of the above areas. We have a *Health & Safety Policy* which addresses many of the areas including security, pupil welfare and educational visits; we also have a separate *Behaviour Policy* incorporating equality, safety and bullying.

Cowbridge Comprehensive School fully recognises the contribution it makes to Safeguarding Children and Young people.

There are three main elements to our policy:

1. **Prevention** through the teaching and support staff offer to children/young people;
2. **Procedures** which clearly outline the expectations of all parties within a Safeguarding agenda for identifying and reporting cases, or suspected cases, of abuse, concern and or vulnerability. Because of our day to day contact with children/young people school staff are well placed to observe the outward signs of abuse; and
3. **Support** to children/young people who may have been abused, give a cause for concern or are vulnerable.

This policy applies to all staff and volunteers working within the school. Additionally, this policy applies to all occasional workers, volunteers, contractors and governors. All adults on school site must be aware of the school's *Safeguarding Policy* as any adult, as well as teachers can be the first point of disclosure for a child/young person. All staff working with pupils require a valid DBS.

Within this school the Headteacher retains overall responsibility for Safeguarding.

Key safeguarding personnel within the school are contained within the School handbook which is updated annually.

### **Designated teacher for child protection**

All schools are required to have a senior member of staff with leadership responsibility for safeguarding arrangements ('Designated Person'). The Designated Person for Cowbridge Comprehensive School is reviewed annually and all staff made aware during annual training.

The main responsibilities of the Designated Person are:

- To be the first point of contact for parents, students, teaching and support staff, external agencies and any other in all matters of child protection.
- To act as a source of advice and support within our school.
- To ensure all staff are aware of the need to be alert to signs of abuse and know how to respond to a student who report abuse.
- To co-ordinate the child protection procedures in the school.
- To ensure that Cowbridge Comprehensive School provides an on-going training programme for all employees.
- To monitor the keeping, confidentiality and storage of records in relation to Child Protection (using the MyConcern software)
- To ensure that all students are encouraged to talk and that students know who to approach with any concerns.
- To ensure that the duty of care towards students and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and to assist staff to monitor their own standards and practice.

### **The Designated Person will:**

- Advise and act upon all suspicion, belief and evidence of abuse reported.
- Keep the Headteacher informed of all actions unless the Headteacher is the subject of a complaint.
- Liaise with appropriate agencies on behalf of the school.
- Disseminate child protection information gained from training and other sources to all staff in our school and ensure that newly appointed staff and temporary staff are aware of their child protection responsibilities.
- If the Designated Person is unavailable or is the subject of a complaint, his duties will be carried out by Mr Ben Morgan (Associate Assistant Headteacher) or Mr Richard Burgum (Senior Leader of Achievement).

### **Nominated Governor for Child Protection**

A nominated governor for Safeguarding is appointed annually during the first Main Governing Body meeting of the academic year. The nominated governor's role is to ensure:

- That the school has a child protection policy in place.
- That the policy is reviewed in order to ensure its effectiveness.
- That designated and other staff have the opportunity to attend appropriate training.
- That parents are aware of our child protection responsibilities.

## **2. PREVENTION**

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

The school will therefore:

- a) establish and maintain an ethos where children/young people feel secure and are encouraged to talk, and are **listened to**;
- b) ensure children/young people know that there are adults within the school whom they can approach if they are worried or in difficulty;
- c) include in the curriculum, activities and opportunities for Personal and Social Education which equip children/young people with the skills they need to stay safe from abuse or exploitation, both in their own communities and the cyber community, and to know to whom to turn for help; and
- d) include within the curriculum, material that will help children/young people develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

All staff demonstrate a total commitment to Safeguarding. They raise children's/young people's awareness of themselves through Health and Wellbeing curriculum lessons and Form Tutor time (PSE) and develop a trusting climate so that they feel able to talk and share their thoughts and feelings. We also help to develop appropriate attitudes in our children/young people and make them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

In our school we respect our children/young people. The atmosphere within our school is one that encourages all children/young people to do their best. We provide opportunities that enable them to take and make decisions for themselves.

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children/young people make optimum educational progress.

## **3. PROCEDURES**

Cowbridge Comprehensive School follows the *All Wales Child Protection Procedures* and all local protocols in relation to safeguarding that have been endorsed by Cardiff and the Vale of Glamorgan Local Safeguarding Children Board.

Cowbridge Comprehensive School has:

- a Designated Senior Person for Child protection (DSP), who has undertaken the appropriate training and at least one deputy, who will substitute in the designated person's absence/not being available;
- appropriate arrangements are in place for the support and training of both the Designate and the Deputy Designate;
- In the event of the DSP and Deputy DSP not being available to deal with an emergency involving Safeguarding issues, the member of staff with the concern should follow procedures laid out in this policy;
- provided training for all staff regarding:
  - i. their personal, statutory responsibility;
  - ii. the agreed local procedures;
  - iii. the need to be vigilant in identifying cases of abuse;
  - iv. how to support a child /young person who discloses abuse and;
  - v. record keeping.

This should take place annually for existing staff and immediately for new staff;

- identified a specific governor who is a designated Safeguarding link and who will oversee the school's Safeguarding policy and practice;
- ensured that every member of staff and every governor knows:
  - i. the name of the designated person and their role; and the deputising arrangements in place;
  - ii. that they have an individual responsibility for referring child protection concerns using the appropriate channels and within the timescales laid down in the **All Wales Child Protection Procedures 2017**
  - iii. the expectations of the school in regard to the recording and reporting of concerns.

