



Create Your World

Cardiff West Community High School

Safeguarding Policy

Established: September 2018
To be reviewed: September 2019



An artist's impression of our new Cardiff West Community High School in Trelai Park
opening April 2019

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Key Contacts within the school

Designated Senior Person for Child Protection

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029 2067 2700

Rebecca.chadwick@cardiffwestchs.cardiff.sch.uk

Deputy Designated Senior Person for Child Protection

Nicola Wilkinson

029 2067 2700

Nicola.wilkinson@cardiffwestchs.cardiff.sch.uk

Nominated Governor for Safeguarding

Karen Dell'Armi

Contact via the school

Other members of staff who can support with Safeguarding Concerns:

Mr M Hulland, Mrs G Lee, Mrs R Newnes, Mrs L Davies, Mr S Richards, Mrs K Howells

Key Contacts within the Local Authority & Community

Where the school has an urgent and immediate concern for the safety and welfare of a student, during office hours the school will contact the Multi Agency Safeguarding Hub (MASH) on 029 2053 6490.

For students who already have an allocated social worker the contact will be made with Cardiff County Council Children's Services, Intake and Assessment Team on 029 2053 6400.

For urgent referrals out of office hours the telephone number is 029 2078 8570.

The Cardiff County Council's Education Safeguarding Team is able to provide advice and support. Their contact number is 02922 330879 or email SLLSafeguardingTeamInformation@cardiff.gov.uk

Education Safeguarding Officer

Tom Noakes

07843381892

Tom.noakes2@cardiff.gov.uk

Prevent Coordinator

Carl Davies - Home Office Prevent Co-ordinator

02920 873281

07742 931475

carl.davies@cardiff.gov.uk

Workshop to Raise Awareness of Prevent (WRAP) facilitators

Balwinder Sandhu

Ethnic Minority and Traveller Achievement Service (EMTAS)

07815 530911

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South Wales Police

Police (Child Protection) Telephone 029 2022 2111

Police (Emergency) 999

Police (Non-Emergency) 101

For further information please see Appendix 11

Our Policy Statement

- At Cardiff West Community High School the welfare of the child is paramount.
- Staff have a responsibility to provide a safe environment and to identify students who may be in need of extra help or who are suffering, or are likely to suffer, significant harm.
- All students, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse are taken seriously and are responded to swiftly and appropriately.
- All adults involved in the life of school have a duty to report any concerns to one of the Designated Senior Persons.

Aims

To promote an understanding that a student who is abused or who witnesses violence may be deeply affected and this may manifest itself in a number of ways

- Recognise that the school may provide the only stability to those that have been abused or who are at risk of harm
- Establish a school where students feel safe and secure, which allows opportunities to talk and to be listened to
- Ensure that the curriculum and ethos of the school equips students with the skills and confidence they need to stay safe from harm and to know who they can turn to for support
- Raise the awareness of all staff of the need to safeguard students and the responsibilities in identifying and reporting possible cases of abuse
- Develop and promote effective working relationships with external agencies e.g. Children's Services and the Police
- Ensure that all staff/adults who have access to children have been checked in line with statutory guidance

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

Cardiff West Community High School has a duty to safeguard and promote the welfare of its students. We are committed to ensuring their safety and protection. Through the general ethos of the school we encourage students in need of support to seek that support and we take action to safeguard their wellbeing.

We work with multi-disciplinary partners within the statutory framework established by:

- Cardiff Local Safeguarding Children Board (CLSCB)
- The All Wales Child Protection Procedures 2008
- Safeguarding Children: Working Together Under the Children Act 2004 Section 28
- The Education Act 2002 Section 175 which places a statutory duty on schools to ensure arrangements are in place to safeguard and promote the welfare of students and requires schools to take account of guidance issued by the Welsh Government (currently guidance document 158/2015 'Keeping Learners Safe' issued January 2015)
- The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 (relating to recruitment and selection of staff)
- The Rights of Children and Young Persons (Wales) Measure 2011 which embeds the UN Convention on the Rights of the Child into Welsh law
- The Social Services and Well-being (Wales) Act 2014
- Allegations of Professional Abuse Procedures

This Safeguarding Policy applies to all adults involved in the life of Cardiff West Community High School including teachers, supply staff, teaching assistants, the estates team, kitchen staff, administrative staff, support staff, community education staff, governors and volunteers. Any of these people may receive a disclosure by a student or be contacted by a concerned parent.

All contractors working on site during school hours are required to be aware that the school has a Child Safeguarding Policy in place and that any concerns should be referred to the Designated Senior Person.

