

# **Pentyrch Primary School Ysgol Gynradd Pentyrch**

**“Learning and Growing Together”**



**“Dysgu a Thyfa Gyda’n Gilydd”**

## **Child Protection Policy 2017-18**

Last Revision Date -March 2017

Next Review Date- March 2018

## BEST PRACTICE / CHILD PROTECTION POLICY

### KEY CONTACTS WITHIN THE SCHOOL (MARCH 2017)

#### **DESIGNATED CHILD PROTECTION TEACHER**

NAME: MRS. AMANDA REYNOLDS

CONTACT NUMBER: 02920 890292

#### **DEPUTY DESIGNATED CHILD PROTECTION TEACHERS**

NAME: MISS JANICE KEENOR and MISS JULIA PERRY

CONTACT NUMBER: 02920 890292

#### **NOMINATED GOVERNOR FOR CHILD PROTECTION**

NAME: MRS. SARAH MAUNDER

### KEY CONTACTS WITHIN THE LOCAL AUTHORITY

#### **REFERRAL TO CHILDREN'S SERVICES**

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person during office hour's telephone: **029 2053 6400**

To make **URGENT** referrals **OUT OF OFFICE HOURS** telephone **029 20788 570**

**POLICE (CHILD PROTECTION): 029 2022 2111**

The **EDUCATION SAFEGUARDING TEAM** is able to provide advice and support.

**CONTACT NUMBER: 02920 629889**

**E-MAIL: SLLSSafeguardingTeamInformation@cardiff.gov.uk**

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# Safeguarding

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graph TD; S[Safeguarding] --> CP[Child Protection]; S --> IS[Internet Safety (e-safety)]; S --> SC[Staff Conduct]; S --> MA[Managing Allegations Against Staff]; S --> SM[Substance Misuse]; S --> SRS[Safe Recruitment and Selection of staff and volunteer]; S --> OSV[Off site visits]; S --> W[Whistleblowing]; S --> RA[Racist Abuse]; S --> HNS[Health and Safety Including Building Design & Site Security]; S --> BM[Behaviour Management e.g. Physical Intervention]; S --> A[Attendance]; S --> IBP[Anti Bullying Policies]; S --> IC[Intimate Care]; S --> C[Curriculum];
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**Child Protection**

**Internet Safety (e-safety)**

**Staff Conduct**

**Curriculum**

**Managing Allegations Against Staff**

**Substance Misuse**

**Safe Recruitment and Selection of staff and volunteer**

**Off site visits**

**Whistleblowing**

**Racist Abuse**

**Health and Safety Including Building Design & Site Security**

**Behaviour Management e.g. Physical Intervention**

**Attendance**

**Anti Bullying Policies**

**Intimate Care**

## **Pentyrch Primary School Child Protection Policy (March 2017)**

### **Introduction**

“We all share a responsibility for safeguarding and promoting the welfare of children and young people, whether as a parent, or family member, a friend or neighbour, an employer or as a paid or volunteer worker. All members of the community can help to safeguard and promote the welfare of children and young people and should act to do so if they have concerns about a child’s welfare”  
Safeguarding Children: Working Together under the Children Act 2004”

- We at Pentyrch Primary School acknowledge the importance of its role in the welfare of young people, and though the general ethos of the school will seek to encourage children in need of support to come forward.
- Pentyrch Primary 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 a right to protection.
- Pentyrch Primary School will work with multi-disciplinary partners within the statutory framework established by:
  - Cardiff Local Safeguarding Children Board
  - The All Wales Child Protection Procedures 2008
  - Safeguarding Children: Working Together Under the Children Act 2004 Section 28
  - Education Act 2002 Section 175 – Schools have a statutory duty to ensure arrangements are in place to safeguard and promote the welfare of children
  - Allegations of Professional Abuse Procedures (AWCPP Part IV)

The policy applies to all staff and volunteers at Pentyrch Primary School, including community education staff and governors. Teaching assistants, mid-day supervisors, supply staff, administrative and support staff as well as teachers can be the first point of disclosure for a child. Concerned parents may also contact school governors. The policy will be reviewed annually taking into account feedback from Governing Bodies and Schools and any new policy documentation or guidance.

### **Aims**

Pentyrch Primary 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 they will be effectively listened to.

There are 4 main elements to our policy in implementing the above aim:

- 1. 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.
- 2. Procedures** for identifying and reporting concerns about the welfare of a child.