- ensured that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure or website;
- issued a pupil friendly version of Keeping Learner's Safe via Parentmail;
- a clear understanding that the local **Children & Young People Service (CYPS)** team must be contacted immediately if:
  - i. a child/young person who is on the Child Protection Register (CPR) is excluded either for a fixed term or permanently; and
  - ii. a child/young person who is on the CPR has an unexplained absence.
- worked to develop effective links with relevant agencies and co-operated as required with their enquiries regarding child protection matters, including attendance at Initial and Review Child Protection Conferences, core groups, and submitted written reports to such meetings as required, (**Appendix F**) and MARAC reports (**Appendix G**);
- ensured that members of staff are aware of the definitions of abuse and neglect (**Appendix C**), and the need to be alert to signs of abuse.

### **What to do if a child tells you that they or another child/young person is being abused:**

- Show the child that you have heard what they are saying, and that you take their allegations seriously;
- Encourage the child to talk, but do not prompt or ask leading questions;
- Don't interrupt when the child is recalling significant events. Don't make the child repeat their account;
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child;
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust;
- Write down as soon as you can and no later than 24 hours what you have been told, using the exact words if possible. Keep rough notes;
- Report your concerns to your **line manager or (if appropriate) the member of staff in your organisation with designated responsibility for child protection;**
- Do not confront the alleged abuser;
- Do not worry that you may be mistaken. **You will always be taken seriously by CYPS.** It is better to have discussed it with somebody with the experience and responsibility to make an assessment;
- Make a note of the date, time, place and people who were present at the discussion.'

### **Records of concern/significant event/disclosure**

Whenever a member of staff has concerns, or when a child presents with a marked change of behaviour, a record of Concern will be made in the confidential MyConcern safeguarding software which is a simple, safe and secure solution for recording and managing all safeguarding concerns for schools and groups of schools. **It enables schools to evidence the effectiveness of safeguarding arrangements and drive improved outcomes for children.**

All staff should be aware of the following paragraph from *AWCPP 2008*:

If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to CYPS or the police, who have statutory duties and powers to make enquiries and intervene when necessary.

*AWCPP 2008 page 73.*

**NB If a referrer disagrees with a decision made by the DSP, who decides not to pass on concerns, it is the referrer's responsibility to make that referral.**

### **Storing records**

All storing of physical and historical records must be kept secure and in locked locations and children's/young people's files must be kept individually and separately in line with the Pupil Information Record System as supplied by the Directorate of Learning and Skills. Concerns will be shared with relevant professionals involved with the child, but records will not be available without the authority of the Designated Senior Person (DSP) or the Headteacher. **As of September 2017 all records will be stored digitally on MyConcern.**

## Transfer of files

All Safeguarding information must be transferred to a new school immediately when a child/young person on the Child Protection Register, or who has a diagnosed mental health difficulty, or who is known to CYPS, **leaves**. CYPS must be informed of the child's/young person's transfer. The DSP will ensure that the receiving school is fully aware of any Safeguarding concerns and that the file is copied and transferred separately in a secure, appropriate manner. Copies of key documents in the file must be copied and kept in school. (Child Protection records should be kept until a child reaches the age of 25) If the school is unable to ascertain what school/educational setting the child/young person is transferring to, the school must inform the Named Senior Officer for Safeguarding in the learning and Skills Directorate.

## Procedures for school based staff

All staff and volunteers working with children and young people are well placed to observe outwards signs of abuse, changes in behaviour or failure to develop and have a duty to report concerns to the DSP or Deputies. They therefore have a duty to safeguard and promote the wellbeing of pupils and comply with the *All Wales Child Protection Procedures (2017)* and the *National Assessment Framework*.

These procedures are consistent with the *All Wales Child Protection Procedures* and the *National Assessment Framework* which should be referred to for greater detail according to specific circumstances.

When a member of staff, teaching or non – teaching, is alerted to signs of abuse or neglect they should:

- Discuss the issue with the school's DSP or in their absence the Deputy DSP, Headteacher or Deputy Headteacher immediately. If the decision is taken that the incident needs to be referred, the DSP should make a telephone referral to CYPS by telephoning the Duty Officer on 01446 725202, or out of hours on 02920 788570. If necessary, this must be followed within two working days by completing the Multi-Agency Referral Form (MARF) either in writing or via e-mail to: [dutymarfs@valeofglamorgan.gov.uk](mailto:dutymarfs@valeofglamorgan.gov.uk) or to the relevant Duty Team of the appropriate Local Authority. If the 'Child in Need' referral box is ticked, it must be accompanied with parental consent. No parental consent is needed for the 'CP' referral box. The 'Information Only' referral box will be logged by CYPS and only acted upon if it is considered a CP matter. The address of the VoG Duty Officer is:  
The Duty Officer  
Vale of Glamorgan Council  
Dock Office  
Barry  
CF63 4RT
- The DSP should ensure that parents are informed and made aware of the referral, **other than in circumstances when doing so would put the child at further risk of harm**;
- **The DSP or Deputy should** add significant events to MyConcern to enable the school to build up a picture of what might be going on for the child/young person.

(Advice may be sought prior to referral from the above asking for the duty desk, or the Local Authority on – 01446 709180).

