



Continued ...

*State exactly what you said and include the actual words spoken by the child where possible.

*Your information should be factual or based on fact. Distinguish between fact and your professional opinion. If you record your professional opinion, make it clear what your opinion is based on (e.g Harry appeared to be frightened. He was shaking and he told me that...')

*Make a note of what you have done with this information (e.g 'I consulted the Designated Safeguarding Person.)

To help make a record of a serious child protection incident or concern, the school has a GREEN 'Child Protection Record of Concern' form that takes you through each of the stages listed above. You can get the YELLOW and GREEN forms from the school office or on the Safeguarding/Child Protection notice board in the staff room.

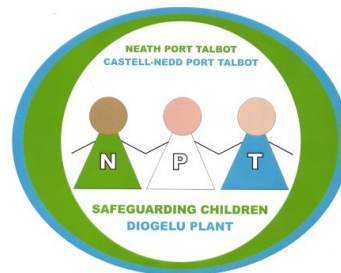
What next?

If you have done all of the above you can leave the rest to us for the school to sort out. The Designated Safeguarding Person will decide if this is a case that must be referred to an outside agency and if so, will follow all the correct procedures from here on.

We are aware that being in receipt of a disclosure can sometimes be distressing. We will give you the opportunity to talk about your feelings, which often helps and provide any support that is required. If you should feel the need to talk further about the disclosure then please discuss with the Designated Safeguarding Person. It is important to remember that the child's details are confidential and must not be spoken about outside of the school to protect the child's identity.

You are welcome to read our Child Protection Policy, a copy of which is displayed on the Safeguarding/Child Protection notice board in the Staff room. If you would like more information, please do not hesitate in speaking to one of the Designated Safeguarding Persons.

Thank you for reading this leaflet. Having done so, you are contributing to making Cymer Afan Primary School and the Federated Schools of the Upper Afan Valley a safer place for everyone.



UPPER AFAN VALLEY FEDERATION OF SCHOOLS



Safeguarding Children



Please help us to look after all our children here at:

Ysgol Gynradd

Cymer Afan

Primary School



Welcome to Cymer Afan Primary School. Croeso i Ysgol Gynradd Cymer Afan



If this is your first visit to Cymer Afan Primary School then the Lead Learner Mrs.V.Quinn would like to extend a warm welcome to you.

Whatever your reason for being here, we hope that your time with us will be a pleasant one.

We ask all first-time visitors to spend a little time reading this information leaflet which is designed in accordance with our safeguarding procedures.

Thank you.

At Cymer Afan Primary School we have rigorous child protection procedures based on a clear policy, designed to make sure children and young people are safe and feel safe.

All staff are inducted into our safeguarding procedures and receive child protection awareness training according to Local Authority guidelines. We take seriously our responsibility in:

- *Preventing children being neglected / abused
- *Identifying signs and symptoms
- *Recording incidents, issues and concerns over time



What does Safeguarding include?

We are aware that safeguarding is not just about protecting children from deliberate harm. It includes:

- *Pupil's health and safety
- *All aspects of behaviour such as bullying, racist and homophobic abuse, harassment and discrimination, both in school and travelling to and from school.
- *Use of physical intervention
- *Meeting the needs of pupils with medical conditions.
- *Providing first aid
- *Drugs and substance misuse
- *Educational visits
- *Internet safety
- *School security

Your Safeguarding Responsibility

Whilst you are here with us in school, you also have a responsibility for children's safety and well being.

It is possible that during your visit, especially if you will be in the school on a regular basis, you might come across some safeguarding issues. It is even possible that a child might choose you as the person he/she would like to speak to about something that is happening to them. You might become aware of marks or bruises on a child, something odd that they say or that personal hygiene is not as it should be.

At the very least you should report any concerns you have to one of our Designated Safeguarding Persons:

Designated Safeguarding Person:

Mrs. V. Quinn (Lead Learner)

Deputy Safeguarding Person:

Mr R. Appleby (Primary Phase Leader)

In the unlikely event that neither of these teachers are on site, please report your concern to one of the following:

Other Designated Safeguarding Persons within the Federation:

Mr J. Griffiths (Head teacher)

Mr G. Groves and Mrs A. Pritchard (Assistant Heads)

Mr D. Morgan (Federation ALNCO)

What if a child should disclose to you?

*It is important to make it clear to pupils that any disclosure they make will be treated with sensitivity, but may need to be shared with other professionals e.g 'I will only tell those people who need to know,'

*Be prepared to listen and show concern.

*Do not put words into the child's mouth e.g 'Do you mean your Dad...' An open question is required: 'What do you mean?'

*Pass this information on verbally in the first instance to the Designated Safeguarding Person.

*A YELLOW 'School Welfare Concern' form or GREEN 'Child Protection Record of Concern' form should be completed as soon as possible after the event. (N.B it is not advisable to make a written report while a child is disclosing an incident as this may deter the child from speaking.)

*Record the date and time of the record being made. (Remember to include the year.)