3. **Support To Pupils** who have/ may have been abused

4. **Preventing Unsuitable People Working With Children** through robust vetting and recruitment processes

### 1. Prevention

Pentyrch Primary School 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:

- Establish and 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 in difficulty
- Include in the curriculum activities and opportunities for PSE which 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 which will help children develop realistic attitudes to the responsibilities of adult life particularly with regard to child care and parenting skills
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

### 2. Procedures

This policy is compliant with the new All Wales Child Protection Procedures 2008.

#### **Roles and Responsibilities**

Child Protection is everybody's business; however staff within Pentyrch Primary School will have specific responsibilities' which are outlined below.

- It is the role of the Designated Child Protection Teacher (**Mrs. Amanda Reynolds**) to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals in accordance with school procedures.
- If for any reason the **Designated Child Protection Teacher** is unavailable, a **Deputy Designated Child Protection Teachers (Miss. Janice Keenor and Julia Perry)** have been identified who will act in their absence.
- It is the role of the Designated Child Protection Teacher to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- The Governing Body and school leadership team are responsible for ensuring that the school follows safe recruitment processes.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy and to support the school in this aspect **Miss Sarah Maunder**
- The Designated Child Protection Teacher / Headteacher and Governing Body should review and update the policy and procedures annually.
- The Designated Child Protection Teacher / Headteacher should ensure that Basic Child Protection training is undertaken by all staff and governors annually

- Ensure parents are aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment.
- Where children leave the school ensure their child protection file is copied and securely transferred to the new establishment as soon as possible but transferred separately from main file.

Representatives from the Safeguarding Team (Tel: 02920 629889) are available to offer advice, support and training to the school's Designated Child Protection Teacher.

### **Training for all staff**

All staff, including teachers, teaching assistants, midday supervisors, caretakers, volunteers, admin staff, kitchen staff and Governors in the school should have completed Basic Safeguarding and Child Protection Awareness Training on an annual basis.

The Designated and Deputy Child Protection Teachers should in addition also attend the LSCB Working Together to Safeguard Children course on a three yearly basis.

Training Record:

**Mrs A. Reynolds – Level 2 Training completed 08.03.17**

**Miss J. Keenor – Level 2 Training completed 15.02.17**

**Miss Julia Perry - Level 2 Training completed 14.06.17**

Mrs Jones -Although training has lapsed the LA has stated that CPOs can continue as training is being agreed by LA.

In addition all staff have received training on **TUESDAY, 4<sup>th</sup> October 2016** in **CHILD PROTECTION:**

- Introduction, background and legislation
- Attitudes & Values
- Legislative Context
- Definitions & signs of abuse
- Managing concerns
- Our school procedures
- Safer Working Practice

Following this training the designated staff member should meet any further training standards outlined by Cardiff Council.

### **Recognising Child Abuse**

Teachers and other adults in schools are particularly well placed to detect signs of child abuse. It is important, therefore, that any case of suspected abuse is taken seriously and that there is a clear system of communication within schools, between schools and the Education Service, and between schools and other agencies such as Children's Services and the Police.

The All Wales Child Protection Procedures 2008 identify four categories of abuse:

- **Neglect**
- **Physical Injury**

- **Sexual Abuse**
- **Emotional Abuse**

## **Definitions of Child Abuse and Neglect**

The Children Act 1989 and 2004 and All Wales Child Protection Procedures 2008 PART 1 1.1 to 1.1.4 definition of abuse as follows;

*'A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan'*

### • **Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

### • **Sexual Abuse**

Forcing or enticing a child/young person to take part in sexual activities, whether or not they are aware of what is happening, may involve, physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities; or encouraging children to behave in sexually inappropriate ways.

### • **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### • **Emotional Abuse**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## **Taking action**

Abuse or the suspicion of abuse may come to your attention as a result of:

- A disclosure
- Observation of bruises/burns etc. for which the explanation given is not plausible



- Another pupil/parent may give you information
- You may observe changes in behaviour that worry you
- You may instinctively feel something is wrong
- There are neglect issues

Where a member of staff has concerns about the welfare of a child they should immediately report their concerns to the designated child protection teacher, who will appropriately consider the concern and what actions, if any, should be taken.