Following the referral, the school must:

- Be kept informed of the strategy discussions and attend strategy meetings / case conferences / core group meetings as required;
- Record the date, event, action taken and result of suspected child abuse and keep records confidential, separate and secure;
- Contribute to the coordinated approach to Child Protection by developing effective liaison with other agencies and support;
- Provide written reports, using **Appendix E**.

## Procedures for the learning and skills directorate staff

Staff who visit schools (both centrally based staff such as the SIIS, Challenge Advisers and those providing commissioned services) may also receive pupil disclosures or gain evidence of possible abuse including neglect.

They should share the information with the school's DSP, or in their absence, the Deputy DSP, Headteacher or Deputy Headteacher. If, following discussion, the decision is taken that the incident needs to be referred, the DSP should make the referral to CYPS, by telephoning the Duty Officer on 01446 725202 or out of hours on 02920 788570. This must be followed up within two working days by completing the Multi-Agency Referral Form (MARF) either in writing or via email [dutymarfs@valeofglamorgan.gov.uk](mailto:dutymarfs@valeofglamorgan.gov.uk).

As the adult who first raised the concern, it is the visiting member's responsibility to ensure that the school has acted upon the concerns raised. The responsibility for taking procedures further lies with the visiting member if they are not satisfied with the school's response. If this is the case, concerns should be shared with the Local Authority Safeguarding Officer.

*It is not the responsibility of staff in school, **staff** visiting the school or **those** working with children and young people, or in youth settings, to investigate suspected child abuse, only to report any disclosure or apparent evidence.*

#### **4. SUPPORTING VULNERABLE PUPILS AND THOSE WHO ARE AT RISK**

Cowbridge Comprehensive School recognises that children/young people who are at risk, suffer abuse, neglect or witness violence may be deeply affected by this.

This school may be the only stable, secure and predictable element in the lives of children/young people at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn.

The School will endeavour to support the child/young person through:

- a) the content of the curriculum to encourage self-esteem and self-motivation (see Section 3 on Prevention);
- b) the School ethos which:
  - i. promotes a positive, supportive and secure environment; and
  - ii. gives children/young people a sense of being valued (ref. Section 3 on Prevention).
- c) the School's behaviour policy is aimed at supporting vulnerable children/young people in the school. All staff have agreed on a consistent approach which focuses on the behaviour of the offence committed by the child/young person but does not damage their sense of self-worth. The school will endeavour to ensure that the child/young person knows that some behaviour is unacceptable but they are valued and not to be blamed for any issue which has occurred;
- d) liaison with other agencies who support the student such as CYPS, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Welfare Service (Barnardo's?);
- e) keeping up to date records, using MyConcern and notifying CYPS as soon as there is a recurrence of a concern.

When a child/young person on the Child Protection Register leaves, we will transfer information to the new school immediately and inform CYPS.

#### **5. BULLYING/CYBERBULLYING**

Cowbridge Comprehensive School's policy on bullying is set out in the School's *Behaviour Policy* and is reviewed annually by the governing body. A Return is sent to the LA at the end of each term detailing numbers and types of Bullying recorded and at what age group.

Under the *Education and Inspection Act 2006*, there is a specific duty to take measures to promote good behaviour and to prevent all forms of bullying. In Cowbridge Comprehensive we operate a number of supplementary programmes which seek to eliminate bullying. The school has well established protocols for dealing with bullying, physical and verbal abuse. The school's bullying code is "Stop it. Solve it. Sort it" and is circulated and promoted through the whole school by the School Council. The school has a bullying box which is checked weekly by the School Council and is supported by fully trained by peer mentors in Years 12 and 13.

#### **6. PUPILS WITH MENTAL HEALTH DIFFICULTIES**

MyConcern should be used to record any concerns relating to a child/young person's mental health. All referrals/discussions with mental health professionals or other agencies should be documented in the **safeguarding file**. All acts of violence or threats of violence committed by the child/young person should be reported to the police unless a clear directive not to do so is given by mental health professionals.

## **7. PHYSICAL INTERVENTION**

Cowbridge Comprehensive School's adopted policy on physical intervention is regularly reviewed and is in line with the WG Safe and Effective Intervention – use of reasonable force and searching for weapons.

Any allegation of inappropriate physical intervention involving a child/young person must be reported in line with the guidance in this policy (Allegations Against Staff Section 11).

The School will ensure that every physical intervention is appropriately recorded on the Physical Intervention form and reported to the Local Authority in line with Welsh Government policy '*Safe and Effective Intervention – use of reasonable force and searching for weapons*' N<sup>o</sup>: 041/2010. Records of physical interventions are kept and sent to the LA termly.

## **8. CHILDREN/YOUNG PEOPLE WITH ADDITIONAL LEARNING NEEDS**

We recognise that statistically children/young people with learning/behavioural difficulties and disabilities are most vulnerable to abuse. School 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.

## **9. SAFE USE OF THE INTERNET AND DIGITAL TECHNOLOGY**

Cowbridge Comprehensive School recognises that in a modern learning environment, use of the Internet, multimedia devices and digital imaging facilities are part of everyday requirements. However, a child/young person's safety will remain the priority of the School.

