

## Self-evaluation Form for Child Protection and Safeguarding

**School: Ysgol Gyfun Gŵyr 2020-21**

**Local Authority: Swansea**

The headteacher should arrange for responses to be provided to the following questions, indicating the particular strengths or areas for improvement required in each section. Inspectors will discuss information from this form with relevant staff during the inspection. The electronic version of the form will expand as you type your responses to provide more space. There is additional space on the last page of the form for any further information that you wish to add. This form **must** be signed and dated by the person providing the original records.

Is there a current child protection policy that reflects the model in Circular 5/2008 with sections on:

- prevention through the teaching and pastoral support provided to learners;
- procedures for identifying and reporting cases, or suspected cases, of abuse; and
- support for learners who may have been abused?

Are policies and procedures reviewed on an annual basis?

### Evidence

- School policy reflects the above.
- Opportunities are provided in pastoral sessions, pastoral interviews to identify any personal concerns, or in dealings with friends.
- Pupils are regularly encouraged to discuss their problems, and friends' problems, in Form Tutor interviews, during various themes addressed in lessons, PSE sessions and year group assemblies.
- Specific members of staff discuss specific issues with pupils.
- All staff members are aware of the reporting procedures following pupil disclosure.
- Pupils who have suffered abuse will be referred to the relevant agencies for further support - support agencies for the county and further afield, school counsellor.
- The policy and procedures are reviewed on an annual basis.

Please describe the procedures for pre-employment identity and qualification checks. Is there a record that all staff appointed after 2002 have a CRB/DBS check? Is there a record of those governors who have up-to-date CRB/DBS checks? Are there current CRB/DBS checks in place for any unsupervised volunteers working at the school? Is the decision on which governors or volunteers are DBS checked based on an appropriate risk assessment?

#### Evidence

- School staff are appointed according to the Local Authority's Recruitment Policy.
- All members of staff have been CRB / DBS checked. The school bursar keeps a current copy. The bursar is also responsible for monitoring when staff checks need to be updated.
- In line with county guidelines, governors who do not come into contact with children on a one-to-one basis do not need to be DBS checked.
- No person, whether staff, governor or volunteer, is allowed to operate on a one-to-one basis with a pupil on school premises unless he/she has been CRB/DBS checked.
- A CRB/DBS checked member of school staff is always present when volunteers or occasional visitors to the school work with / provide sessions for pupils.

Please provide details of the Designated Senior Teacher (and deputy where relevant) and Designated Governor. Do staff know who these are?

#### Evidence

- Designated Senior Teacher –Rhodri Evans, Senior Teacher.
- Deputy Designated Senior Teacher – Sara Thomas, Senior Teacher.
- School staff are reminded annually of the designated persons mentioned above during INSET sessions. The Child Protection Policy (which includes a summary of action taken by the school in response to an allegation of abuse by a pupil) is included in the Staff Handbook distributed annually to all members of staff.
- Designated Governor: - Miss Aldyth Williams, Chair.

How do you ensure that staff:

- are aware of the need to be alert to signs of abuse;
- know what to do when they have witnessed abuse by other members of school staff;
- know how to support a child who has disclosed abuse?
- make children feel encouraged and safe to discuss any concerns that they may have;
- know how to refer disclosures and/or allegations that occur (a) at school and (b) in the home or outside the provider;
- alert the local services team:-
  - i) if a child on the child protection register is expelled; and
  - ii) if a child on the child protection register is absent without explanation from school for more than two days (or one day following a weekend);
- know what to do if there is an allegation against the headteacher;
- maintain confidentiality and keep records securely; and
- are aware that they must not contact parents if that poses a risk to the child?