### **Making a referral**

- If the designated child protection teacher decides a referral is necessary they should immediately telephone the Intake & Assessment Team at Children's Services (Cardiff MASH). Telephone referrals should be followed up with completion and return of forms CP1 (MA) (4.ch.227 on CIS) and CS1 (4.ch.225 on CIS) to Intake and Assessment within 48 hours from the initial telephone call. A copy should be kept for your records. **There must not be any delay in making the referral.** Professionals cannot remain anonymous when making a referral.
- When making a child protection referral parental consent is not required however, after consultation with Children's Services when the verbal referral is made staff may be advised to seek parental consent.
- The Intake & Assessment Team will assess whether the concern is Child in Need of support or Child in Need of Protection.
- 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 Designated Child Protection Teacher or Deputy or in the absence of both Intake & Assessment.
- The DCPT should be immediately notified of all referrals made to the Intake & Assessment Team
- If there are concerns of a Child Protection nature and the child is about to leave the school premises the head should be informed. The Headteacher, in consultation with I & A will decide on the next step to be taken.
- Referrers should receive a response, in writing, from Intake and Assessment within 10 working days. If this does not happen referrers should follow up with Children's Services to establish what decisions have been taken regarding the referral and any actions.
- Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

If the individual reporting the concern disagrees with the Designated Child Protection Teacher's decision that a referral is not necessary, they must make the referral and inform the Designated Child Protection Teacher of this.

*This school recognises it has a responsibility to refer concerns and not to investigate*

**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.**

- 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.
- I&A must be informed of this course of action **IMMEDIATELY** as they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at Hospital. It should be made clear that it is a case of suspected child abuse.
- 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 I & A or the Police who will make the decision as to when the parents/carers will be notified.

**Subsequent Action**

- All referrals must be confirmed in writing to I&A within 48 hours from the initial telephone call.
- In a case of suspected child abuse, if it is in the best interest of the child, the Headteacher can allow a child to be interviewed on the school premises at the request of the Police and/or I & A. Any statement resulting from an interview in school must be read by the Headteacher and signed as an accurate record of what was said.

**Dealing with Disclosures**

**It is important that you:**

- Do not interrogate the child
- Do not promise to keep secrets if the disclosure is of a CP nature; explain that you will need to speak to someone else who will be able to help him/her.
- act promptly
- note your concerns
- give as much information as you know about the child to the DCPT

**Do not** challenge someone you suspect may be involved in abusing children (even if this person is a colleague)

**What to do if a child tells you that they are being harmed**

<u>DO</u>	<u>DO NOT</u>
<ul style="list-style-type: none"> <li>• Keep an open mind</li> <li>• Reassure the child that they have a right to tell</li> <li>• Listen carefully</li> <li>• Work at the child's pace</li> <li>• Ask only open questions – if you must ask them, clarify the facts, don't interrogate</li> <li>• Explain what you need to do next</li> <li>• Record accurately and quickly using the child's words</li> <li>• Pass on to DCPT same day</li> </ul>	<ul style="list-style-type: none"> <li>• Promise to keep secret what they are telling you</li> <li>• Interrupt</li> <li>• Interrogate/investigate</li> <li>• Assume e.g. this child tells lies</li> <li>• Make suggestions about what is being said</li> <li>• Speculate or accuse anyone</li> <li>• Show anger, shock etc...</li> <li>• Tell the child to go and speak to someone else</li> <li>• Forget to record accurately and/or pass on to DTCP</li> <li>• Confront alleged abuser</li> </ul>

### **Attendance at child protection conferences & core groups**

It is the responsibility of the Designated Child Protection Teacher / Headteacher to ensure that the school is represented at any child protection conference for children on their school roll or previously known to them.

The Designated Child Protection Teacher / Headteacher or nominated individual should be fully briefed on any issues or concerns the school has and must present their report during the meeting and be prepared to make decisions on registration at the end of the conference.

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Designated Child Protection Teachers responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

If the school is part of the core group then the Designated Child Protection Teacher should ensure that the school is represented at these meetings; that there is a record of attendance and issues discussed.

All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Child Protection Teacher must inform the child's social worker **immediately** and then record that they have done so and the actions agreed.

### **Record Keeping**

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, what was said or seen, putting the scene into context, and giving the time and location.

**It is very important to keep this record safely and confidentially in the Child Protection File. This is securely stored in the Main office.**

- The school has an agreed format for recording events and forms are located throughout the school. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. This should be signed and dated and given to the Designated Child Protection Teacher for his or her attention to decision on further actions.

- All documentation/records relating to child protection concerns should be placed on the child's individual Child Protection files and securely stored. When a child protection file is set up a green sticker is placed on the file and on the child's general admin file to flag that there are or have been concerns.
- When a child who is on the child protection register leaves the school the Designated Child Protection Teacher will inform the child's 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 child protection teacher will inform Children's Services/social worker of significant changes to the child protection plan or family circumstances.
- If a child has a Child Protection file and changes school, the school will ensure
  - the Child Protection file is copied and a copy retained at the school (retention period DOB + 25 years) and ;
  - the original Child Protection file is transferred to the new school and ;
  - Children's Services is advised of the change of school if the child is on the Child Protection Register.