All staff are aware that any items that have capability for use of the Internet or the creation of digital images (including mobile phones) must be used by children/young people under appropriate supervision. All pupils must agree to the school's *Acceptable use of ICT Policy* when signing in and those who breach this will have their privileges removed. **If any such item that belongs to a member of staff is brought onto the School site, it is the responsibility of that staff member to ensure that these items contain nothing of an inappropriate nature.**

Children/young people are not permitted to directly access items that do not belong to the School.

If there is any suspicion that any digital device or computer contains any images or content of an inappropriate nature, the Headteacher or CP Designate should be informed immediately.

### **Social Networking**

Social Networking is part of everyday culture within the online environment and all staff will promote safe use of the internet to all children/young people. Staff are strongly advised not to have contact with young people and parents on Social Networks. The School curriculum will include the input of appropriately trained personnel around Internet Safety and safe use of media items. Staff will ensure that any personal use of Social Networking does not in any way impinge upon the School or their professional standards. Any concerns regarding a staff member's conduct should be brought to the immediate attention of the Headteacher or the DSP.

Any attempt by a child/young person to contact staff via such internet sites will immediately be reported to the Headteacher or DSP 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.

### **Permission for the creation of digital or media images (Check with BWS/AFS)**

- Every parent/carer must be requested to give specific consent for any image of their child to be recorded in school when they join us in Year 7. Permission slips will clearly identify the range of images i.e. Photographs or digital filming/video images. In addition, the permission will also be specific in listing the use of any digital or multimedia images i.e. Photographs in a local newspaper, school leaflets or posters or DVDs for sale to parents and others;
- Cowbridge Comprehensive School staff will inform parents/carers that they can only record photographic or digital images of children in school based activities i.e. school concerts, with the permission of the Headteacher. The School will never condone the posting of children's/young people's images on the internet or social networking sites. The School cannot control the use of such images taken by parents/cares after school events, and therefore could not assure other parents/carers of the appropriateness of that use.

## **10. CONTACT WITH CHILDREN/YOUNG PEOPLE**

- All staff, volunteers and Governors will maintain an awareness of the position they hold with the School and the perceived power of their position. All contact with children/ young people outside the School environment must be managed appropriately and be clearly communicated within school and to their parents/carers. If there is a requirement to contact a child/ young person via telephone, parents/carers will be informed prior to contact being made with the child/young person;
- **All school staff will ensure that their personal telephone numbers and contact details are not known to or used by the children/young people unless absolutely necessary.** Should they gain access to any such details the member of staff will inform the DSP or the Headteacher as a matter of urgency. Should any staff member, volunteer or governor become aware that outside of school time there is direct contact between adults within school and any of the children/young people and that it is not for school purposes, the DSP or Headteacher is to be informed immediately. This may result in the instigation of procedures in relation to Allegations Against a Professional.

## **11. SAFER RECRUITMENT**

All personnel working within a school will require the appropriate safeguarding checks as outlined in the School's *Recruitment and Selection Policy* and the *Safer Recruitment Policy*.

Staff involved in the recruitment process **must** ensure they read and fully comply with both documents.

For new employees, this will include an enhanced DBS check (with the appropriate barring list check) and two satisfactory references one of which must be from the current or most recent employer/colleague. Additional safeguarding checks will also be required which are outlined in the safer recruitment policy. **All checks must be in place before a start date can be arranged.** Separate arrangements may apply for existing employees where appropriate checks are recorded on file. Further guidance is outlined in the School's *Safer Recruitment Policy*.

In exceptional circumstances, the applicant may start employment without the necessary safeguarding checks in place but only in cases where any delay in starting the applicant will cause risk of harm to a child/young person or adversely affect the delivery of education of the children/young people of the School. In such circumstances, the risk assessment process, as outlined in the safer recruitment policy will be followed and suitable safeguarding measures put in place. This arrangement will only be valid for 2 weeks (maximum) from the start date. In the event of a member of staff starting without a DBS, an emergency risk assessment must be carried out by the Headteacher.

## **12. ALLEGATIONS AGAINST STAFF**

Welsh Government guidance circular 9/2014 *Safeguarding Children in Education: Handling Allegations of Abuse against Teachers and other Staff* sets out specific advice to be followed where a child protection allegation is made against a member of staff.

The Teacher Unions, the Association of Directors of Social Services and the Association of Chief Police Officers, have agreed to join NEOST Guidance on practice and procedure in cases where there has been an allegation against a member of staff of abuse of trust. Guidance can also be found in chapter 4.3.6 *All Wales Child Protection Procedures*.

When a member of staff witnesses or receives an allegation of professional abuse against another adult who is working with children/young people: this could include staff, volunteers, governors, occasional workers or contractors, and those staff that are not on school site but come into contact with children/young people i.e. those who transport children/young person to and from school, school crossing patrol etc., they should report the matter immediately to the Headteacher, who should:

- obtain details of the allegation in writing, signed and dated;
- keep a record of dates, times, location and names of potential witnesses;
- not investigate the allegation, or interview pupils, or discuss the allegation with the member of staff,(but should consider, in consultation with the Safeguarding Officer and the Child Protection Unit, whether the allegation requires further investigation and if so by whom);
- inform the Chair of Governors;

- Contact the **Local Authority Safeguarding Officer 01446 709180** who, together with the Principal Officer for Child Protection, will give urgent consideration as to whether or not there is sufficient substance to the allegation to warrant an investigation: The outcome will either be:
  - i. without foundation
  - ii. internal disciplinary procedures
  - iii. a referral under the Child Protection procedures.