## Evidence

- All members of staff receive training on the Local Authority's child protection policies every three years. This training is provided by the Local Authority Safeguarding Officer. The training provides staff with clear guidance on being alert to the signs of abuse.
- All members of staff, in line with Local Authority guidelines, have received the county's guide to safeguarding. In addition, the school Child Protection Policy contains clear guidance on the necessary action in a safeguarding children incident.
- All members of staff are clear to whom they should report any allegations related to safeguarding children and that they should use *MyConcern* to do so.
- All members of staff are clear about their role in making children feel encouraged and secure to discuss any concerns that they may have
- Staff are reminded on an annual basis, in an INSET session at the beginning of each year, of the relevant safeguarding action taken to refer disclosures/allegations of abuse in the context of (a) the school, (b) the home or outside the school.
- It is the responsibility of the designated staff (or headteacher) to contact the local Social Services Team if a pupil (i) on the child protection register is excluded, or (ii) is absent for a period of more than two days (or one day following a weekend). The attendance officer has a list of those who should be reported immediately when a child on the child protection register is absent.
- Should an allegation arise against the headteacher, the staff are aware of the need to contact the Chair of Governors immediately.
- The designated teachers keep a record of any safeguarding children incidents. This information is kept securely to ensure confidentiality. Information relating to any referrals is shared with Lisa Collins- County Safeguarding Officer.
- Staff, and especially the Designated Senior Teacher and deputy, are fully aware that they should not contact a child's parents if that could pose a risk to the child. Rather than doing this the relevant agencies will be contacted instead - Social Services; the Police; County Safeguarding Department /

Have all members of staff and volunteers received basic training and is this kept up-to-date by refresher training, for example, in line with best practice as defined by the Local Safeguarding Children Board?

Have all members of designated staff received training on inter-agency working and is this kept up-to-date by refresher training, for example, in line with best practice as defined by the Local Safeguarding Children Board?

Are temporary staff and volunteers informed of the child protection policy and procedures?

Are newly-appointed staff and NQTs informed of the child protection policy and procedures?

#### Evidence

- All members of staff receive Local Authority training every three years in line with the Local Safeguarding Children Board best practice.
- Staff have received PREVENT ANTI-TERRORISM training on safeguarding children from radicalisation (July 2016) and are aware of their responsibilities for reporting any suspicions. They have updated their training in May 2020.
- Temporary staff, newly-appointed staff, prospective staff and NQTs receive training from designated staff on the school's safeguarding measures. They also receive a copy of the school's Child Protection Policy and the county's staff guidelines on child protection.
- Designated staff have received training on inter-agency working, and this is refreshed in line with Local Safeguarding Children Board best practice.

Has the school informed parents of the policy and procedures, and of the need to share information with other agencies if necessary? Has the school informed learners what to do if they have any concerns?

#### Evidence

- A copy of the Child Protection Policy is available to parents, as all other policies.
- When appropriate, designated teachers discuss any referrals with the parents before referring, and also discuss the need to share information with other agencies if necessary.
- Learners are aware of the necessary action if they or their friends have any concerns. Teachers at the school normally share this with learners when appropriate e.g. at the beginning of the school year.
- A counselling service is offered within the school by an agency called Exchange. Any safeguarding children incidents are shared by the designated teachers.

Please detail any anti-bullying policy that conforms to the Human Rights Act 1998 and Equality Act 2010, and state how the school deals with any complaints by pupils or parents as a result of such incidents.

### Evidence

- The school has a zero-tolerance approach to bullying.
- The school's Anti-bullying Policy provides information on the school's approach to bullying.
- As a rule, the school's Pastoral / Behaviour Officer (BT) will investigate any allegations of bullying by pupils shared by pupils / parents and report on the outcomes.
- The school's restorative procedures clearly demonstrate how to resolve conflict.
- Firm and appropriate steps are taken to tackle any incidents of bullying, in light of the school's Disciplinary Code.
- The ethos of mutual respect (the school's motto - "Gorau Fyw, Cyd-Fyw") is reiterated to across the school community and further afield, whatever a person's belief, race, sexuality and interests. This is done in 'Minute Meditation' sessions, short talks and PSE sessions across the school.
- The school usually celebrates National Anti-bullying Week in November and during this week there is specific focus on how to stand up to bullying in our assemblies.

Please detail how the school ensures the security of the school premises



## Evidence

- The school is surrounded by a 6-foot-high fence.
- During the day, there is an access management system in place on the premises at the various access points. As part of this, there is a robust exit system in operation for leaving the school premises at the end of the school day.
- There is a security system in place for access to the Sixth Form Centre and gates are opened for a short period and then lock automatically, by inputting a specific code
- There is a system in place that requires visitors to access the school through one main entrance. Visitors are directed to the office by the signs on the way in to the school.
- All visitors must sign-in at the office and receive a visitor lanyard.
- There is a CCTV system in operation in various key areas on the school site.
- Teachers and lunch-time supervisors are on duty during break and lunchtime.
- School staff wear identity badges - stating their names and posts and displaying their photographs - and so this is a clear indication that they work at the school.
- Regular Health and Safety audits are undertaken at the school, and procedures are put in place if any relevant issues arise.
- The school operates a Lock Down Policy in a situation of extreme emergency and pupils and staff have practiced such a situation in order that they are aware of the procedure.
- The Local Authority conducts regular visits to discuss any relevant issues.