This policy and its procedures are reviewed annually taking into account the school's experience of child protection matters in the previous year, any changes in the law and any new policy documentation or guidance issued by Cardiff County Council or the Welsh Government.

There are four main elements to our policy:-

- Prevention through the teaching and pastoral support offered to students and the creation and maintenance of a safe environment where students know their rights and know who to approach with any concerns about their welfare.
- Procedures for identifying and reporting concerns about the welfare of a student
- Support for students who have/may have been abused.
- Preventing unsuitable people from working with children through robust vetting and recruitment processes

Prevention

We recognise that high self-esteem, confidence, a supportive pastoral system and good lines of communication with a trusted adult help to safeguard students. The school therefore has established and maintains an ethos where students feel secure, are encouraged to talk and are listened to. This includes support from the form tutor and year team as well as peer support;

- ensures students know that there are adults in school whom they can approach if they are worried or in difficulty;
- includes in the curriculum, activities and opportunities for personal and social education, including internet safety, which equip students with the skills they need to stay safe from abuse and the knowledge of who to turn to for help;
- includes in the curriculum material which will help students to develop realistic attitudes to the responsibilities of adult life;
- ensures that every effort is made to establish effective working relationships with parents and partner agencies.

Procedures

We follow the All Wales Child Protection Procedures 2008 that have been endorsed by the Cardiff Local Safeguarding Children Board (CLSCB). These reinforce the principle that safeguarding is everyone's business and that the effective protection of children cannot be achieved by a single agency acting in isolation.

While child protection is the business of all adults involved in school life, Cardiff West Community High School staff and governors have the specific responsibilities outlined below.

- The Designated Senior Person must ensure that all Safeguarding procedures are followed within the school and make appropriate and timely referrals in accordance with school procedures
- The Deputy Designated Senior Person must act in the absence of the Designated Senior Person
- The Designated Senior Person must ensure all staff, governors and volunteers are aware of the school's Safeguarding procedures, and that they have a personal responsibility for Safeguarding and know the names of the Designated Senior Persons
- The Designated Senior Person should provide advice and support to individual staff, governors and volunteers as necessary
- The Governing Body and Senior Leadership Team are responsible for ensuring that the school follows safe recruitment processes
- The designated Governor for Safeguarding and the Governing Body as a whole must ensure that the school has effective policies and procedures to safeguard and promote the welfare of children and monitor compliance with them
- The Designated Governor must maintain contact with the statutory authorities in relation to Safeguarding staff disciplinary cases
- The Designated Senior Persons, Headteacher and Governing Body must review and update the policy and procedures annually
- The Designated Senior Person and the Headteacher should ensure that Basic Level Safeguarding and Child Protection Awareness training is undertaken by all staff and governors on appointment and thereafter annually; that there are arrangements in place for volunteers to receive training; and that records are kept of all training
- The Designated and Deputy Designated Senior Persons should attend the CLSCB Working Together to Safeguard Children course every three years and any other training that is required by the CLSCB
- The school should ensure that parents are aware of the Safeguarding Policy, including the role the school has in making referrals if there are concerns about a student's welfare

Partnership with Parents

- Cardiff West Community High School is committed to work with parents/carers in a positive, open and honest manner
- We will ensure that all parents/carers are treated with respect, dignity and with courtesy
- We will respect parent's/carers right to privacy and confidentiality, sensitive information will not be shared without permission, unless it is necessary to protect the child
- Parents/carers are made aware of the Safeguarding policy on the school website and in written format upon request, it is essential that parents/carers understand the role of the school and its responsibilities

Training

All staff, Governors and volunteers should complete Basic Level Safeguarding and Child Protection Awareness Training on an annual basis.

This training enables participants to:

- understand the Safeguarding Agenda for schools and where Child Protection fits in
- understand key roles and responsibilities in school and in the local authority
- recognise signs and symptoms of abuse
- know how to respond appropriately to a student disclosure of abuse
- know how to respond to abuse allegations against staff, governors or volunteers
- know that they have a responsibility to report any concerns immediately as they arise
- understand the need for maintaining appropriate and professional boundaries in their relationships with students and parents
- know how to access and use the on line safeguarding reporting system MY CONCERNS
- as part of their induction all new staff receive the policy and are expected to become fully compliant with its content and the procedures relating to reporting a concern
- the policy is available to all staff on the school's shared drive; parents, visitors staff have access to the policy via the school website

Recognising Child Abuse

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

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 student 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.