**N.B.** if the latter is the case the Principal Officer will discuss the allegation with the Police Child Protection Unit. This discussion may lead to a decision to hold a strategy meeting.

Should the case be referred under the Child Protection Procedures the investigation will be informed by the guidance in 'Working Together' and the *All Wales Child Protection Procedures*, which recommend that there should be a strategy discussion to plan the investigation and any subsequent action.

If the Headteacher is unsure about whether a case should be formally referred they may seek advice and support from the Designated Lead Officer.

If Headteacher is the person against whom the allegation is made, the member of staff must consult with the Chair of the Governing Body who will then contact the **Designated Lead Officer 01446 709184** who will discuss the allegation with the Child Protection Unit.

Governing bodies are responsible for dealing with staff disciplinary matters in all maintained schools. A governing body is required to adopt rules and regulations to regulate the conduct and discipline of all staff it employs or has day-to-day responsibility for (except certain ancillary staff).

### **13. SCHOOL SITE SECURITY**

Cowbridge Comprehensive School is a safe place for pupils to learn and develop learning and social skills. The physical safety of pupils when on school site is of paramount importance. There are procedures in place should an intruder enter the school site. Walkie-talkie radios are issued to all duty staff. Access to the school site is strictly monitored and reviewed, in line the Health and Safety Policy. The School's *Health and Safety Policy* is available on the School's website or by contacting the School.

All daily visitors, external agencies and contractors to our site are required to sign in and out of school premises using the Invenry System which requires the visitor to read and accept relevant safeguarding information. They will clearly state who they are visiting and the reason for their visit. All daily visitors require supervision at all times within the published school day unless a full DBS has been issued.

### **14. CONFIDENTIALITY**

We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

We comply with the government requirements set out in DHS Circular LA 83/14, and by the Vale of Glamorgan, with regard to confidentiality. The **Child Protection information** is held in a secure, locked location. This contains information about confirmed and suspected cases of child abuse.

Information from third parties will not be disclosed without their prior knowledge and consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse (see DfES Circular 16/19). Working notes are not subject to disclosure but will be summarised and then kept on file. These guidelines are in line with the safeguards on disclosure of information set out in the Education (School Records) Regulations 1989.

### **15. MONITORING AND REVIEWING**

The Governing Body has a senior member of staff designated to take lead responsibility for dealing with **child protection** issues. The Governing Body also recognise their responsibility with regard to Safeguarding and Child Protection and will ensure that it is always an annual agenda item for their meetings. The Safeguarding Governors must undergo Enhanced DBS checks.

Cowbridge Comprehensive school will use the Estyn 'Self - Evaluation form for Safeguarding and Child Protection' to monitor and review our policy and practice on an annual basis.

## **16. TABLE OF APPENDICES**

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## APPENDIX A

### KEY DEFINITIONS AND CONCEPTS

Extract from *All Wales Child Protection Procedures*

<b>Child in need</b>	<p>A child is a child in need if:</p> <ul style="list-style-type: none"><li>• he/she is unlikely to achieve or maintain, or have the</li><li>• opportunity of achieving or maintaining, a reasonable</li><li>• standard of health or development without the provision</li><li>• for him/her of services by a local authority;</li><li>• his/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or</li><li>• he/she is disabled.</li></ul>
<b>Child protection</b>	<p><b>Child protection</b> is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.</p>
<b>Children</b>	<p>A <b>child</b> is anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has become sixteen years of age is living independently or is in Further Education, or is a member of the armed forces, or is in hospital, or in prison or a young offenders institution does not change their status or their entitlement to services or protection under the Children Act 1989.</p>
<b>Development</b>	<p>Physical, intellectual, emotional, social or behavioural development.</p>
<b>Harm</b>	<p>Ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.</p>
<b>Health</b>	<p>Physical or mental health.</p>
<b>Safeguarding and promoting the welfare of children</b>	<ul style="list-style-type: none"><li>• Protecting children from abuse and neglect;</li><li>• Preventing impairment of their health or development; and</li><li>• Ensuring that they receive safe and effective care, so as to enable them to have optimum life chances.</li></ul>
<b>Significant harm</b>	<p>Section 31(10) of the Children Act 1989 states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child".</p>
<b>Welfare and Well-being</b>	<p>There is no statutory definition. The Children Act 1989 introduced the welfare checklist that a court shall have regard to in certain circumstances. The 1989 Act states that a "court shall have regard in particular to:</p> <ul style="list-style-type: none"><li>• the ascertainable wishes and feelings of the child concerned (considered in the light of his age and understanding);</li><li>• his physical, emotional and educational needs;</li><li>• the likely effect on him of any change in his circumstances;</li><li>• his age, sex, background and any characteristics of his which the court considers relevant;</li><li>• any harm which he has suffered or is at risk of suffering;</li><li>• how capable each of his parents, and any other person in relation to whom the court considers the question to be relevant, is of meeting his needs;</li><li>• the range of powers available to the court under this Act in the proceedings in question."</li></ul>

## **APPENDIX B**

### **ROLES AND RESPONSIBILITIES OF THE SCHOOL'S SAFEGUARDING PERSONNEL**

**The Designated Senior Person Child Protection (DSP) will co-ordinate child protection arrangements within the School.**

All schools must nominate a senior member of staff to coordinate child protection arrangements. The local authority maintains a list of all designated senior persons (DSPs) for child protection.

