

Child Protection in Local Authority Education Services for Children and Young People May 2024

How well does the local authority discharge its responsibilities for managing safeguarding and child protection across the education service that it provides and commissions?

Does the local authority have clear policies, procedures and guidance which cover its responsibilities for safeguarding children in the education services that it provides or commissions?

How well do the policies reflect the model in Circular 158/2015 Keeping Learners Safe by including sections on:

- *prevention through teaching and the pastoral support that is offered to learners?*
- *procedures to identify and report cases, or suspected cases, of abuse?*
- *support to learners who may have been abused?*

Are policies, procedures and guidance reviewed every year?

In partnership with all Council departments the Education Department fulfils its responsibilities for managing the safeguarding and protection of children across the education service and manages to do this well.

Corporate safeguarding policies and procedures are planned jointly, are monitored and evaluated regularly with regular input from the Education Department.

Safeguarding is a regular item on the Education Management Team's agenda providing a regular platform to consider strategic matters in the field.

There are clear accountability processes in place with the Education Department playing a key role in the Strategic Panel for Safeguarding Children and Vulnerable Adults and in the Operational Safeguarding Children and Adults Panel.

The Annual Report of the Strategic Panel for Safeguarding Children and Adults reports on the Council's performance in complying with the Corporate Policy and Guidelines. The Annual Report is submitted to the Corporate Management Team, the Cabinet and to the full Council.

The Designated Lead Officer for Safeguarding in Education ensures input from the Education Department in strategic matters. The officer represents the Department and offers guidance at national, regional and authority level meetings and at relevant sub-groups. They present regular feedback from the meetings for the attention of the Head of Education Department and represent and contribute in full to child practice reviews regionally as required.

The Education Department officers play an active role on the North Wales Safeguarding Board and the National Education Safeguarding Group. The Designated Lead Officer for Safeguarding in Education submits items to the Education Management Team providing a platform to consider key strategic matters in the field.

The Education Department ensures that every school submits Annual Safeguarding Reports to the Governing Body and the contents of the reports is verified through quality assurance visits.

The Education Department provides standard policies that reflect the model in the 2020 Keeping Learners Safe Circular. The policies include sections on:

- prevention through teaching and the pastoral support that is offered to learners.
- procedures to note and inform about cases, or alleged cases, of abuse.
- support for learners that could have been abused.

The policies are updated annually by the Designated Lead Officer for Safeguarding in Education. It is the responsibility of the schools to personalise the standard policies with the details that relate to them specifically.

The Designated Lead Officer for Safeguarding in Education regularly shares good practice or highlights alternative means of effective implementation.

The Designated Lead Officer for Safeguarding in Education conducts quality monitoring visits at the schools' request or unannounced to verify the contents of the Annual Safeguarding Reports to Governing Bodies including their safeguarding policies and procedures. A report is provided following these visits with recommendations based on the school's improvement plan in the field.

The Designated Lead Officer for Safeguarding in Education works closely with officers from the Children's Services to identify trends and risks in the field and shares key messages promptly with our education services providers. Additionally, this partnership work has led to amending the training that is offered.

The Designated Lead Officer for Safeguarding in Education along with the Assistant Head of Education are available to provide schools with support and guidance. They provide advice on processes and professional support when appropriate for those dealing with complex and challenging cases.

A comprehensive Safeguarding Policy which is reviewed annually, is shared with providers at the beginning of the academic year. The policy explicitly highlights the responsibilities, definitions of abuse and contacts at the Authority in relation to this field.

The Designated Lead Officer for Safeguarding in Education keeps the policy updated by considering national guidance or the guidance of the North Wales Safeguarding Board where appropriate before reviewing it each year.

In addition to the Safeguarding Policy a full range of other various policies relating to safeguarding is provided. These include;

- health and safety, prevention/restraint, bullying;
- school trips, pupil transportation, residential visits, exchange visits between schools;
- child employment, work experience;
- taking photographs and using photographs of children;
- pupils without a school place;
- showers and changing arrangements;
- parents and other voluntary helpers;
- first aid and administering medication;
- arrangements for after school clubs;
- using the internet;
- children with parents/carers who suffer from a mental illness or disability;
- children with parents/carers who misuse drugs or substances; and
- children in residential schools outside the local authority.

