

**The School at the Heart of Wales**

**CHILD PROTECTION GUIDANCE AND REFERRAL PROTOCOL**

**The Designated Safeguarding Lead at this school is:**

**Mrs G Nicholas, Assistant Head (Llandrindod Campus)**

Safeguarding officers for Ysgol Calon Cymru are:

Ms R Rhys Jones (Builth Campus Lead)

Mr L Jones (Llandrindod Campus Deputy)

Mr M Morris (Builth Campus Deputy)

All members of staff, governors and volunteers working in the school are responsible for the safety and protection of the children who attend.

If there are concerns regarding neglect, physical, emotional or sexual abuse then under the **Wales Safeguarding Procedures** Staff are duty bound to report the matter to one of the School’s Child Protection Officers on the campus that the concern has been raised. The responsibility for investigating concerns or allegations lies with the Children’s Services Department and the Police.

**Procedures to be followed by all staff, both Teaching (including Supply / Cover Staff) and Non Teaching Staff and Governors:**

1. **Inform the Campus’ Designated Safeguarding Lead if you have any concerns with regard to the welfare or safety of a child.** Do not send an email ensure that you have spoken to the DSL about your concerns as soon as the concern is raised.
2. **If neither of the Campus Designated Safeguarding Leads are available, you should share your concerns with the most senior member of staff available. They in turn will telephone the DSL and seek guidance.**
3. You should record any information as soon as possible by writing down the exact words used by the child. Do not question the individual.
4. If the above persons are not available, and you assess the situation as serious or urgent then, you should refer your concern verbally to Powys Front Door on the numbers below.
5. The Assessment Service will be responsible for managing all referrals requiring an initial assessment and will decide within one working day of receiving the referral what action is to be taken in response to the referral.
6. In the event of a child protection allegation being made against a member of staff, the person in receipt of that allegation must immediately pass details of the concern to the Headteacher or in their absence a member of staff with Headteacher responsibilities. The Headteacher will then contact the **Local Authority Designated Lead Officer for Safeguarding and Child Protection** to discuss the next steps in accordance with local arrangements.
7. If a potential child protection allegation is made against the Headteacher the member of staff in receipt of that allegation must contact the **Local Authority Designated Lead Officer** on 01597 826431 and the Chair of Governors. The Chair of Governors will then contact the **Local Authority Designated Lead Officer** to discuss the next steps in accordance with local arrangements.

**In addition Powys Children’s Services, accessed through Front Door, will be able to advise when these situations arise. Powys People Direct contact details during office hours are:-**

* **Tel – 01597 827666**
* **Email –** [**people.direct@powys.gov.uk**](mailto:people.direct@powys.gov.uk)

**Out of Office Hours – 0845 7573818**

The Safeguarding Policy is available on the school website and in the staff room.

I confirm that I have read and understood this Child Protection Guidance and Referral Protocol for School Staff as set out above and that I will adhere to the Protocol.

**Name of Staff Member/Governor/Volunteer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**