#### **The DSP:**

1. is appropriately trained;
2. acts as a source of support and expertise to the School community;
3. has an understanding of LSCB procedures;
4. keeps written records of all concerns, ensuring that such records are stored; securely and flagged on, but kept separate from, the pupil's general file;
5. refers cases of suspected abuse to children's social care or police as appropriate;
6. notifies CCYPS if a child with a child protection plan is absent for more than two days without explanation or is excluded;
7. ensures that when a pupil with a child protection plan leaves the School, key documents are copied, their information is passed to their new school and the pupil's social worker is informed;
8. attends and/or contributes written reports to child protection conferences (**Appendix G**);
9. coordinates the School's contribution to child protection plans;
10. develops effective links with relevant statutory and voluntary agencies;
11. ensures that all staff sign to indicate that they have read and understood the **child protection policy**;
12. ensures that the **child protection policy** is updated annually;
13. liaises with the nominated governor and Headteacher (where the role is not carried out by the Headteacher) as appropriate;
14. keeps a record of staff attendance at child protection training;
15. makes the child protection policy available to parents.

**The deputy designated person(s)** is appropriately trained and, in the absence of the designated person, carried out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the designated person, the deputy will assume all of the functions above.

#### **The governing body ensures that the school has:**

1. a DSP for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to basic **child protection training**;
2. a child protection policy and procedures that are consistent with LSCB requirements, reviewed annually and made available to parents on request;
3. procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher;
4. safer recruitment procedures that include the requirement for appropriate checks;
5. **a training strategy that ensures all staff, including the Headteacher, receive child protection training, with refresher training at three-yearly intervals. The DSP should receive refresher training at two-yearly intervals;**
6. arrangements to ensure that all temporary staff and volunteers are made aware of the School's arrangements for child protection.

The governing body nominates a member (normally the chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the Headteacher.

An annual report will be submitted to the local authority about how the governing body's duties have been carried out. Any weaknesses will be rectified without delay.

#### **The Headteacher:**

1. ensures that the child protection policy and procedures are implemented and followed by all staff;
2. allocates sufficient time and resources to enable the DSP and deputy to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
3. ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistleblowing procedures;
4. ensures that pupils' safety and welfare is addressed through the curriculum.
5. listens to the views and experiences of pupils through the School Council

## **APPENDIX C**

### **DEFINITIONS OF ABUSE AND NEGLECT**

Extract from the *All Wales Child Protection Procedures*

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

'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 (taken from *All Wales Child Protection Procedures 2008*).

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after. (For further details related to Fabricated Illness, please see the *All Wales Child Protection Procedures 2008*)

#### **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by 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.

#### **Sexual abuse**

Sexual abuse involves 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. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include 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

#### **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 caregiver 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 medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy as a result of maternal substance misuse.'

## **Indicators of Abuse: Signs and Symptoms**

This is intended as a guide. Please remember that presence of one or more factors does not necessarily give proof that child abuse has occurred.

It may, however, indicate that investigation should take place:

- Unexplained delay in seeking treatment which is needed
- Incompatible explanations
- Unexplained bruising
- Bite Marks
- Burns and scalds
- Cigarette burns
- General physical disability
- Unresponsiveness in the child
- Soiling and wetting
- Change in behavioural patterns
- 'Frozen look'
- Attention seeking
- Apprehension
- Anti-social behaviour
- Unkempt appearance
- Sexually precocious behaviour
- Sexual exploitation
- Sexualised drawings and play
- Sudden poor performance in school
- Poor self-esteem
- Self-mutilation
- Withdrawal
- Running away
- Reluctance to return home after school
- Resistance to school medicals
- Difficulty in forming relationships
- Confusing affectionate displays
- Poor attendance
- Major changes in behaviour
- FGM
- Cruelty to Animals
- Hunger

## APPENDIX D

### VALE OF GLAMORGAN MULTI-AGENCY ASSESSMENT FRAMEWORK PROTOCOL - GUIDANCE NOTES FOR PROFESSIONALS WHO WISH TO REFER TO CHILDRENS SERVICES

Professionals from a number of agencies, but particularly Police, Health and Education, are a key source of referrals to the Council's Children & Young People Services Department of children who are, or may be, in need.

This guidance has been drafted to help professionals decide whether a referral to the Council's Children & Young People Services is required and how to go about this.

When considering making a referral to the Council's Children & Young People Services, the referring agency should ensure that a Referral Consideration Record is completed.

This record has been designed to help colleagues in other agencies to make decisions as to whether or not their concerns are sufficient to refer a child/ren to Children & Young People Services.

The Referral Considerations Record (RCR) considers the three domains of the Assessment Framework (child's developmental needs, parental capacity to meet those needs and family and environmental factors) and their related dimensions.

If on completion of the RCR it is felt that a referral to the Council's Children & Young People Services should be made, referring agencies must discuss the nature of their concerns with the parent/carer and the child, if appropriate, and obtain their consent to make the referral, using Form CS2 - *Parent, Carer, Child Consent To Share Personal Information*. The exemption to this is when the agency concerns are related to child protection and to do so would place the child/ren at increased risk of significant harm.

If there is any doubt about this, advice should be sought from the Duty Officer at the Docks Office, Tel Number 01446 725202.

