

LOCAL SAFEGUARDING POLICY

Policy implemented: 1 December 2018
Last reviewed: 1 December 2018
Next review due: 30 November 2019

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. This local safeguarding policy must be read alongside Ambito's corporate Safeguarding Policy and Procedure and associated guidance documents.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Ambito representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

INTRODUCTION

The aim of this local policy is to highlight individual information about Craig Y Parc School and to demonstrate how the corporate policy must be implemented locally.

POLICY STATEMENT

- Safeguarding and protecting the people we support effectively is central to all of Ambito's work and supports Ambito's strategy to maximise the life opportunities and the health and wellbeing of disabled people. All staff and volunteers recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for our customers or not.
- Craig Y Parc School has rigorous safeguarding procedures to which all staff are trained in and adhere to. We meet all statutory duties and ensure all staff and volunteers provide high quality support and vigilance. The strong home school partnership ensures a consistent approach to promote welfare and wellbeing. We have 11 designated Safeguarding Advisors (DSA)

PRINCIPLES

LOCAL SAFEGUARDING TEAM

- At Craig Y Parc School we have a following staff provide key duties related to Safeguarding:

Name	Contact Details	Responsibilities
Acting Head: Mr Alan Howells	alan.howells@ambitoeeducation.co.uk 02920890397	Lead DSA
DSAs: Mrs Kristian Cousins Mrs Emma Morgan Mrs Laura Stenson Ms Alex Allen Mrs Zsuzsa Blackmore Ms Joanne Parr Ms Suzi Grives Mrs Geradline Ninnis Mr Adam Stenson Mr Danny Carter Mr Owain Simpson	Kristian.Cousins@ambitocare.co.uk Emma.Morgan@ambitoeeducation.co.uk Laura.Stenson@ambitocare.co.uk Alex.Allen@ambitoeeducation.co.uk Zsuzsanna.Blackmore@ambitocare.co.uk Joanne.Parr@ambitocare.co.uk Suzanne.Grieve@ambitocare.co.uk Geraldine.Ninnis@ambitocare.co.uk Adam.Stenson@ambitocare.co.uk Danny.Carter@ambitocare.co.uk Owain.Simpson@ambitocare.co.uk	Registered Manager Head of Health and Therapies/Lead Nurse Activity Coordinator Head of Administration/HR Head of Primary LSA/HCL coordinator Team Manager Nurse Nurse Teacher Team Manager
Any other relevant staff		

LOCAL AUTHORITY DETAILS

- The host local authority in which this site is situated is: Cardiff
- The local authority's contact details are:
MASH team
02920 536490 (Childrens Access Point)
02920 788570 (Emergency Duty Team)
- The contact details for all the local authority is available to all staff. It is accessible in key areas across the site and in the All Wales Safeguarding procedure file located in the main office for school and Tŷ Cwtch.

- The safeguarding children and young people our educational and residential polices will adhere to the All Wales Child Protection Procedures in force at the time.
- We support children/young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found in Appendix A.

LOCAL SAFEGUARDING PROCESSES

Ambito education has an overarching Safeguarding Policy that covers both children and adults. This is accessible in paper format within the safeguarding folders (main school office and Tŷ Cwtch)

Records are stored confidentially in a locked filing cabinet and are only accessible to Designated Safeguarding Advisors (DSA's). Alerts are brought to DSA's via a file note, which is available to all staff. DSA's meet fortnightly to discuss raised concerns, unless, upon receipt the DSA decides an immediate response is required, in which case a meeting will be convened.

A DSA is on site during core hours (8am – 8pm), then on call rota system to cover residential hours.

Full risk assessments are in place for all off-site activity. Staff can contact a DSA phone.

PARENT / CARERS' EMERGENCY CONTACTS

- We recognise the importance of maintaining our parent/carers' contact details and ensuring that these are the most recent and up to date. For each child or young person, we ensure details are held for more than one individual in the event of an emergency where one person may not be contactable or if there is a safeguarding concern.
- To maintain the most up to date information we will review all emergency contact and consent forms at least annually and then periodically at parent open mornings (held termly)
- Information is stored in a locked cabinet in the main school office (locked out of hours) and in a locked cabinet in the night staff office
- Relevant information is only accessible to those staff who need it. All staff have an enhanced DBS.
- We are also aware that for children looked after by the local authority there may be specific guidance around contact and we will adhere to advice obtained from their allocated social worker. The confidentiality of these records is maintained by DSA's with information shared at a local level where appropriate

E-SAFETY MEASURES

- We recognise the positive aspects that information technology and the internet have on the lives of our children and young people and we promote the safe use for educational purposes when appropriate. We are aware however, that the nature of the Internet may pose risks towards children and young people. In accordance with the Keeping Children Safe in Education (2018), the site has taken measures to reduce risk.

- Current internet provider is Ambito.
- Local filters are in place which can only be amended by Evercom ICT staff which manage the network at Craig y Parc.
- We have a local acceptable use and e safety policies in place. Training is part of staff induction and all students complete e safety modules as part of their curriculum. Each classroom has an e safety policy available for staff to read.
- Corporate guidance and training on e-safety is available on the organization's shared (P) Drive.

LEARNING AND DEVELOPMENT

Ambito is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and the Performance and Development Process (PDP).

All new staff and volunteers must complete thorough face to face safeguarding training, plus have further access to the online E-Learning course provided by eLfY. All staff within schools must also read Part 1, 5 and Annex A of Keeping Children Safe in Education (2018).

All DSA's complete Ambito refresher training annually

ASSOCIATED DOCUMENTS

- Safeguarding Children and Young People Policy and Procedure
- Safeguarding Adults Policy and Procedure

USEFUL LINKS

- Anti-bullying Policy and Procedure
- Whistle blowing policy and procedure

APPENDIX A: LOCAL AUTHORITY CONTACTS

We support children and young people from a variety of different local authorities, contact numbers for the relevant local authorities can be found below.

Vale Of Glamorgan : Intake and Family Support Team 01446 725202

Out of hours 02920 788570

Rhondda Cynon Taff : Children's Services Division 01443 425006

Out of hours 01443 743665

Cynon : 01685 888800

Torfaen : 01633 644594

Out of hours 08003284432

Neath Port Talbot : 01639 686803

Out of hours 01639 895455

Newport : 01633 656656

Out of hours 08003284432

Brent : 02089 374300

Out of hours 02088635250

Buckinghamshire : 01296383962

Out of hours 08009997677

Adults 0800137915, 01296 383204

Out of hours 08009997677

Worcestershire : 01905822666

Out of hours 01905 768020

Caerphilly : 08081001727

Out of hours 08003284432

Bristol : 01179036444

Out of hours 01454615165

Swansea : 01792 635700

Out of hours 01792 775501

DOCUMENT CONTROL

Policy Development

Version	Date completed	Lead	Others involved	Stage
0.1	21/12/19	Alan Howells		Agreement of initial purpose
0.2	21/12/18	Kristian Cousins	Emma Morgan	First draft completed
0.3				Technical review completed
0.4				Stakeholder consultation completed
0.5				Final Quality Check
0.6				Sign off for release
1.0				Issued (go live date)

Key Dates

Policy implemented:	
Last reviewed:	
Next review due:	

Policy Amendments and Reviews

This procedure and the associated documents have been written with expert contribution from appropriate stakeholders. This procedure and the associated documents will be reviewed and updated every year from implementation by the Principal unless changes demand a more timely amendment.

Version	Date of change	Date of release	Changed by	Reason for change