It is ensured that the policies are adopted through the Annual Safeguarding Report to the Governing Body and the quality assurance visits.

Guidance is provided on preparing for different parts of the safeguarding process. This includes guidance on preparing reports for case conferences and core groups.

The Education Department collaborates effectively with the Additional Learning Needs and Inclusion Service. The Designated Lead Officer for Safeguarding in Education works closely with the service to ensure that the department safeguards children who are not in mainstream education in accordance with the guidelines by;

- Safeguarding and promoting the well-being of children who have not been given a place in school, or who have been excluded from school, including those taught at pupil referral units or by the home tutor service.
- In terms of the children home educated by parents or guardians, an effective relationship should be nurtured with the home educator to safeguard the educational benefit and welfare of children and young people.

The collaboration is based on a thorough joint understanding of the safeguarding procedures and the responsibilities associated with the field. Training is provided to the staff of the Additional Learning Needs and Inclusion Service by the Designated Lead Officer for Safeguarding in Education every two years.

The Education Department ensures a comprehensive series of training for the range of education services. The training is tailored to the providers' needs and it targeted at a level that is suitable to the responsibilities of the post.

The training is provided for education service providers in small groups by allowing time to reflect and question.

Safeguarding training is mandatory for all Council staff and the % of staff who have completed the modules is reported to the Safeguarding Children and Adults Operational Group.

The following training modules are mandatory to all Council staff and are related to the safeguarding field.

- Basic Safeguarding
- Modern Slavery
- Prevention
- Safeguarding
- Violence against Women
- Domestic Abuse
- Sexual Violence

The modules ensure an understanding at an appropriate level for all Council staff. There are regular campaigns to ensure that safeguarding is a priority for all Council staff. The Education Department staff receive training to a designated person level to ensure a thorough understanding of the needs of education providers.

The Corporate policies are on the Council's intranet and it is mandatory for staff to read and understand the contents. We notify the managers of staff who have not completed the work of reviewing these policies.

- Safeguarding Policy
- Adult Safeguarding Policy

Does the local authority provide clear guidance to all of its education services providers, including its schools, about child protection policies that reflect the model in Circular 158/2015 Keeping Learners Safe including sections on:

- ***procedures to identify and report cases, or suspected cases, of abuse? and***
- ***support to learners that may have been abused?***

The local authority provides clear guidance to all its education services providers, including its schools, along with protection policies and it does this well.

The authority ensures there are robust arrangements and procedures in place to safeguard children and vulnerable adults from abuse, neglect, radicalisation, slavery, domestic abuse and exploitation.

The Council affirms its role and responsibilities to provide definite guidance for Council Members, staff, volunteers, service providers and those we serve in this key field. Safeguarding is the business of everyone within the Council, everyone has a responsibility to safeguard the well-being of children, young people and adults, no matter what is the individual's role.

The Council's safeguarding Policies and Guidelines are based on the following objectives;

- to highlight the manner in which Cyngor Gwynedd undertakes its responsibilities in the field of safeguarding adults and children.
- to give assurance to Council Members, members of the public, service users, staff and volunteers working on behalf of the Council that there are clear arrangements in place to safeguard and protect children and adults.
- that Council Members, staff, volunteers and others who work on behalf of the Council have clear guidelines to be used when there is concern or doubt that a child or adult is at risk of harm.

It is always unacceptable for a child or adult to be abused or harmed in any way. This is reflected in the principles which form the basis of the Policy and Guidelines:

- every child and adult (whatever their background, culture, age, disability, gender, ethnicity, religious belief) has a right to participate in a safe society without any violence, fear, abuse, exploitation, bullying or discrimination.
- every child and adult have the right to be protected from harm, exploitation and abuse.
- we as a Council will put the welfare of children and adults central to our policies and procedures.
- as a Council we will work closely in partnership with children, their parents, carers and adults and other agencies in order to safeguard and promote the welfare of children and adults.
- as a Council we will respect the rights, wishes, feelings and privacy of children and adults by listening to them and reducing any risks that may affect them to the minimum.
- as a Council we will invest in preventative work and early intervention, and try to avoid situations where abuse or allegations of abuse or harm may occur.