To make the referral to the Council's Children & Young People Services, the RCR together with the signed consent form and a completed multi-agency referral form should be forwarded to the Duty Officer, Children & Young People Services, Docks Office, Subway Road Barry, CF63 4RT, Fax No. 01446 725205, and for Disabled Children to the Child Health and Disability Team, Docks Office, Subway Road, Barry, Vale of Glamorgan, CF63 4RT (Fax No. 01446 725205) or email: [dutymarfs@valeofglamorgan.gov.uk](mailto:dutymarfs@valeofglamorgan.gov.uk)

**(For referrals out of office hours, please telephone the Emergency Duty Team on 029 20788570).**

The Council's Children & Young People Services will make a decision about responding to the referral that your agency has made within 24 hours. This response may include no action.

When a referral is received the duty officer (or allocated Social Worker) will always make contact and end any discussion or dialogue with the referrer (whether a professional or a member of the public or family) with clear agreement on who will be taking what action, or that no further action will be taken. The decision must be recorded by the duty officer/allocated social worker and by the referrer if a professional in another service.

The Council's Children & Young People Services Team / Assistant Team Managers will always make a decision on what action, if any, is to be taken within 24 hours. The referrer and all those involved will always be informed in writing of the outcome, rationale and/or progress by the Team/Assistant Team Manager within 10 working days of receipt of the referral.

## FORM CS2

### **INFORMATION FOR PARENTS, CARERS, CHILDREN ON GIVING CONSENT TO SHARE PERSONAL INFORMATION**

#### **Purpose**

The disclosure of personal information is necessary to facilitate the delivery of effective assessments by the Local Authority Social Services Department. Disclosure of information to Local Authority Social Services Departments by all other relevant agencies is an essential requirement of the process, necessary to fully understand the child's needs and respond appropriately.

It may be necessary to gather information from a number of different agencies, which normally requires the informed consent of the parent or guardian in accordance with the Data Protection Act 1998.

The assessments provide the means to secure the safety and well-being of children and their families through inter-agency collaboration. Local Authority Social Services Department's take the lead in these assessments.

#### **Uses**

Information disclosed by agencies under a Part 1 Consent will be used by Social Services Departments at the referral stage to:

- Share detailed personal information about the Child and the minimum amount of relevant information about any family member.
- Determine whether a Child is in Need of Care and Support under the Social Services and Wellbeing Act 2014.
- Assess the needs of the child and the family and where appropriate provide services to meet these unmet needs through a Care and Support Plan.
- Decide whether the presenting needs require specialist input through assessment.

Information disclosed by agencies under a Part 2 Consent will be used by Social Services Departments at the Assessment stage to:

- Share detailed personal information about any family member.
- Obtain a clear understanding of the developmental needs of the children, capacity of the parents/carers to respond appropriately to these needs and the wider family and environmental factors which have an impact on the family and the child.
- Assess the needs of the child and the family using the skills, knowledge and judgement of professionals across all relevant agencies and where appropriate provide services to meet these unmet needs through a Care and Support Plan.

PLEASE NOTE: The Data Protection Act 1998, permits disclosure without consent, if it is necessary to safeguard a child at risk or children in the public interest: e.g. child protection. Exemption from informed consent is on a case by case basis and needs to be clearly justified by professionals.

# Vale of Glamorgan Multi - Agency Referral Form for Children and Families

## REFERRAL TYPE:

CHILD PROTECTION

CHILD IN NEED OF CARE AND SUPPORT

**AND IS THE CHILD / YOUNG PERSON AT ANY RISK OF SEXUAL EXPLOITATION**

YES  NO

**IS THIS REFERRAL FOR CHILD HEALTH & DISABILITY TEAM?**

YES  NO

Please confirm that you have obtained verbal / written consent - Yes  No

If Yes is Consent WRITTEN  VERBAL

What relationship is this person to the child? \_\_\_\_\_

**Please gain consent from Parent / Carer for external checks with partner agencies to be made. Has this been gained? -**

Yes

No

## **CHILD/YOUNG PERSON'S NAME AND ADDRESS DETAILS**

**SURNAME:**  **FORENAMES:**

**Date of Birth:**  **Age:**

**ADDRESS (inc postcode):**

**TELEPHONE NUMBER: (Please ensure this is provided):-**

**OTHER FAMILY MEMBERS OR SIGNIFICANT OTHER PEOPLE IN THE HOUSEHOLD - PLEASE ENSURE YOU INCLUDE PARENTS / CARERS:-**

Name:	Relationship to Child/Young Person:	Date of Birth	Parental Responsibility: Yes / No



<b>Signed:</b> _____		<b>Designation:</b> _____	
<b>Print Name:</b> _____		<b>Date:</b> _____	
<b>Agency:</b> _____		<b>Telephone Number:</b> _____	
<b>Address (including Post Code):</b>			
<b>PLEASE FORWARD THIS COMPLETED FORM TO:-</b>			
<ul style="list-style-type: none"> <li>• CHILDREN AND YOUNG PEOPLE SERVICES, DOCKS OFFICE, SUBWAY ROAD, BARRY, VALE OF GLAMORGAN, CF63 4RT</li> <li>• FAX NUMBER: 01446-725205</li> <li>• E-MAIL ADDRESS: <a href="mailto:dutymarfs@valeofglamorgan.gov.uk">dutymarfs@valeofglamorgan.gov.uk</a></li> </ul>			

## REFERRAL CONSIDERATIONS RECORD

### Child/Young Person's developmental needs

All children change and develop over time. Parents have a responsibility to respond appropriately to the child's needs. The purpose of this section is to identify areas of strength and areas of developmental need, in order to assist you to determine whether this child/young person requires services to achieve a reasonable standard of development or to prevent significant impairment of his/her health and development.