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 student 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 and Cardiff Child Sexual Exploitation Prevention Strategy.

Definition of Child Abuse and Neglect

The Children Acts 1989 and 2004 and the All Wales Child Protection Procedures 2008 define 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.' The 2008 Procedures identify four categories of abuse:

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm includes female genital mutilation (FGM). Physical harm may also be caused when a parent or carer fabricates or induces illness in a child they are looking after.

Sexual Abuse

This encompasses forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening. It 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.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs and is 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, failing to ensure access to appropriate care or treatment or failing to ensure a child receives an adequate and suitable education and failing to support a child in their learning. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse

This involves the persistent emotional ill-treatment of a child such as to cause severe and long-lasting adverse effects on the child's emotional and behavioural development. It may involve ignoring or isolating a child, rejecting a child or conveying to a child that they are worthless, unloved, inadequate, or valued only in so far 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 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.

Taking action

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

- A disclosure by a student
- Observation of bruises/burns etc. for which the explanation given is not plausible
- Information from another student/parent
- Observed changes in a student's behaviour that are worrying
- An instinctive feeling something is wrong
- Neglect issues

Where an adult involved in the life of the school has concerns about the welfare of a student they must immediately report their concerns to the Designated Senior Person and as soon as possible after that log their concerns on My Concerns or on a Record of Concern sheet. The DSP must consider the concern and what action, if any, should be taken. For all staff this is part of their professional responsibility.

If there are concerns that the student may be in danger of immediate harm and the student is about to leave the school premises, the Headteacher, SLT or DSP should be informed.

If the concerns relate to abuse within the student's family no action should be taken to contact the family unless the MASH team advise that this would be appropriate.

- If the injury is serious and warrants urgent medical attention, the child should be taken to the Accident and Emergency Department of the University Hospital of Wales. In an emergency the 999 service should be used. As part of the school's general responsibilities for the health and safety of students, Student
- Reception keeps a record of all incidents where students are taken to hospital.
- The school must inform the Mash Team 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 the hospital. The notification to the MASH team should make clear that it is a case of suspected child abuse.
- Where there is reasonable cause to believe that the injury has been caused by the parent or carer, the Designated Senior Person should discuss this with the MASH Team or the Police who will make the decision as to when the parents/carers will be notified.

Record Keeping

- A copy of the All Wales Child Protection Procedures 2008 is kept on the school site and is accessible to all staff (copies can be found in Main Reception, Attendance Office and with Head's PA)
- All records relating to Child Protection are kept securely in a locked cupboard located in the DSP's office, Records are also kept securely on the MY CONCERNS safeguarding platform
- Concerns will be shared with relevant professionals involved with the student, but records will not be available without the consent of the DSP. This includes the transfer of files electronically via Myt Concerns. All information shared via email is sent using the secure Cardiff.GOV email system

My Concerns

My Concerns is a software package which offers a safe and effective way for recording and managing safeguarding and wellbeing concerns about children, young people and vulnerable adults securely online. It supports the recording and management of safeguarding concerns to minimise risk, ensure compliance, maximise efficiency and safely share data with any trusted parties and agencies.

The Designated Senior Person has higher levels of access to the system. They can manage and prioritise on going cases and concerns and delegate tasks. My Concerns builds an automatic chronology for all concerns, providing a high level view, and allows the safeguarding lead to assign colour coded 'Levels of Need' for individual students.

My Concerns provides the ability to customise reports. These can be created on any combination of categories of concern or student information over a fixed or dynamic time period.

The fully encrypted, cloud-based software means that we not only protect students effectively but also protects staff in terms of providing a robust record of case management to present in court should it be needed. My Concerns also offers clear and auditable evidence to present during inspections.

My Concerns allows safeguarding leads to gain a more comprehensive understanding of the young people in their care. This means that the school can proactively identify risks and trends before they escalate into serious issues, empowering us to act quickly.