Please give details of your health and safety policy. Describe the school's approach to first aid, drug and substance misuse, sex education and, if relevant, the well-being of learners on extended vocational placements.

## Evidence

- The school's Health and Safety policy sets out clear guidelines on related areas.
- Designated staff are trained for Health and Safety in the workplace.
- Designated staff are trained for First Aid in the workplace.
- We have a Drugs Policy and provide support to pupils on drug misuse.
- We have a firm approach to incidents of drug-dealing or selling drugs on the premises.
- Awareness sessions on the effects of drug use have a prominent part in our PSE programme in all Key Stages. We use specialists from the police to provide a number of these sessions.
- The team delivering the "Health and Relationships" theme as part of the school's PSE lessons and in "Health" lessons in KS3, as well as some specialists e.g. "Infonation" agency, teach sex education in all Key Stages.
- We follow the Local Authority's policy, and therefore the EVOLVE procedure, for preparatory visits, reporting any incidents and evaluating educational visits.
- The school's internet safety statement sets out clear guidelines on these aspects. Internet safety sessions are delivered to pupils via the PSE programme by the school's Head of IT, Gareth Edmondson.
- The Assistant Headteacher with responsibility for the vocational area, Mary Moses, ensures that external providers provide risk assessments for pupils educated off site

Please detail the school's approach to racial abuse, discrimination and harassment, and its approach to any complaints from pupils or parents in relation to such incidents.

#### Evidence

- The school's approach to racial abuse, discrimination and harassment is outlined in various school policies e.g. Inclusion and Equality Policy.
- Any racial incidents are thoroughly investigated, and any serious incidents reported to the Local Authority.
- Appropriate steps are taken to address any incidents in this particular area and there are clear and firm repercussions in line with the Disciplinary Code.
- A restorative circle / conference is held in order to resolve the conflict and address any harm caused.
- Any serious racial incidents are reported to the Local Authority.

Please detail school policies on physical intervention and restraint, and the school's approach to any complaints by pupils or parents as a result of such incidents.

#### Evidence

- School staff are not encouraged to physically intervene and restrain unless they have received training.
- Physical intervention and restraint will be used following all efforts to intervene verbally, and where it is seen as the only way of calming a fragile situation.
- For full details, please see the school's policy on the use of force by staff to manage or restrain pupils.

Please detail how the school reports safeguarding incidents within the school management structure, including governor meetings.

Evidence

- the Designated Senior Teacher (or deputy) reports every serious safeguarding incident to the Headteacher, and, occasionally, if it is in the best interest of the pupil's progress at school, to members of staff involved with the pupil e.g. Head of Learning and Progress.
- At times, when a concern emerges about a pupil's safety, the Designated Senior Teacher (or deputy) will choose to share the information with a member of staff with an interest in the pupil's welfare e.g. the Form Tutor, in order to monitor the situation.
- The efficiency of the school's safeguarding procedures is reported to the Governing Body on an annual basis, usually by the Designated Senior Teacher, and this report includes facts such as the number of referrals to Social Services.

**Additional notes provided by the school**

Based on experience and evidence, we believe that the procedures in place for safeguarding and protecting children at the school are both robust and firm. We do not feel that any significant improvement is required in the areas enquired about.

**Version control**

Headteacher: Dafydd Jenkins

**Signed:** D.Jenkins, Rh Evans                      **Name:** Rh Evans, Designated Senior Teacher

**Date:** October 2020

Chair of Governors Aldyth Williams

**Signed:** A. Williams                      **Name:** Aldyth Williams, Chair of Governors

**Date:** October 2020

Document version	Author	Date of publication	Revisions made
1.0	Gerard E Kerslake HMI	10 <sup>th</sup> May 2013	Update to the self-evaluation previously issued for schools, to reflect the changes resulting from the

			<p>Freedom Act 2012.</p> <p>Further changes will be made to this document as the Act is rolled out.</p>
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