



Safeguarding Children Policy and Procedure

Review date	Reviewed by	Amendments	SGT review of amendments
27/08/24	EH	Reviewed and updated	SW by email
28/08/24	EH	Added Appendix B and Appendix C	SW by email
14/09/25 and 14/10/25	EH	Amended deputy details.	

Date for next review: August 2025

Internal contacts and key roles

Role	Name	Contact details
Designated Safeguarding Lead	Emily Hopfinger	emily.h@nant-y-cwm.co.uk +44(0)1437 563640
Deputy Safeguarding Lead	Maxine Clark	info@nant-y-cwm.co.uk +44(0)1437 563640
Trustee with responsibility for safeguarding	Sally-Jo Williams	sally-jo.w@nant-y-cwm.co.uk

External key contacts

Organisation	Contact details	
Pembrokeshire Child Care Assessment Team (CCAT)	01437 776444 03003 332 222	ccat@pembrokeshire.gov.uk
DOMPA Pembs	01437 776 222	

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1. Context

In Steiner Waldorf education, we seek to nourish the emerging individuality of each child. One strand of this approach is the principle of protecting the child from premature exposure to the harsh realities of the world and seeking to maintain their faith and trust in common humanity.

Nevertheless, for some young people this will be challenged early in life. We hold as central our responsibility to be alert to this possibility and to acknowledge, alleviate and act upon any suffering a child experiences.

We seek to carry out this responsibility through preventative actions through the curriculum and co-operation and close working with relevant agencies.

2. Introduction

All members of staff and members of our community share responsibility for safeguarding and promoting the welfare of children and young people. The School's responsibility to safeguard and promote the welfare of all children in the School is of paramount importance regardless of age, gender, gender identity, ability, culture, race, language, religion or sexuality.

- a. The school acknowledges its statutory responsibility to the welfare of young people. Through the general ethos of the school will seek to encourage children in need of support to come forward.
- b. The school is committed to ensuring the safety and protection of all children and will take action to safeguard their wellbeing and acknowledge that children have the right to protection.
- c. All staff will be provided with the necessary information and training to enable them to meet their Safeguarding and Child Protection responsibilities. All staff have an equal responsibility to act on any concern or disclosure that may suggest a child is at risk of harm.
- d. The school will work with multi-disciplinary partners with the statutory framework established by:
 - The Social Services and Wellbeing (Wales) Act 2014
 - Mid & West Wales Regional Safeguarding Board and relevant local Pembrokeshire procedures
 - Keeping Learners Safe
 - [Wales Safeguarding Procedures](#)
 - Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
 - Section 5 of the Wales Safeguarding Procedures
 - PCC Guidance for Safer Working Practice for Adults who work with Children and Young People 2019

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- Social Services and Well-being (Wales) Act 2014 Working Together to safeguard People Volumes 5 and 6

3. Aims

The school aims to provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident and know how to approach adults if they are in difficulties believing that they will be effectively listened to.

There are four main elements to our policy for implementing the above aim:

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

4. Prevention

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

The school will therefore:

- Maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the School whom they can approach if they have concerns about their welfare, are worried or are in difficulty.
- Include in the curriculum activities and opportunities for PSHE that will equip children with the skills they need to stay safe from abuse and information about who to turn to for help.
- Include in the curriculum material that will help children develop realistic attitudes to the responsibilities of adult life with particular regard to child care and parenting skills.

5. Procedures

This policy is compliant with the [Wales Safeguarding Procedures](#).

5.1 The Designated Staff Member and the Trustee for Safeguarding

The School must have a designated Staff member with responsibilities for dealing with child protection issues providing advice/support to other staff. The school must also have a nominated member of the School Governance Team for child protection, who should ensure

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the school has an effective Child Protection Policy in place that is consistent with the [Wales Safeguarding Procedures](#).

5.2 Roles and Responsibilities

5.2.1 Responsibilities of the School Governance Team and the Trustee for Safeguarding

The Trustee for Safeguarding on the School Governance Team is **Sally-Jo Williams**.

The School Governance Team fully recognises its responsibilities with regard to child protection and to safeguarding and promoting the welfare of children.

It will:

- Designate a member of the School Governance Team for child protection who will oversee the implementation of its child protection policy and champion safeguarding issues.
- Ensure that the Safeguarding Policy is reviewed annually and that this review is reported to the SGT.
- Be a point of contact for staff or volunteers if someone wished to complain about a lack of action in relation to safeguarding matters.

