

**CHILD PROTECTION GUIDANCE AND REFERRAL PROTOCOL FOR
LLANDRINDOD HIGH SCHOOL STAFF**

The Child Protection Officer at this school is:

Mrs G Nicholas, Assistant Head

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 “**ALL WALES CHILD PROTECTION PROCEDURES**” Staff are duty bound to report the matter to the School’s Child Protection Officer. The responsibility for investigating concerns or allegations lies with the SOCIAL 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 School’s Child Protection Officer 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 CP officer about your concerns as soon as the concern is raised.
- 2) **If the CP Officer is not available then, you should share your concerns with Mr S Patten (Deputy Child Protection Officer), or the most senior member of staff available. They in turn will telephone the CP Officer 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 People Powys Direct 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.



'Dysgu i ddysgu
gydol oes'

'Learning to
learn for life'



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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 Powys People Direct, will be able to advise when these situations arise. Powys People Direct contact details during office hours are:-

- Tel – 01597 827666
- Fax – 01597 827553
- Email – people.direct@powys.gov.uk

Out of Office Hours – 0845 7573818

The Child Protection and Safeguarding Policies along with the Child Protection- Definitions and Procedures are available on the school website and in the staff room.

I confirm that I have read and understood the 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 _____