

## **CHILD PROTECTION and STUDENT WELFARE POLICY**

### **INTRODUCTION**

- .1 Cardiff Academy fully recognises the contribution it makes to child protection and student welfare.

There are three main elements to our policy;

- a. prevention through teaching /pastoral care offered to students at Cardiff Academy
  - b. procedures for staff-reporting of child protection/student welfare concerns to management
  - c. support for students believed to be at risk
- 1.2 Concerned parents may also contact the Principal and/or Vice Principal to voice their concerns.

### **PREVENTION**

- 2.1 Cardiff Academy believes that child protection and student welfare in general is strongly related to high self-esteem, self confidence, supportive friends and trusted adult support.

Accordingly, Cardiff Academy will;

- a. establish and maintain an ethos where students feel safe and secure; where they are encouraged to talk and where they are listened to
- b. ensure students know there are adults in College whom they can approach if they are worried or in difficulty

### **PROCEDURES**

- 3.1 Cardiff Academy will follow the procedures set out in the guidance produced by the Local Safeguarding Children Board – in line with the All Wales Child Protection Procedures.

- .2 Cardiff Academy will;

- a. ensure it has a designated senior member of staff, who has undertaken appropriate training
- b. ensure every member of staff knows
  - the name of the designated person and their role
  - that they have individual responsibility for referring child protection/ student welfare concerns using the proper channels
  - how to take forward those concerns should the designated person be unavailable
- c. ensure that all members of staff are aware of the need to be alert to signs of abuse
- d. ensure that parents have an understanding of the responsibility placed on the College and its staff for child protection by laying out its obligations in the College Prospectus
- e. keep written records of concerns about students (noting the date, event and action taken), even where there is no need to refer the matter to social services
- f. ensure all records are kept secure and locked away
- g. adhere to the procedures set out in the Welsh Assembly Government guidance circular if an allegation is made against a member of staff
- h. ensure that Enhanced CRB checks are made on all new members of staff

## **SUPPORT**

4.1 Cardiff Academy will endeavour to do all it can to help and support any student believed by any member of staff to have issues relating to child protection or student welfare in general

4.2 Cardiff Academy will;

- a. meet with the student concerned and discuss the issue thoroughly
- b. arrange a meeting, if necessary, with the parents to discuss the matter
- c. arrange a meeting, if necessary, with any other students involved or concerned with the matter
- d. arrange a meeting, if necessary, with appropriately qualified specialists
- e. continue to provide help and support for as long as deemed necessary

## **BULLYING**

4.3 Our Anti-Bullying Policy is set out separately and reviewed annually.