5.2.2 Responsibility of the Designated Staff member for Safeguarding.

The designated staff member is **Emily Hopfinger**.

- Ensure all staff are aware of how to report any concerns they have about the welfare of a child.
- Ensure each member of staff and any volunteers and staff have access to and understand this Child Protection Policy.
- Ensure that all staff are aware of their responsibility to refer any concerns about the welfare of a child to the Child Care Assessment Team or relevant LA.
- Ensure that all staff are aware of the role of the designated Staff member for safeguarding in providing a source of support, advice and expertise in making appropriate referrals to the Child Care Assessment Team.
- Liaise with Lead Trustee for Safeguarding on the School Governance Team to inform them of any issues and ensure there is always cover for this role in order to attend child protection conferences and prepare a written report.
- Liaise with the Designated Officer for Managing Professional Allegations (DOMPA) when referred by CCAT.
- Ensure parents are aware of the Child Protection Policy and the role of the establishment.
- Where children leave the school ensure that their child protection file is copied to the new establishment as soon as possible but transferred separately from the main file.

5.2.3 Schools Responsibility to the Designated Staff Member for Child Protection

Ensure the designated Staff member for safeguarding has the time and training to undertake his/her duties to act as a source of support, advice and expertise in making appropriate referrals to the Child Care Assessment Team.

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5.3 Training for all Staff

All staff in the school are to complete relevant safeguarding training accessed through Educare and receive relevant updates from the Designated Safeguarding Lead.

Following this training the designated staff member is to ensure all training is up to date with the training standards outlined by the LA. All training certificates should be saved and dates logged in the 'Training Requirements' tracking document stored on the SMT drive.

5.4 Recognising Child Abuse

The [Wales Safeguarding Procedures](#) identify four categories of abuse:

- Neglect
- Physical injury
- Sexual abuse
- Emotional abuse

Teachers and other adults in schools are well placed to detect signs of child abuse. In addition to the Educare training and induction briefings, additional information about the signs of abuse can be found on the 'Safeguarding Wales' website: <https://safeguarding.wales/en/chi-i/chi-i-c1/c1-p4/>. It is important that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and Child Care Assessment Team, and between schools and other agencies such as the police.

Taking Action

5.5.1 IMMEDIATE ACTION

- a. Where a member of staff has concerns about the welfare of a child they should immediately make a referral to the Child Care Assessment Team. Advice and support in making a referral may be sought from the designated staff member for safeguarding but **must not delay discussion with the Child Care Assessment Team**.
 - Pembrokeshire ccat@pembrokeshire.gov.uk, 01437 776444, 03003 332 222
 - Ceredigion 01545 574 000, 08456 015 392
 - Carmarthenshire 01554 742 322
- b. All concerns about the welfare of a child should be referred to the Child Care Assessment Team. The Child Care Assessment Team will assess whether the concern is Child in Need or Child in Need of Protection.
- c. If a member of staff is informed that a child has disclosed that he/she has been abused, the member of staff **MUST NOT** take the child through a formal interview to confirm the teacher's concerns but must **IMMEDIATELY** refer the matter to the Child Care Assessment Team.
- d. The designated staff member for safeguarding should be notified immediately of all referrals made to the Child Care Assessment Team.
- e. The designated Staff member should inform the DOMPA.

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- f. If the child is about to leave the school premises the member of staff responsible for safeguarding should be informed. The staff member responsible in consultation with the Child Care Assessment Team, will decide on the next step to be taken. However, this should not delay contacting the CCAT.

5.5.2 If a child in school has an injury and there is reason to believe that it has been caused by abuse, the following action should be taken;

- a. If the injury is serious and warrants urgent medical attention the child should be taken to the Casualty Department. In an emergency the 999 service should be used.
- b. The Child Care Assessment Team with responsibility must be informed of this course of action IMMEDIATELY as the Child Care Assessment Team may wish to make arrangements for the child to be examined by a Paediatrician on arrival at hospital. It should be made clear to medical staff as well as CCAT that it is a case of suspected child abuse.
- c. In cases where there is reasonable cause to believe that the injury or abuse is caused by the parent or carer, all staff must remember that the interests of the child are paramount and should, therefore, discuss their concerns with the Child Care Assessment Team or the Police who will make the decision when the parents/carers will be notified.
- d. The DOMPA must be notified immediately of this course of action.
- e. If the injury is not serious but there is cause for concern a GREEN Safeguarding Incident form should be completed and given to the Staff Member with Responsibility for Safeguarding, or handed to the office who will notify the Staff Member with Responsibility for Safeguarding that they have received it.

