



# CLARE HOUSE SCHOOL PORTHCAWL

## SAFEGUARDING AND CHILD PROTECTION POLICY

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**Intended effective date:** September 2026 (on school opening)

**Review date:** July 2027

**Approved by:** Board of Directors

**Owner:** Head of School

**Applies to:** Whole School

**Proprietor:** CHS Porthcawl Ltd

# 1. Safeguarding Commitment

Clare House School is committed to safeguarding and promoting the welfare of all children.

Safeguarding is everyone's responsibility.

The welfare of the child is paramount.

This policy applies to all pupils from Nursery to Year 6.

# 2. Legal and Regulatory Framework

This policy is written in accordance with:

- Education Act 2002 (Section 157 – Independent Schools)
- Keeping Learners Safe (Welsh Government, 2022)
- Working Together to Safeguard People (Wales), including Volume 1 (Introduction and Overview) and Volume 5 (Handling Individual Cases)
- The Independent School Standards (Wales) Regulations 2024
- Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- Wales Safeguarding Procedures ([safeguarding.wales](http://safeguarding.wales))
- Prevent Duty Guidance for England and Wales (Counter-Terrorism and Security Act 2015)
- Statutory Framework for the Early Years Foundation Stage (England, 2025), voluntarily adopted by the school for its Early Years provision

This policy should be read alongside:

- Behaviour, Rewards and Sanctions Policy
- Additional Learning Needs (ALN) Policy
- Health & Safety Policy
- Safer Recruitment Policy
- Whistleblowing Policy

### 3. Definitions

Safeguarding includes:

- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring children grow up in safe and effective care
- Taking action to enable all children to achieve the best outcomes

Child protection refers to activity undertaken to protect specific children at risk of significant harm.

A child is anyone under 18 years of age.

Clare House School uses the title Designated Safeguarding Person (DSP) in accordance with Keeping Learners Safe (Welsh Government, 2022). This is the school's adopted title for this role and is used throughout this policy.

### 4. Roles and Responsibilities

#### **Board of Directors**

Caroline Jayne McCarthy, Director, holds specific responsibility for safeguarding oversight at Board level

The Board will:

- Ensure safeguarding arrangements comply with Welsh legislation
- Appoint a Designated Safeguarding Person (DSP) and Deputy DSP prior to opening
- Ensure safer recruitment procedures are followed
- Ensure this policy is reviewed annually
- Receive safeguarding reports and monitor trends

### **Designated Safeguarding Person (DSP)**

The DSP will:

- Lead safeguarding and child protection practice
- Receive and manage safeguarding concerns
- Make referrals to local authority children's services
- Liaise with police and safeguarding partners
- Maintain secure safeguarding records
- Oversee staff safeguarding training
- Report safeguarding matters to the Board of Directors

A Deputy DSP will be appointed before the school opens and will act in the DSP's absence. The Deputy DSP will have the same authority as the DSP in respect of safeguarding decisions and will maintain equivalent training. The school will ensure that DSP cover is always available during the school day, including during the extended educational day, and that all staff know who is acting as DSP at any given time.

The recruitment of the Deputy DSP is part of the school's pre-opening staffing plan and will be confirmed before any pupil is admitted.

### All Staff

All staff will:

- Have a duty to safeguard pupils
- Receive safeguarding training annually
- Know the identity of the DSP and Deputy DSP
- Report concerns immediately
- Maintain an attitude of “it could happen here”
- Never promise confidentiality to a pupil

## 5. Key Contacts

### School Contacts

Role	Name	Contact
Designated Safeguarding Person (DSP), Head of School and ALNCo	Sally Davis	sally@clarehouseschool.org
Deputy DSP	To be identified and appointed before the school opens. The Deputy DSP will complete DSP-level training before taking up the role. DSP cover will be maintained at all times during the school day, including the extended educational day, through a combination of the DSP and Deputy DSP.	—

Director with safeguarding oversight	Caroline Jayne McCarthy	jayne@clarehouseschool.org
Chair of Board of Directors	Rachael Harman	rachael@clarehouseschool.org

### Local Authority and Statutory Contacts

Organisation	Detail
Local authority children's services	Bridgend County Borough Council (BCBC) Children's Services
MASH (Multi-Agency Safeguarding Hub) — in hours	01656 642320 / <a href="mailto:mashcentra@bridgend.gov.uk">mashcentra@bridgend.gov.uk</a>
Emergency Duty Team — out of hours	01443 743655
Designated Officer (DO) — allegations against staff	Contact via BCBC Children's Services: 01656 642320 (request the Designated Officer)
Wales Safeguarding Procedures	<a href="http://safeguarding.wales">safeguarding.wales</a>
Regional Safeguarding Board	Cwm Taf Morgannwg Safeguarding Board (CTMSB): <a href="http://cwmtafmorgannwgsafeguardingboard.co.uk">cwmtafmorgannwgsafeguardingboard.co.uk</a>

