

Safeguarding at Upwell Academy

September 2024

A copy of the Academy's Safeguarding Policy will be displayed in all classrooms

Miss Teresa Ellington is trained as a Designated Professional

Mrs Davina Fisher is trained as a Designated Professional

Mrs Jason Harper is trained as a Designated Professional

- If you have any concerns about a child's well-being report the incident to a member of the Senior Leadership Team
- Record the incident as soon as possible via CPOMS (Staff members) and a yellow incident form (for visitors/volunteers - this can be sourced at the front office)
- Pass incident forms onto Miss Ellington as soon as possible
- Any person is allowed to contact the Norfolk Children's Services if they have concerns about a child: 0344 800 8020
- If you have concerns about staff or volunteers seek advice from the Local Authority Designated Officer (LADO) on 01603 223473
- Mrs Fisher, Miss Payne, Mrs Linhan and Mrs Sharman are our Trained First Aiders. Ms Roberts is our Youth Mental Health First Aider and Mrs Fisher is our Adult Mental Health Lead
- E-Safety is the responsibility of our Computing Subject Lead, and the policy is available on request
- All children cover E-Safety in their first Computing Unit every year