Every Councillor, every member of staff, every volunteer and every contracted service provider has a responsibility to operate in accordance with the Guidelines and guidance noted in the policy.

The authority's expectations of the education services providers are captured in the range of training provided. The Designated Lead Officer for Safeguarding in Education ensures that the Authority's staff who work with children receive training that equips them to deliver their child protection duties effectively. The officer does this by;

- Preparing and reviewing annually a training pack for education department staff.
- Preparing and reviewing annually a training pack for the designated person/s, Headteachers and designated person of every Governing Body by amending it and keeping it updated in a three year cycle.

- Preparing and reviewing annually a training pack for the designated person/s to present to the remainder of the School staff every year.
- In accordance with guidelines verify the suitability of the training every year through the Safeguarding Board.
- Develop methods for presenting training continuously to address the needs of the users when assuring the quality of the contents.

The training programme was changed in September 2023 from a three year cycle for schools to a two year cycle, to coincide with best practice in the field.

The training enables designated persons to provide training to the remainder of the school staff and amended resources are provided every year to support them.

The training is provided in small groups to ensure the best opportunity for trainees to question and discuss further.

The Designated Lead Officer for Safeguarding in Education provides standard training to a wide range of services outside schools including;

- The Early Years
- Music Service
- Taxi Drivers

Preventative work is a key part of the authority's training package. There is particular focus on the school's role in responding to concerns and that everyone has a responsibility to ensure the best for our learners.

There is clear guidance on the need to record safeguarding concerns. The majority of Gwynedd schools use software to do this following the authority's guidance. Close collaboration between the Admissions Team Manager and the Designated Lead Officer for Safeguarding in Education means that any weaknesses in referrals in terms of how timely they are or the detail of previous recording will receive due attention. The procedure for checking quality also ensures that schools maintain records of concern in a suitable and timely manner.

Through close working with the Additional Learning Needs and Inclusion Service, the Designated Lead Officer for Safeguarding in Education ensures that the department safeguards children who are not in mainstream education in accordance with the guidelines.

Safeguarding and promoting the well-being of children who have not been given a place in school, or who have been excluded from school, including those taught at pupil referral units or by the home tutoring service. In terms of children who are home educated by parents or guardians, the officer nurtures an effective relationship with the home educator to safeguard the educational benefit and welfare of children and young people.

The Education Welfare Service monitors the attendance data in partnership with the schools. Causes of concern are identified early on and therefore the safeguarding risks are reduced.

There is an agreed procedure for de-registering learners who wish to be home educated and it includes welfare officers. Additionally, there are teachers available within the Additional Learning Needs and Inclusion Service to maintain and ensure the safety of this specific cohort.

Gwynedd Secondary schools receive an inclusion grant which enables them to structure their own inclusion provision. Vulnerable learners receive support and assistance in these provisions.

A range of specialist services provides support to learners who may have been abused. Schools can directly access the provision by contacting individual services or contacting the Gwynedd Families Service who can provide advice on the most suitable services.

The authority is part of the Encompass scheme where information about medium and high risk level cases of domestic violence are promptly brought to schools' attention ensuring that our schools are more prepared to support the children. Cases of high risk domestic abuse are discussed on a monthly basis at a multi-agency risk assessment conference (MARAC). The safeguarding plans that derive from these conferences are discussed and developed further with the schools.

The Children's Referral Team ensures that information that could be useful for the school to support the pupil is shared.

Does the local authority have a designated individual for the management and oversight of child protection and safeguarding issues in education?

If so, please provide contact details and management information.

What additional value does this post contribute to the management of safeguarding and child protection in the local authority's education provision?

The Education Department has a Designated Lead Officer for Safeguarding in Education who manages and supervises child protection and safeguarding issues in education effectively. The officer influences the department's work.