Dealing with a Disclosure of Abuse

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

- A child/parent/carer or a member of the public who informs a member of staff their concerns must never be expected to be asked to make a self-referral to children's services or the police
- When using My Concerns if you consider the concern to be urgent please see the DSP or the Deputy DSP in person as a matter of urgency
- If a student discloses a matter of concern to you it can be very upsetting, please talk to the DSP or a member of the wider safeguarding team – it is important for your well being

Confidentiality

- Staff cannot keep a disclosure confidential and must refer to the DSP or the Deputy DSP
- All referrals made are done so with the knowledge that during a subsequent investigation the source (CWCHS) will be known to the family/carer
- All disclosures must be dealt with sensitively, support must be given to the student that further support and guidance must be sought, staff should recognise that a disclosure may have taken significant courage and the student may feel guilty, embarrassed, and hurt as a result
- All records will be kept securely and separate from learners files, safeguarding and Child Protection documentation is kept securely in the office of the DSP and on the online My Concerns platform

Making a referral

- If the Designated Senior Person decides a referral is necessary she should immediately telephone the MASH team and follow up within 48 hours by completing and returning forms CP1 and CS1 to Children's Services Intake and Assessment. A copy should be kept for school records. There must be no delay in making the referral. The referral should always clearly state the name of the person making it.
- If the Designated Teacher decides a referral is not necessary and the individual reporting the concern disagrees with this, that person should make the referral themselves to the MASH team and notify the Designated Teacher that they have done this.
- Parental consent is not required for a child protection referral and indeed in cases of suspected domestic abuse contact with parents could place the student at further risk of harm. However following consultation with the MASH team at the time of the telephone referral the Designated Teacher may be advised to contact parents.
- Notification of concerns may not lead to immediate action but child welfare concerns can arise in many different contexts and recording and monitoring ensures a coherent picture exists and can form the basis for subsequent action by Children's Services.

Subsequent Action

- The Intake and Assessment Team of Children's Services will assess whether the student who is the subject of a referral is a Child in Need of Support or a Child in Need of Protection.
- The Designated Teacher should receive a written response to a referral from Intake and Assessment within 10 working days. If this does not happen the Designated Teacher should follow up with Children's Services to establish what decisions have been taken.
- Staff are informed of relevant information in respect of individual child protection cases on a "need to know basis" only. Any information shared with a member of staff in this way must be treated confidentially and not shared with others.
- If it is in the best interest of the student, the Headteacher can allow a student to be interviewed on the school premises at the request of the Police and/or Intake and Assessment. The student must be accompanied by either the Designated Teacher or the Deputy Designated Teacher and that person should sign off the interview record as an accurate record of what was said.
- The Designated Senior Person must inform Children's Services or the student's social worker of significant changes in the student's family circumstances.

Radicalisation

- The school recognises the guidance from the PREVENT COUNTER TERRORISM STRATEGY, June 2015 and its responsibility to have “due regard to the need to prevent people from being drawn into terrorism”
- The school will demonstrate clear protocols for fulfilling its duty for ensuring that any visiting speakers are suitable and appropriately supervised
- The school will fulfil its PREVENT duty and will have due regard of the need to prevent people from being drawn into terrorism, any concerns will be reported immediately to the Police Welsh Extremism and Counter Terrorism Unit prevent@south-wales.pnn.police.uk, A referral to MASH will also be made with clear identification of a PREVENT concern
- The school will counter extremism and promote community cohesion by ensuring a broad and balanced curriculum which promotes the spiritual, cultural, physical and mental development of students, preparing them for the opportunities, responsibilities and experiences of life

Attendance at Child Protection Conferences & Core Groups

- The Designated Senior Person/Headteacher is responsible for ensuring that the school is represented at any child protection conference for a student or any other child previously known to the school. The person attending will normally be the Designated Senior Person and/or the appropriate member of the Safeguarding Team.
- Cardiff County Council Children's Services has a responsibility to notify the school of any student placed on the Child Protection Register or any student transferring to the school who is on the register. Every student on the Child Protection Register has a child protection plan. The Designated Senior Person is responsible for ensuring that the student is monitored regarding their school attendance, welfare, appearance and behaviour
- If the school is part of a core group monitoring a student then the Designated Senior Person should ensure that the school is represented at their meetings; and that there is a record of the school's attendance and the issues discussed.
- Issues about the child protection plan and / or the student's welfare should be discussed at the core group meeting unless the school considers the student is at risk of further significant harm. In this situation the DSP must inform the student's social worker immediately and record that they have done so and the actions agreed.

Attendance of Students on the Child Protection Register

The Designated Senior Person will notify Children's Services if:

- a student on the Child Protection Register is excluded, whether for a fixed term or permanently
- there is an unexplained absence from school of a student on the CP Register of more than 2 days duration or one day following a weekend

Record of Concern Sheet

Any adult receiving a disclosure of abuse from a student or noticing signs or symptoms of possible abuse should complete a record of concern sheet as soon as possible. This should set out what was said or seen, putting the scene into context and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. The sheet should be signed and dated and given to the Designated Senior Person to decide on further action.