### Emergency and National Contacts

Organisation	Contact
Police — emergency	999
Police — non-emergency	101
NSPCC helpline	0808 800 5000 / <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
NSPCC Childline	0800 1111

## 6. Safer Recruitment

The school will operate safer recruitment procedures in line with statutory requirements, including the requirements of the Statutory Framework for the Early Years Foundation Stage (England, 2025) in respect of Early Years provision.

This will include:

- Enhanced DBS checks (with barred list where appropriate)
- Identity and right-to-work checks
- Prohibition from teaching checks
- Section 128 checks (where applicable)
- Reference checks obtained before individuals begin work
- Maintenance of a Single Central Record

At least one member of each interview panel will have completed safer recruitment training.

## **7. Recognising Abuse**

Staff will be trained to recognise indicators of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Online abuse
- Child criminal exploitation (CCE)
- Child sexual exploitation (CSE)
- Female genital mutilation (FGM)

- Forced marriage
- Honour-based abuse
- Domestic abuse
- Serious violence
- County lines and criminal exploitation
- Modern slavery and trafficking
- Radicalisation and extremism

Concerns will always be reported to the DSP.

## **8. Reporting Procedures**

If a member of staff has a safeguarding concern, they will:

- Record the concern factually and promptly
- Report immediately to the DSP (or Deputy DSP)

The DSP will assess the concern and determine next steps. Where appropriate, referrals will be made to local authority children's services. In accordance with the Wales Safeguarding Procedures, where a child is considered to be at risk of harm, a referral will be made to children's services within 24 hours and confirmed in writing within 24 hours of that referral being made. If a child is in immediate danger, the police will be contacted without delay. Any member of staff may refer directly to children's services or the police if they believe a child is at immediate risk of harm and the DSP is unavailable or implicated in the concern. The school will not conduct its own investigation where statutory agencies are involved.

## **9. Early Help**

The school recognises the importance of early intervention. Where concerns do not meet statutory thresholds, the school may:

- Offer pastoral support
- Work collaboratively with families
- Engage external agencies
- Monitor wellbeing

Early help does not replace statutory child protection procedures.

## **10. Looked After Children and Previously Looked After Children**

Clare House School recognises that looked after children (LAC) and previously looked after children may be among the most vulnerable pupils in the school. The DSP will ensure that any LAC or previously looked after child is identified on admission and that their safeguarding and welfare needs are considered in pastoral and curriculum planning.

The school will liaise with the placing local authority where a child is looked after, including with the relevant designated officer for looked after children's education in that authority, and will cooperate with any review meetings, Child in Need plans, or Child Protection plans as required. A member of staff will be identified as the designated lead for looked after children prior to opening. Until that appointment is confirmed, the DSP will assume responsibility for the LAC lead function. This person will work with the DSP to ensure that the needs of any looked after child are met, that relevant staff have sufficient information about the child's legal status and care arrangements, and that the child's educational progress is monitored and supported.

Previously looked after children, including those who have been adopted, may continue to be vulnerable. All staff will be alert to the potential ongoing needs of this group and will follow the same procedures as for looked after children where concerns arise.

## **11. Private Fostering**

A private fostering arrangement exists when a child under 16 (or under 18 if disabled) is cared for by someone who is not their parent or a close relative for 28 days or more. Close relatives include parents, step-parents, grandparents, aunts, uncles and siblings.

All staff will be alert to indicators that a pupil may be living in a private fostering arrangement. Where such an arrangement is identified or suspected, the member of staff will report this to the DSP without delay. The DSP will make enquiries with the family and, where Bridgend County Borough Council Children's Services are not already aware of the arrangement, will notify them in accordance with the Children Act 1989 and Wales Safeguarding Procedures. The school will not treat a private fostering arrangement as a safeguarding concern in itself, but will ensure that the child's welfare is monitored and that the local authority is informed as required by law.

## **12. EYFS Absence Monitoring**

In accordance with the Statutory Framework for the Early Years Foundation Stage (England, 2025), the school will:

- Take a register at the start of each EYFS session
- Follow up any unexplained absence of an EYFS pupil on the same day
- Record and monitor patterns of absence for EYFS pupils, including where a child is absent for a prolonged period
- Hold a minimum of two emergency contact details for each EYFS pupil, and attempt to contact each in turn where a child is absent without explanation

Absence patterns that give cause for concern will be reported to the DSP and, where appropriate, escalated in accordance with the Wales Safeguarding Procedures.