**Please give details including strengths and current needs**

<p><b>Health:</b></p>          
---

**Education:**

**Emotional and Behavioural Development:**

**Identity:**

**Family and Social Relationships:**

**Social Presentation:**

**Self-care Skills:**

**Parents'/Carers' capacities to respond appropriately to the child/young person's need**

**Please record strengths as well as difficulties/problems.**

**Basic Care:**

**Ensuring Safety:**

**Emotional Warmth:**

**Stimulation:**

**Guidance and Boundaries:**

**Stability:**

It is important to be aware of the parent(s)/carer(s) strengths as well as any difficulties they are experiencing.

Research shows that the following are most likely to affect parenting capacity: physical illness, mental illness, learning disability, substance/alcohol misuse, domestic violence, childhood abuse, history of abusing children.

**Issues**

- |                            |                          |
|----------------------------|--------------------------|
| <b>Substance misuse</b>    | <input type="checkbox"/> |
| <b>Alcohol misuse</b>      | <input type="checkbox"/> |
| <b>Domestic Violence</b>   | <input type="checkbox"/> |
| <b>Physical illness</b>    | <input type="checkbox"/> |
| <b>Mental illness</b>      | <input type="checkbox"/> |
| <b>Learning disability</b> | <input type="checkbox"/> |

**Family and Environmental factors (which impact on the child and family)**

**Please give details of history and current situation**

**Family history and functioning:**

**Wider family:**

**Housing:**

**Employment:**

**Income (please include information regarding difficulties):**

**Family's Social Integration:**

**Community Resources:**

**ETHNICITY:** *This section must be completed.*

WHITE  CARIBBEAN  INDIAN   
WHITE AND BLACK CARIBBEAN  WHITE AND BLACK AFRICAN   
AFRICAN  PAKISTANI  WELSH   
CHINESE  WHITE IRISH  BLACK - OTHER   
BANGLADESHI  WHITE AND ASIAN  WHITE OTHER   
OTHER ETHNIC GROUP  NOT GIVEN

**SPECIAL NEEDS:** Yes  No   
1<sup>st</sup> Language:   
Communication Problems? Yes  No   
Is an interpreter/signer required? Yes  No   
Child/Young Person's Religion:

SCHOOL/PLAYGROUP:	
ADDRESS:	
TEL NUMBER:	
GP:	
ADDRESS:	
TEL NUMBER:	
HEALTH VISITOR:	
ADDRESS:	
TEL NUMBER:	

**THE VALE OF GLAMORGAN**  
**MULTI-AGENCY ASSESSMENT FRAMEWORK PROTOCOL**  
**PARENTS, CARERS AND CHILDREN/YOUNG PEOPLE'S CONSENT TO**  
**REFERRAL, EXTERNAL CHECKS AND AN INITIAL ASSESSMENT**

**Purpose**

The gathering of information is necessary for an effective Initial Assessment by the Vale of Glamorgan Council, Children & Young People Services Department. This information is essential to understand your children's needs. To be able to do this we need your consent for a referral to the Council's Children & Young People Services Department, and for them to make enquiries of any of the agencies involved with you or your family. The outcome of the Initial Assessment will be shared with you and those agencies involved.

If your child is of an age and can understand what is being asked of them they may also sign this consent form.

I do/do not consent (delete as required) to the above actions being taken in respect

of my Child ..... (D.O.B.) .....

(Address) .....

.....

.....

Signed ..... Parent with Parental Responsibility

Please print full name and D.O.B. ....

Date .....

Signed ..... Carer

Please print full name and D.O.B. ....

Date .....

Signed ..... Child/Young Person

Please print full name and D.O.B. ....

Date .....

School Attended.....

## APPENDIX E

### RESTRICTED AND CONFIDENTIAL INFORMATION

Headteacher  
Vale of Glamorgan

Dear Headteacher,

The pupil(s) listed below are due to be discussed at the forthcoming Domestic Abuse Multi-Agency Risk Assessment Conference (MARAC) for **high risk** cases on ..... (date)

Pupil	DOB	SA/SA+/SEN	Address

It is vital that the MARAC members receive as much information as possible to assist in targeting the necessary intervention for the family. Could you therefore, please provide comments below:-

**Attendance:**

**Personal Presentation:**

**Level of Achievement and brief comment on progress:**

**Any Involvement with other agencies:**

**Changes in Behaviour:**

**Areas of concern:**

**Perception of any risk:**

Please send or email to:

**Caroline Cleary**

Public Protection Unit

Central (East) BCU - Serving Bridgend & the Vale

**Cowbridge Police Station**

Cowbridge, CF71 7AR.

Email: [central-bcu-domestic@south-wales.pnn.police.uk](mailto:central-bcu-domestic@south-wales.pnn.police.uk)

**LA Safeguarding Officer**

School Improvement and Inclusion Service

Vale of Glamorgan Council

Yours sincerely  
Safeguarding Officer  
**School Improvement and Inclusion Services**