All documentation/records relating to child protection concerns should be placed on the student's individual Child Protection file and securely stored by the DSP in a locked cabinet. The documentation must not be placed on or stored with the student's education file. The file must be retained until the student reaches the age of 25.

Student Transfer

If a student with a Child Protection file moves school, the Designated Senior Person will

- inform the new school of the child protection concerns
- copy the Child Protection file and retained the copy at Cardiff West Community High School (retention period DOB + 25 years)
- securely transfer the original Child Protection file to the new school (separately from the student's education file)
- advise Children's Services of the change of school if the student is on the Child Protection Register.

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

Parents/carers should be notified when information is shared between schools in this way.

Support for Students

Children who are abused or witness violence may find it difficult to develop a sense of self-worth. School may be the only stable, secure and predictable 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 endeavours to support all students, whilst recognising the particular needs of those suffering due to abuse, 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 students a sense of being valued
 - a commitment to develop productive and supportive relationships with parents whenever this is in the student's best interests
 - liaison with other agencies within a multi-agency student support framework which includes Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, Student Support Services and voluntary organisations
 - ensuring that students with additional needs are identified and given appropriate support
 - supporting students found using the internet in a way which might put them at risk e.g. sending or receiving inappropriate messages or photos or accessing inappropriate content – with the Safeguarding Team contacting parents where this is in the best interests of the student

Vulnerable Groups of Students

The school recognises that the following groups of students are especially vulnerable to abuse:

- Children with a disability
- Looked After Children in Education
- Asylum Seekers
- Children who live in a household where there is domestic abuse
- Children who live in a household where parenting is compromised by substance misuse.

Preventing Unsuitable People from Working with Children

Cardiff West Community High School operates recruitment and management procedures that take account of the need to safeguard students. These include arrangements for appropriate checks on staff, governors and volunteers that comply with locally agreed inter-agency procedures.

We follow Cardiff County Council's procedures for advertising, interviewing and recruiting staff including the requirement for Disclosure and Barring Service checks in accordance with the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and guidance contained in chapter 5 of Welsh Government Guidance Document 15/2015.

Allegations against staff

Students cannot be expected to raise concerns in an environment where staff fails to do so. All staff need to be aware of their duty to raise concerns about the attitude or actions of colleagues. Further guidance is provided in the school's Whistle-blowing Policy which is available on the school website.

- When it is alleged or suspected that a student has been abused by a member of staff the following procedures must be followed.
- The Headteacher or the Deputy Headteacher in the Head's absence must be informed immediately by the member of staff who receives the allegation or has a suspicion. The member of staff must not engage with any student or students involved or with the alleged perpetrator or any other staff member.
- All suspected or alleged abuse must be reported by the Headteacher, Deputy Headteacher or Designated Senior Person to the MASH team or the Police without delay. The Education Service Safeguarding Team should also be informed.
- The Head, Deputy Head or Designated Senior Person will seek advice from the Education Service Human Resources team regarding the member of staff's continued presence in school, and an immediate risk assessment will be undertaken and recorded in writing.
- In the event of the allegation being made directly or indirectly about the Head teacher, the staff member should report it promptly to the Chair of Governors.
- Students or staff must not be interviewed or questioned about the alleged incident.
- A member of staff reporting an alleged incident or suspicion must keep the matter strictly confidential and not discuss it with the alleged perpetrator or any person other than the Headteacher, Deputy Headteacher or Chair of Governors as appropriate.
- The school will follow established procedures for dealing with allegations against staff which can lead either to Police investigation and possible prosecution or consideration under staff discipline procedures which in the case of allegations of child abuse involve an independent investigation.

Extended Schools and Out of School Hours Provision

When Cardiff West Community High School provides out of hours or off-site activities under the supervision of school staff this policy and its procedures apply.

Where services or activities are provided by a separate organisation, the Designated Senior Person and the Designated Senior Person must seek assurance that the organisation has appropriate policies and procedures in place for Safeguarding and that there are arrangements to liaise with the school on safeguarding and child protection issues.

Contractors Working on the School Site

When contractors are working on the school site during the school day, the school in agreeing the contract arrangements will confirm that the staff employed by the contractor for the work have undergone the appropriate checks for adults working in an environment where they have or may have contact with children. The school will also seek to ensure that the contract employees are aware that the school has a child protection policy and that any concerns they have about Safeguarding matters should be reported promptly to the DSP.