5.5.3 Subsequent action

- a. All referrals must be confirmed in writing to the Child Care Assessment Team and the DOMPA within 48 hours of the initial telephone call.
- b. In a case of suspected child abuse, if it is in the best interest of the child, the designated staff member can allow a child to be interviewed on the school premises at the request of the Police and or the Child Care Assessment Team provided that he/she or his/her nominees are present. Any statement resulting from an interview in school must be read by the designated staff member for safeguarding or his/her nominee and signed as an accurate record of what was said.

5.5.4 In cases where a child tells you about possible abuse.

- a. When an allegation is made directly by a child, you must explain that you have a duty to pass the information to the Child Care Assessment Team or the Police.
- b. Keep the door to the room ajar and, where possible, invite another member of staff to sit in or just outside the door.
- c. DO NOT tell the child that their disclosure can remain confidential

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- d. Listen to the child. Do not directly question them.
- e. Never interrupt or stop a child who is freely recalling significant events
- f. Make a note of the discussion, take care to record the time, setting and personnel present, as well as what was said. Record the conversation using the words and phrases of the child as much as possible.
- g. All concerns about the welfare of a child should be referred to the Child Care Assessment Team. Advice and support in making a referral may be sought from the designated staff member for safeguarding in the school but this must not delay discussion with the Child Care Assessment Team.
- h. Inform designated staff member for safeguarding, complete a GREEN Incident Form, which can be found in the office.

5.5.5 Where it is alleged that abuse has taken place involving a staff member of a school, college or any other education establishment or staff of the LEA

When it is alleged or suspected that a pupil has been abused by a member of staff the following procedures must be undertaken:

- The designated staff member for safeguarding should be informed immediately
- All suspected or alleged abuse must be reported to the Child Care Assessment Team or the Police without delay. The DOMPA should be informed.
- In the event of the allegation being made directly or indirectly about the designated staff member for safeguarding, the notified staff member should promptly report the allegation to the Trustee for Safeguarding and to the Child Care Assessment Team and/or the Police.

5.5.6 Record Keeping

Where possible use a GREEN Safeguarding Incident form for records. Where it is not possible please attach any paperwork to a Safeguarding Incident Form.

- Any member of staff receiving a disclosure of abuse from a child/young person, or noticing signs or symptoms of possible abuse in a child/young person should make notes as soon as possible of 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, signed and dated and given to the designated staff member for safeguarding.
- The form should be updated by the person reporting the event and signed by the staff member responsible for safeguarding.
- When a child is on the child protection register or if safeguarding notes are filed, leaves the school the designated staff member for safeguarding will inform the child's

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new school immediately and discuss with the Chair of the Child Protection Conference the transfer of any confidential information the school may hold.

- The designated staff member for safeguarding will inform the Child Care Assessment Team of significant changes to the child protection plan or family circumstances.

6. Support to pupils

6.1 We recognise that 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.

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

6.3 The school will endeavour to support the pupil through:

- The content of the curriculum to encourage self-esteem and self-motivation.
- The school ethos, which promotes a positive, supportive and secure environment, and gives pupils a sense of being valued.
- The school's behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach that does not attribute blame for any abuse which has occurred.
- Liaison with other agencies within a multi-agency framework which support the pupil such as Social Care, Child and Adolescent Mental Health Services and The Pupil Support Services.
- A commitment to develop productive and supportive relationships with parents whenever it is in the pupil's best interest to do so.
- When a pupil on the child protection register leaves information will be transferred to the new school immediately, separate from educational files.

6.4 Additional Vulnerability for Children and Young People

The school recognises that the following groups of Children and Young People are additionally vulnerable:

Children who are:

- Living with a disability
- Looked after
- Socially excluded children
- Missing children
- Asylum seeking children
- Trafficked children

Children who are exposed to:

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- On-line exploitation
- Honour based violence
- Forced marriage
- Cultural promotion of FGM
- Child sexual exploitation
- Limited parenting capacity
- Domestic abuse

7. Preventing Unsuitable People from Working with Children

The school will operate safe recruitment practices ensuring all staff that have contact with children or access to information about children have Enhanced DBS, prohibition order checks and reference checks undertaken according to 34/2002 "Preventing Unsuitable People From Working With Children And Young People In The Education Sector."