(Refer to Educational Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information. Circular 18/2006 page 36).

We also recognise that it is necessary to seek permission if transferring CP mins.

Refer to RETENTION GUIDELINES FOR SCHOOLS  
<http://vmweb2.cardiff.gov.uk/cis2/viewdocument.php?id=59639>

### **3. Support to Pupils**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. Pentyrch Primary 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.

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

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 .
- We offer ELSA and Nurture support throughout the school. We work with outside agencies who come in to support individuals (Barnardos) and groups (TEULU) of pupils.
- The schools behaviour policy is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which 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 Children's Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support 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.

### **Additional Vulnerability for Children and Young People**

The school recognises that the following groups of Children and Young People are additionally vulnerable to abuse.

- Children with a disability
- Looked After Children
- Asylum Seekers
- Children who live in a household where there is domestic abuse
- Children who live in a household where parenting is compromised by substance misuse.

### **4. Preventing Unsuitable People from Working with Children**

We at Pentyrch Primary School operate recruitment and management procedures that take account of the need to safeguard children and young people including arrangements for appropriate checks on staff and volunteers that comply with locally agreed inter-agency procedures in conjunction with Human Resources.

We at Pentyrch Primary School will follow the Council's procedures for advertising, interviewing and recruiting staff (ref *CIS 1.CM.041*), including the requirement for Disclosure and Barring Service (DBS) checks.

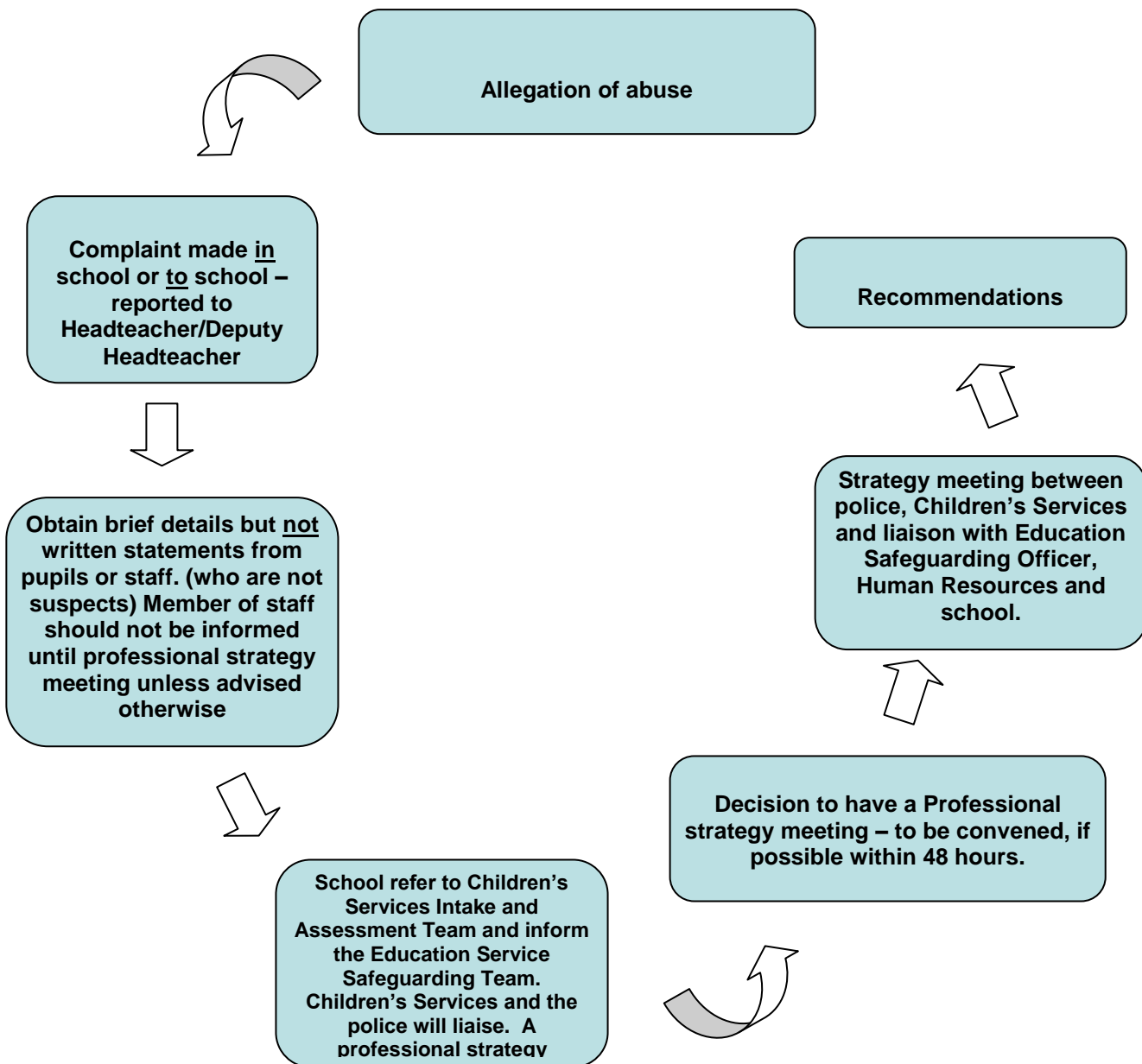
We at Pentyrch Primary School operate safe recruitment practices ensuring that all staff who have contact with children or access to information about children have appropriate DBS reference checks undertaken according to Welsh Government Circular No: 34/02 Preventing Unsuitable people from working with children and young persons in the education service 2002.