Designated Lead Officer for Safeguarding in Education

Bethan Helen Jones

BethanHelenJones@gwynedd.llyw.cymru

07977504344

The Designated Lead Officer for Safeguarding in Education is responsible for:

- Ensuring that the Authority's staff who work with children receive training that equips them to deliver their child protection duties effectively.
- Ensuring that the department and Gwynedd Schools have suitable and up-to-date policies and procedures.
- Ensuring that the department safeguards children who are not in mainstream education in line with the guidelines.
- Ensuring the Education Department's input in strategic safeguarding matters.
- Ensuring that the Education Department and Gwynedd Schools comply with the adopted guidelines.
- Ensuring appropriate advice and support for schools and staff within the Education Department.
- Ensuring that the Education Department and Gwynedd Schools collaborate effectively with key agencies.
- Ensuring that the service is part of a process of continuous improvement.
- Representing the Department on the Council's Operational Group for Safeguarding Children and Adults.
- Ensuring there are effective internal procedures for dealing with concerns within the Department, working in close collaboration with Social Services to achieve this.
- Acting as a key source of advice and support for other staff in the Department on all safeguarding issues.

In the absence of the Designated Lead Officer for Safeguarding in Education, the responsibility is delegated to one of the Assistant Heads of Education.

The Designated Lead Officer for Safeguarding in Education reports regularly on performance against key measures which include, % DBS and % staff and governors who have received appropriate training. This is part of our departmental performance challenging processes.

On a Corporate level the responsibility for safeguarding lies with the Corporate Director.

Corporate Director (Statutory Director for Social Services and Lead Director - Children and Young People)

Huw Dylan Owen

DylanOwen@gwynedd.llyw.cymru

01286 679227

How well does the local authority address the specific safeguarding needs of individual children, and specifically, looked after children, in addition to those identified for the general population involved in its education provision?

The authority addresses the specific safeguarding needs of individual children, and specifically, looked after children, and does it well. The training provided to staff who work with children, young people and adults highlights specific groups that are more open to harm. The education workforce has a good awareness of the specific challenges these learners are facing.

There is a specific policy for the education of looked after children that highlights certain steps to support this particular cohort of learners. The policy highlights the need for every school to nominate a member of staff and a member of the Governing Body to lead on specific aspects at each school.

The education department has amended its staffing structure recently and has appointed an Assistant Head of Department: Well-being and Equality who undertakes the role of Virtual Head in addition to the current Education Liaison Officer for looked

after children. The authority has a firm hold on the quality of the educational experiences of Looked-After Children and has built upon the good work already achieved in recent years to formulate digital individual education plans for each of our looked after children.

The Virtual Head will monitor individual plans and the progress of pupils and, where appropriate, will refer the schools to specialist services in order to empower them. These could be services in fields such as additional learning needs, inclusion or specific services or support from children's services and beyond. We have committed to tie in this role with the implementation of a range of services, including children services, youth justice services, to name but a few.

The Council recently held a joint review between the Children's Services and Education giving particular attention to the experiences of our most vulnerable children and young people. This role ties in conveniently with the lessons learnt following the review and what we are eager to develop as services for children and young people in Gwynedd in light of this work.

Over the last 12 months, the Welsh Government has provided significant funding through the Pupil Development Grant for Looked After Children to support this aim. To begin with, this money was distributed directly to schools but more recently to a Regional Education Consortia in order to ensure a more strategic use of the funds. We have planned that the Virtual Head will have an element of control over this grant in Gwynedd with the aim of further strengthening the strategic use of the grant and enabling us to target individuals' needs according to demand.

The Virtual Head formulates a business plan every year in line with the authority's procedure. This plan prioritises the aspects that need addressing to improve education outcomes. The progress against the plan will be monitored in accordance with the authority's performance management procedure and regular progress reports will be submitted to the Corporate Parent Panel.

Placements commissioning processes are led by the Placements Panel which is led by the Children's Services. The Panel convenes regularly and there are robust multi-agency arrangements in place with a focus on the learners' experiences.

The Corporate Parent Panel convenes every term and is chaired by the Chief Executive. Other panel members include Elected Members, the Director of Education, Director of Social Services and the Head of the Housing Department.

An individual education plan has been created and kept on an electronic system designed by the education department in Gwynedd. The system provides a platform for effective multi-agency working and ensures that everyone has an opportunity to improve the education support for looked after children.

There is support through the youth service for supporting children who are disengaged and who are more likely to be NEET. The youth service works closely with a number of key partners and the plans have been highlighted in our engagement framework.

The Authority has experienced specialist teachers who lead on provisions for schools to meet the needs of children for whom English is an Additional Language, ethnic children, the traveller and gypsy community. This service is provided in partnership with the Gwynedd and Môn Additional Learning Needs and Inclusion Service. Access to these provisions is managed through the inclusion service.