## **13. Child-on-Child Abuse**

Clare House School will adopt a zero-tolerance approach to sexual violence and sexual harassment.

Child-on-child abuse may include:

- Sexual violence

- Sexual harassment
- Bullying
- Physical abuse
- Sharing of nude or semi-nude images
- Initiation or hazing behaviours

Reports will be taken seriously and managed proportionately. Victims will be supported and safeguarded. Appropriate disciplinary processes will be applied in line with the Behaviour, Rewards and Sanctions Policy.

## **14. Managing Allegations Against Staff**

Allegations against staff will be:

- Reported immediately to the Head of School (DSP)
- Referred to the Designated Officer (DO) in accordance with the Wales Safeguarding Procedures
- Managed in line with statutory guidance

If the allegation concerns the Head of School, it will be reported to the Chair of the Board of Directors of CHS Porthcawl Ltd, who will assume responsibility for managing the process in accordance with Wales Safeguarding Procedures.

Low-level concerns will also be reported and recorded. The school will promote an open culture of professional challenge and self-reporting.

Where a concern relates to a member of staff and there is any reason to question the objectivity of the Head of School in managing it, the matter will be referred directly to the Chair of the Board of Directors, who will assume responsibility for oversight of the concern in accordance with Wales Safeguarding Procedures.

Where an allegation is made against a director of the Board, including the Chair, the matter will be reported directly to the Designated Officer by any other director, or by the Head of School if no other director is available. The director subject to the allegation will not be involved in managing the response.

## **15. Prevent Duty**

Clare House School recognises and complies with its duty under the Counter-Terrorism and Security Act 2015 to prevent individuals from being drawn into terrorism. Staff will be trained to:

- Recognise signs of radicalisation
- Report concerns to the DSP
- Promote democratic values, mutual respect, tolerance and the rule of law

Where appropriate, the DSP will follow local Prevent and Channel referral procedures in line with Welsh safeguarding guidance.

## **16. Online Safety**

The school will promote safe use of technology. This will include:

- Acceptable Use Agreements
- Filtering and monitoring systems
- Digital safety education
- Clear reporting routes

Online safety concerns will be reported to the DSP.

## **17. Record Keeping**

Safeguarding records will be:

- Confidential
- Securely stored
- Separate from academic records
- Shared only on a need-to-know basis
- Transferred securely when a pupil moves school

The DSP will maintain oversight of safeguarding documentation.

## **18. Training**

The school will ensure:

- DSP training is updated at least every two years
- All staff safeguarding training is updated annually
- Directors receive safeguarding training
- All new staff receive safeguarding induction before working unsupervised with children

### **Early Years Safeguarding Training**

The following minimum training requirements apply to all staff working in the Early Years provision, in accordance with the Statutory Framework for the Early Years Foundation Stage (England, 2025), voluntarily adopted by the school:

- All EYFS staff will receive safeguarding induction before working unsupervised with children, covering: the school's Safeguarding and Child Protection Policy; how to recognise and report concerns; the identity and role of the DSP and Deputy DSP; and the school's low-level concerns procedure.
- All EYFS staff will complete safeguarding training at least annually, updated in line with any changes to legislation, guidance or local procedures.
- The DSP will complete accredited DSP training prior to the school opening, refreshed at least every two years.
- The Deputy DSP, who will be appointed prior to opening, will complete the same level of DSP training as the DSP before taking up the role and will keep this training current.

- Trainees and students on placement who are included in EYFS staff-to-child ratios will hold a valid Paediatric First Aid certificate and will receive safeguarding information as part of their induction.

Safeguarding training for EYFS staff will be delivered through a combination of: whole-staff safeguarding training sessions (at least annually); DSP-led briefings on updates to statutory guidance or local procedures; and individual induction for all new staff joining the EYFS team. The DSP will maintain a training record for all EYFS staff and will report on training compliance to the Board of Directors annually.

## **19. Whistleblowing**

Staff may raise safeguarding concerns without fear of reprisal. The Whistleblowing Policy provides clear procedures. External reporting routes are available where required.

## **20. Monitoring and Review**

The DSP and Board of Directors will monitor safeguarding practice and review safeguarding data.

This policy will be reviewed annually each July by the DSP and approved by the Board of Directors, or sooner in the event of legislative or regulatory change.

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*This policy supports compliance with Part 3 (Welfare, Health and Safety of Pupils) of the Independent School Standards (Wales) Regulations 2024.*