### **Allegations against staff in school setting**

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

- The Headteacher or Deputy Headteacher (in head's absence) of the school should be informed immediately
- All suspected or alleged abuse must be reported to Intake & Assessment (I&A) or the police without delay. The Education Service Safeguarding Team should also be informed.
- In the event of the allegation being made directly or indirectly about the Head teacher the staff member should promptly report the allegation to the Chair of Governors.
- The questioning or interviewing of Pupils/staff of the alleged incident must not take place unless Children's Services or the Police give instructions to do so.

The member of staff reporting this alleged incident must strictly adhere to confidentiality and not discuss the concerns with the alleged perpetrator or any other person other than the Head Teacher.



- School will refer this to the Children's Services, Intake & Assessment team. The school will then consult with the local authority Education Safeguarding Team 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 as advised by the Local Authority's Code of Conduct and GTCW.

### Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should refer to the Local Authorities Whistleblowing Policy which the Governing Body of Pentyrch Primary School has adopted.

## **Other Related Policies**

- **Physical Intervention / Restraint Policy**

Our policy on physical intervention by staff is set out in a separate document and is reviewed annually by the Governing Body. We acknowledge that staff must only ever use physical intervention /restraint as a last resort, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property. All staff have received Team Teach training in November 2016 and further training on 2<sup>nd</sup> March 2017. All school based staff attended.

- **Anti Bullying**

Our policy on bullying is set out in a separate document and is reviewed annually by the Governing Body under the guidance set within 'Respecting Others' – WG

We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures

- **Racist Incidents**

Our policy on racist incidents is set out in a separate document and is reviewed annually by the Governing Body. We acknowledge that repeated racist incidents or a serious single incident may lead to consideration under child protection procedures. All incidents that have a racial motivation are recorded on the agreed LA form and investigated by the headteacher or deputy in her absence. The incidents if found to have a racial motivation are reported to the LA.

- **Health and Safety**

Our Health and Safety Policy is set out in a separate document and is reviewed annually by the Governing Body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

- **Children with Statements of Special Needs/ Code of Practice**

Our policy recognises that children with behavioural difficulties and disabilities are most vulnerable to abuse.

- **The Use of the Internet**

Our policy on the use of the internet is set out in a separate document and is reviewed annually by the Governing Body. The guidance focuses on the personal safety and well being of pupils in the school and sets out a number of points to clarify the potential hazards and steps that staff can take to minimise the risks associated with internet usage.

- **Allegations of Professional Abuse Procedures**

Procedures in respect of allegations of abuse against professionals, members of staff or volunteers in contact with children compliments the national guidance in *Safeguarding Children: Working Together under the Children Act 2004* and the All Wales Child Protection Procedures 2008.

## Extended Schools and Out of School Hours

- If the Governing Body/school provides extended school facilities or activities directly under the supervision of management of school staff, the school's arrangements for child protection as written in this policy shall apply.
- Where services or activities are provided separately by another organisation the Governing Body will seek assurance that the group concerned has appropriate policies and procedures in place for safeguarding children and child protection and that there are arrangements to liaise with the school on these matters where appropriate.

*A. Reynolds*

Agreed by Headteacher

Mrs Amanda Reynolds

*SMA*

Agreed by Chair of Governors

Miss Sarah Maunder

Date Agreed – 3<sup>rd</sup> April 2017

Date for Review- March 2017