Management of allegations against staff

Does the local authority refer and report all incidents of alleged professional abuse to a professional strategy meeting?

How well does the local authority ensure that providers comply with the guidance for managing staff disciplinarys following such allegations?

The authority refers and reports on every incident of alleged professional abuse to a professional strategy meeting promptly and correctly. Every case is initially addressed by the Head of Children's Services and then operational responsibilities are delegated in accordance with an agreed procedure. The procedure is clear and precise and the services work together effectively to secure the credibility of the process.

Safeguarding policy clearly highlights the steps to be followed when there is an incident of alleged professional abuse in any of our education services. These processes are specifically addressed in training for designated persons and in refresher training across the services.

Our providers receive continuous support, in the event of alleged professional abuse, from the Designated Lead Officer for Safeguarding in Education, Education Officers and the authority's Human Resources Officers. The support is coordinated and ensures that everyone's interests and welfare, including those who make the referrals, are protected.

Human Resources Officers support Governing Bodies to reach a decision to suspend individuals from work while ensuring the consistency and accuracy of these decisions across the authority.

Exemplar safeguarding policy and training is provided to ensure providers' understanding of the field along with continuous operational support for leaders on all levels to correctly deal with an incident of alleged professional abuse.

The authority provides support to individuals who are the subject of concern in light of an incident of alleged professional abuse. The Human Resources Officers are a regular contact for these individuals along with emotional support for them. A range of additional support services are provided to care for their emotional and mental well-being as needed.

- Safe Recruitment
- Use of Volunteers
- Recruitment policy
- Recruitment procedure
- Schools' Recruitment policy

Safe recruitment

How well does the local authority manage its responsibilities for safe recruitment through pre-employment identity and qualification checks for local authority staff, and for all school staff (including any directly recruited and paid through the school)?

Is there a record that all staff appointed after 2002 have a CRB/DBS check?

How well does the local authority ensure that there is a record of which governors have CRB/DBS checks, and risk assessments for those who do not?

How well does the local authority ensure its education services have robust risk assessments for volunteers that work under supervision in education settings, and which clearly set out criteria for whether they require a CRB/DBS check or not?

How well does the local authority know which volunteers working in its education settings on a frequent or intensive basis have up to date CRB/DBS checks?

The authority's appointments procedure is based on safe recruitment requirements and is clearly defined in our safe recruitment policy. Every appointment is made after receiving evidence from a previous employer in the form of references and for posts where a disclosure is required the employee may not commence in post until the DBS is in place.

A full list of the education service workforce that require a check is available centrally. The DBS percentages of every department are discussed at the Operational Group for Safeguarding Children and Adults providing an opportunity for us to identify any obstacles on a corporate level.

There is a suitable database of the required checks for the governing body of every school. Every member of the body is required to have a check in Gwynedd.

All candidates for posts with children or adults in Gwynedd are required to answer a standard safeguarding question. The question promotes the status of safeguarding and ensures that everyone who is appointed to work here has an appropriate level of understanding of the field.

The Education Business Centre and the Education Salaries and Contracts Unit monitor the processes continually and report on any defect to the schools and the education department management team.

We provide a procedure for verifying the suitability of supply teachers for our schools. Recommended supply teachers on an updated list have received checks for their suitability to work with children and the list is managed by the Contracts Unit. This reduces the burden for schools when searching for a supply teacher in an emergency.

There is a suitable volunteers' policy in place which provides clear guidance as to whether they require a check.

The Authority processes DBS applications via the e-Bulk system. It takes less than a week on average to process a check.

Safeguarding Training

How well does the local authority and the LSCB ensure the following:

- *all staff and volunteers working in education provision have safeguarding training approved by the LSCB and receive training in a timely way?*
- *designated staff receive training in inter-agency working?*

- *all temporary staff and volunteers are made aware of child protection policies and procedures?*
- *all staff are kept up-to-date through regular refresher courses? and*
- *all training remains appropriate and up to date through regular and robust evaluation?*

Cyngor Gwynedd is committed to ensuring that all staff who work with children, young people and adults undertake appropriate General Safeguarding awareness training.