Other Relevant School Policies

The school has other relevant policies which are available on the school website. These include:

- Anti-Bullying Policy
- Attendance Policy
- Health and Safety Policy
- Internet Access Policy
- Inclusion Policy
- Behaviour Policy
- Strategic Equality Policy and Plan
- Whistle-blowing Policy

Guidance for Parents or Carers

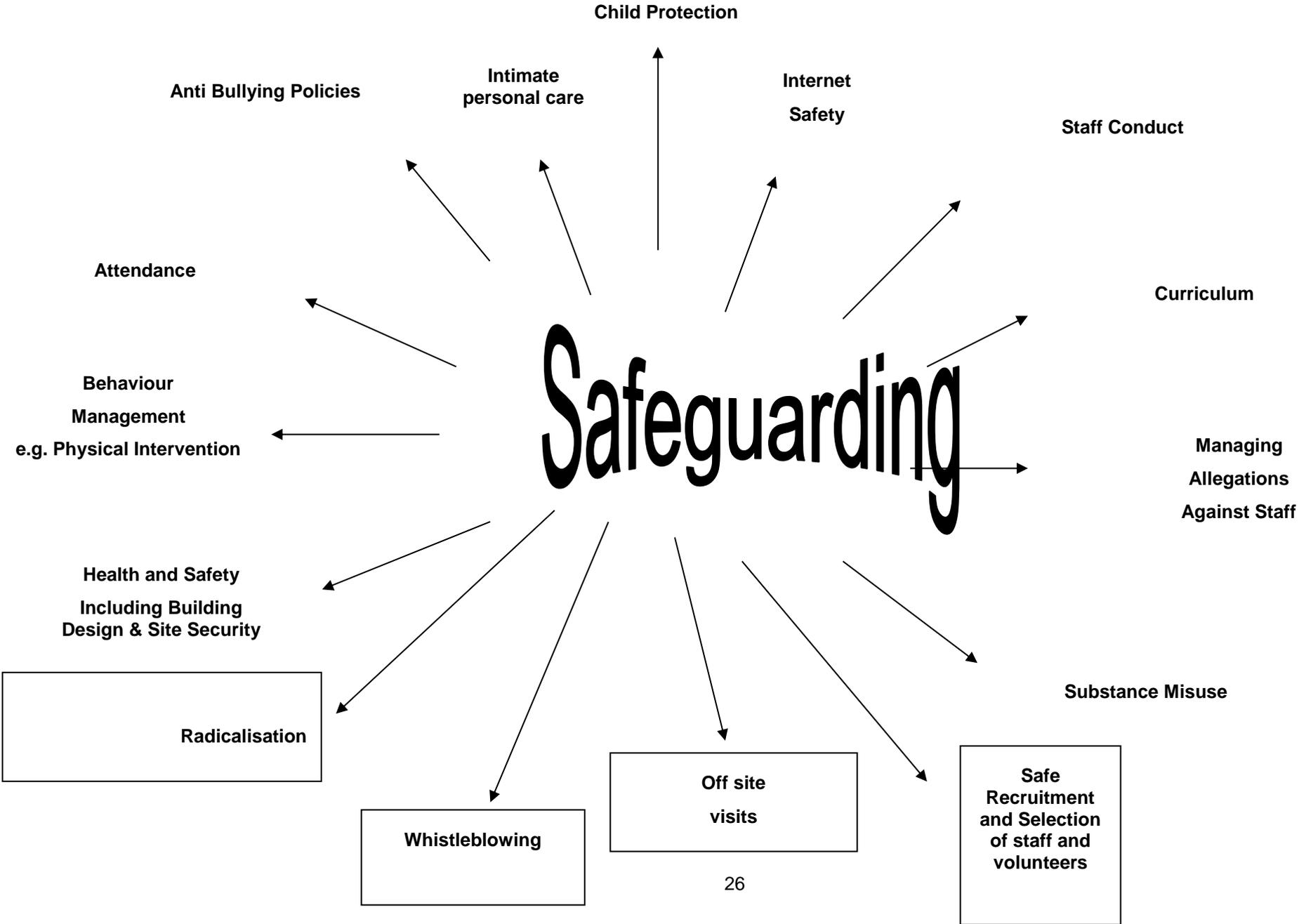
Parents and carers should be aware that schools have a responsibility to ensure the wellbeing of all students. This responsibility means that the school;-

- has a child protection policy and procedures
- makes parents/carers aware of this policy through the school prospectus
- makes parents/carers aware that that in accordance with this policy their child may be referred to the MASH team or the Police if the school believes that a student or other children may be at risk of significant harm and that parental notification or consent is not required before a referral is made;
- will endeavour to work with parents/carers regarding the welfare of their child and remain impartial if their child is being, or has been referred
- will help parents/carers to understand that if a referral is made to the MASH team or to the Police, it has been made in the best interests of the child and that the school will be involved in any subsequent child protection enquiry or police investigation
- will keep the parents/carers informed about the welfare and educational progress of their child.