The designated Staff member for Safeguarding:

- Should ensure that all staff/volunteers understand the above procedures and that an agreed **Whistle Blowing Policy** is in place.
- In the event of an allegation being made against a member of staff the school will refer this to the Child Care Assessment Team. The school will then consult with the DOMPA and adhere to the relevant procedures.
- The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents by the LA's Code of Conduct.

8. Other related policies

8.1 Physical Intervention and Restraint Policy

Our policy on physical intervention by staff is set out in a separate document and is reviewed annually by the School Management Team.

8.2 Anti-bullying

Our policy on anti-bullying is set out in a separate document and is reviewed annually by the School Management Team.

8.3 Inclusion

Our policy on Inclusion policy is set out in a separate document and is reviewed annually by the School Management Team.

8.4 Health and Safety

Our Health and Safety Policy is set out in a separate document and is reviewed annually by the School Management Team.

8.5 ALND Policy and Procedures

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who manage children with profound and multiple disabilities, cerebral palsy, sensory impairment and/or emotional and behavioural problems are vulnerable to potential abuse.

The above policy and procedures have been agreed by:

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The School Management Team	The School Governance Team
Signature	Signature
EMILY HOPFINGER	SALLY-JO WILLIAMS
Date: 2/09/2024	Date:

WHISTLE BLOWING POLICY GUIDANCE FOR EMPLOYEES

Introduction

This guidance is written for staff working with children and young people at Nant-y-Cwm Steiner School.

Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of a member of SGT or SMT with responsibility for Safeguarding and/or relevant agencies. Although this can be difficult, the welfare of the child is paramount.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right.

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken.

- Pinpoint what practice is concerning you and why.
- Approach someone you trust and who you will believe will respond.
- Make sure you get a satisfactory response - don't let matters rest.
- Ideally you should put your concerns in writing, but do not let this delay your action.

A member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for the concern.

APPENDIX B

Sources of information and support for students, parents and staff

Note for parents and carers: Safeguarding your child in a digital age such as our own can be challenging. Discerning appropriate websites, media or apps for use by children can be difficult. The website, www.common sense media.org contains ratings and reviews by parents and can be a useful source of information when considering websites, films or computer games.

The NSPCC has recently released an online app for Childline:
www.childline.org.uk/toolbox/for-me/

Other useful contacts

Drug and Alcohol misuse - If you are worried about a problem with alcohol or drugs, there is a young persons substance misuse service in Pembrokeshire:
youth.support.team@pembrokeshire.gov.uk.

<https://www.choiceswest.cymru/> also offers support, information and signposting for young people involved in substance misuse.

The Child Exploitation and Online Protection Centre (CEOP) is dedicated to eradicating the sexual abuse of children. They offer advice and help to keep children and young people safe, especially online. Their website, www.ceop.police.uk has dedicated sections for parents and carers as well as children and young people.

The Safe Network – www.safenetwork.org.uk, though England-based, much of it is relevant to parents and carers in Wales.

Barnardo's Cymru - provides 88 services across the country working with vulnerable children, young people, families and communities, helping them to build a better future.
www.barnardos.org.uk/what_we_do/barnardos_today/wales.htm

National Society for the Protection of Children - The NSPCC protects children across the UK. They run a wide range of services for both children and adults, including national helplines and local projects.

www.nspcc.org.uk

www.nspcc.org.uk/services-and-resources/services-for-children-and-families

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware

Meic - an advocacy, information and advice helpline for children and young people in Wales.
www.meiccymru.org. You can talk to Meic 24/7 by telephone, text message and an instant chat service online.

Young Minds - can offer children advice if you are feeling low or worried. Young Minds is the UK's leading charity committed to improving the emotional wellbeing and mental health of children and young people. They also provide expert knowledge to professionals, parents and young people through their Parents' Helpline, online resources, training and development, outreach work and publications.
www.youngminds.org.uk

Teenage Health Freak – this website provides web-based, accurate and reliable health information to teenagers in a contemporary, cringe-free, entertaining and informative way. This website has a lot of information for people dealing with abusive relationships, drugs, smoking, relationships, sex and if what you want isn't covered you can submit a question to the site. www.teenagehealthfreak.org

Internetmatters.org -A not-for-profit organisation that has a simple purpose – to help keep children safe in the digital world. www.internetmatters.org

APPENDIX C

Flowchart for actions following a disclosure, incident or concern