Every member of staff who works with children, young people and/or adults receives information on safeguarding issues, in order to ensure that our children and young people workforce:

- is aware of the principles of safeguarding.
- can identify the need to refer.
- knows how to deal with individual cases, in line with its role.

Every member of staff working with children, young people and adults receives training and has access to information on safeguarding issues. The training will make employees aware of the difference between child / adult safeguarding / protection. It also makes employees aware of the definition of the forms of abuse that can happen to children, young people and adults, the main signs and indicators, implications for staff and their personal responsibility to safeguard children and adults and the procedures to follow should any employee have any concerns.

The General Safeguarding Awareness training includes provision for the entire range of the safeguarding field, including, but not restricted to, safeguarding children, safeguarding vulnerable adults, anti-radicalisation and domestic abuse.

The Safeguarding training syllabus for schools coincides with the Wales Safeguarding Procedures and the Schools Safeguarding Policy. Training has been provided to the entire education workforce to coincide with their responsibilities and duties. Additionally, Safeguarding training sessions are presented every year for Gwynedd and Môn NQT teachers.

Schools may ask at any time for safeguarding training and the need can be met within 10 working days.

Safeguarding training for governors was reviewed recently and now the Safeguarding for Governors training module is held online. This ensures the attendance of more Governors in the training and the feedback in terms of content has been positive. We provide in-person training for those who ask for it.

Similarly, a Safeguarding training session is provided to the non-maintained sector and this is in addition to what is offered by Mudiad Meithrin.

The Safeguarding training across the tiers concentrates on preventative work and identifying early signs.

Additional training is introduced to meet the requirements of Ask and Act.

Schools, Youth Service staff and the non-maintained sector have a firm understanding that a referral is needed if there is any suspicion that a child is open to harm. Similarly, they are also aware that a request can be made for early intervention support from the Gwynedd family team.

The Council's corporate Volunteers Policy notes that it is the responsibility of the school to ensure that Safeguarding training is presented to volunteers.

The Designated Lead Officer for Safeguarding in Education reviews all aspects of the training in this field on a regular basis.

Safety and wellbeing of children in local authority education services

How clear and robust are the local authority's policies and guidance that address anti-bullying, racist abuse, discrimination and harassment?

Do they comply with the Human Rights Act 1998 and Equality Act 2010?

How well does the local authority monitor these incidents in its schools?

How robustly does it report this to the LSCB and elected members?

The Education Department provides an example of a behaviour support policy that is based on good practice.

The policy considers a range of specific aspects including addressing anti-bullying, racism, abuse and discrimination and harassment.

A range of other policies have also been shared including anti-bullying, preventing extremism and equality policies.

The schools review, amend and adopt the example policies so they apply to the school's situation.

The Authority has robust policies on a corporate level to ensure the appropriate conduct of all employees. A corporate equality plan ensures that the Education Department's work coincides with the demands of the equality act.

The Authority shares an example equality policy and action plan with every school. Schools are expected to give appropriate consideration to these two documents as they formulate their arrangements.

- Anti Bullying
- Prevent
- Behaviour
- Equality
- Equality Plan (model)

How clear and robust is the local authority's behavioural support policy?

How well does the local authority monitor incidents of physical intervention and restraint in its schools?

How robustly does it analyse this and where appropriately reports this to the LSCB and elected members?

The authority collaborates effectively with the ALN&I Service to establish and implement robust arrangements to support pupils who find it difficult to self-regulate and engage with education.

The authority supports schools by offering a variety of behaviour support strategies for schools. A specific team within the authority offers support to schools through specialist teachers in the behaviour support field who offer advice, guidance and the input of an early intervention assistant. The authority monitors this support via monthly forums.

The Authority's behaviour support policy is comprehensive and refers to the support that is available to pupils within mainstream education or who receive their education in dedicated centres.

The authority implements the Welsh Government exclusions policy and has a dedicated inclusion welfare officer to advise and monitor school exclusions. Every school is required to report on their exclusions following each incident.

The authority monitors incidents of challenging behaviour and cases of physical restraint regularly. There are robust reporting arrangements in place for the early identification of cases of concern and to offer quick support. For schools who have pupils who are open to the Inclusion Team a two day Pivotal MAPA training is offered as part of the support package.