The school is not required to obtain parental consent before making a child protection referral but the DSP will take advice from the MASH team as to whether it is in the interests of the child to discuss the referral with the family and, where appropriate, seek their agreement. This is only done when such a discussion and agreement does not place a student at risk of significant harm.



Safeguarding



**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 DCPT / HT			
Name:Date:.....			



Vulnerabilities and Risks to Sexual Exploitation

Vulnerabilities

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

Risks

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

Significant Risks

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



Children Missing Education 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 at Appendix 6.

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. 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 XXXXXXX 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 Mynachdy.

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.



Date:

Addressee

Address

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

School Attendance Officer

PLEASE REPLY TO:

Appendix 9 Leaving School Form for Parents



Name:	Date of Birth:	Class:
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:		
<i>Mother's mobile</i>		
<i>Father's mobile</i>		
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>		
<i>Name:</i>		
<i>Address:</i>		
<i>Phone Number:</i>		
Full Name(s) of Parent(s)/Carer(s). Please print names and sign.		
Mother.....		
Father.....		
Other (state relationship).....		
<p>Attached to this form is a school compliments slip.</p> <p>Please can you give it to your new school and ask them to contact us.</p>		
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.



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: Director, Admissions, Education Service, County Hall, Cardiff CF10 4UW

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>
- Cadw dysgwyr yn ddiogel
<http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe-cy.pdf>
- Safeguarding Children: Working Together Under the Children's Act 2004
<http://gov.wales/pubs/circulars/2007/nafwc1207en.pdf?lang=en>
- Diogleu Plant: Gweithio gyda'n Gilydd dan Ddeddf Plant 2004
<http://gov.wales/pubs/circulars/2007/nafwc1207cy.pdf?lang=cy>
- Safeguarding Children and Young People from Sexual Exploitation
<http://gov.wales/docs/dhss/publications/policy/110107guidanceen.pdf>
- Amddiffyn Plant a Phobl Ifanc rhag Camfanteisio Rhywiol
<http://gov.wales/docs/dhss/publications/policy/130122guidancecy.pdf>
- Respecting Others: Anti-bullying overview
<http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-en.pdf>
- Parchu erail: Trosolwg gwrth-fwlio
<http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-cy.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>
- Gwrthsafiad a pharch – datblygu cydlyniant cymunedol
Pecyn haunanasesu 2016
<http://gov.wales/docs/dcells/publications/160112-respect-and-resilience-self-assessment-tool-cy.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>
- Strategaeth Genedlaethol ar Drais yn Erbyn Menywod, Cam-drin Domestig a Thrais Rhwyiol 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
- Opening schools in extreme bad weather. Guidance for schools.
<http://gov.wales/docs/dcells/publications/101213schoolopeningen.pdf>
- Agor ysgolion mewn tywydd gwael eithafol. Canllawiau I ysgolion
<http://gov.wales/docs/dcells/publications/101213schoolopeningcy.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>
- Cynnwys a chynorthwyo disgyblion
<http://gov.wales/docs/dcells/publications/160318-inclusion-and-pupil-support-cy.pdf>
- Additional Learning Needs and Education Tribunal (Wales) Bill, Factsheet 2
<http://gov.wales/docs/dcells/publications/161212-aln-factsheet-2-en.pdf>
- Bil Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg (Cymru), Taflen ffeithiau 2
<http://gov.wales/docs/dcells/publications/161212-aln-factsheet-2-cy.pdf>
- Guidance for penalty notices for regular non-attendance at school
<http://gov.wales/docs/dcells/publications/130925-guidance-regular-non-attendance-en.pdf>
- Callawiau ar gyfer hysbysiadau cosb am gollir ysgol yn rheolaidd
<http://gov.wales/docs/dcells/publications/130925-guidance-regular-non-attendance-cy.pdf>
- Safe and effective intervention – use of reasonable force and searching for weapons.
<http://gov.wales/docs/dcells/publications/130315safe-effective-en.pdf>
- Ymyriad diogel ac effeithiol – defnyddio grym rhesymol a chwilio am arfau
<http://gov.wales/docs/dcells/publications/130315safe-effective-cy.pdf>
- Effective managed moves. A fresh start for children and young people.
<http://gov.wales/docs/dcells/publications/110301effectiveen.pdf>
- Defnydd effeithiol o symudiadau wedi'u rheoli. Cychwyn newydd I blant a phobl ifanc yn yr ysgol.
<http://gov.wales/docs/dcells/publications/110301effectivecy.pdf>
- Exclusion from schools and pupil referral units
<http://gov.wales/docs/dcells/publications/010415-exclusion-from-schools-and-pupil-referral-units-en.pdf>
- Gwahardd o ysgolion ac unedau cyfeirio disgyblion
<http://gov.wales/docs/dcells/publications/010415-exclusion-from-schools-and-pupil-referral-units-cy.pdf>
- All Wales attendance framework
<http://gov.wales/docs/dcells/publications/121121frameworken.pdf>
- Fframwaith Presenoldeb ar gyfer Cymru Gyfan
<http://gov.wales/docs/dcells/publications/121121frameworkcy.pdf>
- Educational Psychologists in Wales
<http://gov.wales/docs/dcells/publications/161221-educational-psychologists-wales-guidance-en.pdf>
- Seicolegwyr addysg yng Nghymru