This training is on the service's continuous work programme.

As part of the support package, follow-up visits are arranged to ensure there is support for schools to apply the strategies in their involvement with pupils and their parents.

The pack includes an emergency response form to notify all staff who support the pupils. Inclusion staff lead on creating the form in the first place, by leading schools through the process.

The training prepares schools to hold discussions and reflect on specific incidents and agree on what could be done differently next time.

As part of the support regular review meetings are held that refer to the possible need to complete HS11 forms and use of physical restraint forms.

A focus is placed on proactive and positive planning, namely the core message of the training rather than being responsive.

School exclusion data is part of the authority's performance challenging procedure and it is risk-based.

- Behaviour
- Restrictive Practice

How clear and robust are the local authority's guidance on health and safety and off-site activities and its policy for risk assessments?

How well does the local authority manage first-aid, drug and substance misuse, sex and relationships education, education visits, internet safety and the welfare of learners on extended vocational placements in its schools and other education provision?

The Educational Visits Advice Service provides current and appropriate guidelines for schools in relation to school visits.

Regular training is provided to schools on understanding guidelines and managing educational visits to make the most of outdoor learning.

The Educational Visits Advisor works on a strategic level to encourage schools to incorporate Outdoor Learning in their school curriculum, in addition to assessing the risks/benefits of educational visits.

Training sessions are provided for school governors on educational visits. They are able to have access to the school's Evolve site to see current visits and they require a higher level of understanding.

The Educational Visits Advice Service has been prioritising the following;

- developing policies and practice to ensure that lessons are learnt from the current health emergency.
- developing the educational visits framework, guidelines and training and focus on planning for visits in the future.
- developing partnership work with the Licence and Legal services.
- developing a basic structure for schools who hold educational visits, and define a clear path for senior leaders in schools and senior leaders in LAs.
- ensuring robust agreements between the establishment arranging the visit and the provider.

The school's responsibility with professional support from its LA is:

- To be clear regarding what will happen if a visit is cancelled or shortened.
- To establish whether their ability to pay for a visit relies on payments from parents or contributors.
- Ensure that the payment and cancellation terms agreed correspond with the provider's terms.

There is consistent high quality support available to every school especially during the pandemic.

During the pandemic the Health and Safety Department, in collaboration with the Education Department supported the substantial work of checking school risk assessments as the situation evolved. Additionally, the health and safety service conducted regular site visits to provide assurance that appropriate arrangements were in place and to give peace of mind to the schools' workforce.

The Authority's Environmental Health Department works effectively with the Education Department and the Health and Safety Team to provide clear guidance and strong support to our schools.

Information about Health and Safety events are reported by schools to the Education Department and the Health and Safety Team in accordance with an agreed procedure. Events are analysed by the Health and Safety team, and if appropriate, the lessons learnt are shared with the schools in collaboration with the Education Department.

The Safeguarding arrangements and the Health and Safety arrangements for all off-site activities in schools are robust. All schools follow the Evolve procedures.

The Education Department arranges regular training sessions with the Educational Visits Advisor, and check that each school implements them in full.

The same procedure is followed by the Youth Service, renewing the training in accordance with the requirements of the Regional Advisor.

It is the school's responsibility to arrange appropriate First Aid training on all levels. The Council ensures that providers are available to meet training needs.

First Aid is part of a mandatory training programme for all youth workers which runs on a three year cycle.

The Healthy Schools Plan offer a regional policy template for primary schools on how to respond to substance misuse.

A National Smoke-free Policy has been approved for all schools.

An example policy responding to substance misuse is shared every year.

- Cymorth Cyntaf / First Aid
- Alcohol a chyffuriau / Drugs and Alcohol

- Iechyd a Diogelwch- Cynradd / Health and safety- primary
- Iechyd a Diogelwch – Uwchradd/ Health and safety – Secondary
- Cloi mewn argyfwng /Lockdown
- Ymweliadau Addysgol / Educational visits

How well does the local authority discharge its duty to work in partnership in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”

Standard e-learning materials are used to train in the field across the authority.

Safeguarding training on all levels gives appropriate attention to the need to prevent people from being drawn to terrorism and there are clear referral processes in the corporate [Prevent policy](#).