<http://gov.wales/docs/dcells/publications/161221-educational-psychologists-wales-guidance-cy.pdf>

- Elective home education. Non-statutory guidance for local authorities
<http://gov.wales/docs/dcells/publications/160106-ehe-guidance-en.pdf>
- Addysg ddewsiol yn yr cartref. Canwalliau anstatudol ar gyfer awdurdodau lleol
<http://gov.wales/docs/dcells/publications/160106-ehe-guidance-cy.pdf>
- Special Educational Needs Code of Practice for Wales
<http://gov.wales/docs/dcells/publications/131016-sen-code-of-practice-for-wales-en.pdf>
- Cod Ymarfer Anghenion Addysgol Arbennig Cymru
<http://gov.wales/docs/dcells/publications/131016-sen-code-of-practice-for-wales-cy.pdf>
- Strategy – Raising the ambitions and educational attainment of children who are looked after in Wales (easy read version)
<http://gov.wales/docs/dcells/publications/151218-easy-read-lac-strategy-en.pdf>
- Strategaeth – Codi uchelgais a chyrrhaeddiad addysgol plany sy'n derbyn gofal yng Nghymru (fersiwn darllen syml)
<http://gov.wales/docs/dcells/publications/151218-easy-read-lac-strategy-cy.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>
- Gweithdrefnau cwyno ar gyfer cyrff llywodraethu ysgolion yng Nghymru
<http://gov.wales/docs/dcells/publications/121002complaintsschoolscy.pdf>
- Disciplinary and dismissal procedures for school staff. Revised guidance for governing bodies.
<http://gov.wales/docs/dcells/publications/130227disciplinaryanddismissalen.pdf>
- Gweithdrefnau disgyblu a diswyddo staff ysgol. Canllawiau diwygiedig I gyrff llywodraethu
<http://gov.wales/docs/dcells/publications/130227disciplinaryanddismissalcy.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>
- Diogelu plant mewn addysg: ymdrin a honiadau o gam-drin yn erbyn athrawon a staff erail
<http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-cy.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>
- Brecwast am Ddim mewn Ysgolion Cynradd
<http://gov.wales/docs/dcells/publications/150512-free-breakfast-leaflet-cy.pdf>
- Welsh Government School Council Activity Pack for Pupils and Staff
<http://gov.wales/docs/dcells/publications/100209activitypacken.pdf>
- Pecyn Gweithgareddau Cynghorau Ysgol Llywodraeth Cynulliad Cymru i Ddisgyblion a Staff
<http://gov.wales/docs/dcells/publications/100209activitypackcy.pdf>
- Guidance for substance misuse education
<http://gov.wales/docs/dcells/publications/130703-substance-misuse-en.pdf>
- Canllawiau ar gyfer addysg camddefnyddio sylweddau
<http://gov.wales/docs/dcells/publications/130703-substance-misuse-guide-cy.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>
- Y cod derbyn I ysgolion
<http://gov.wales/docs/dcells/publications/130715-admin-codes-cy.pdf>
- School admissions appeal code
<http://gov.wales/docs/dcells/publications/131219-school-admission-appeals-code-en.pdf>
- Y cod apelau derbyn I ysgolion
<http://gov.wales/docs/dcells/publications/131219-school-admission-appeals-code-cy.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
- [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
- [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

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
- Ffeil Ffaith Llywodraethwyr Cymru Rhif 01/04
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