

**Policy****Local Safeguarding Procedures Annex A**

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Approved by  Academy Council

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**ANNEX A – UPWELL ACADEMY LOCAL SAFEGUARDING PROCEDURES**

As a member of the Eastern Multi Academy Trust we are committed to our shared ethos on the safeguarding of young people.

“The child’s welfare is of paramount importance. Our academies will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our academies will be able to talk freely to any member of staff if they are worried or concerned about something.

**Staff**

- Keeping children safe is everybody’s responsibility and therefore, the school aims to ensure that all adults (including support staff such as cleaning, kitchen etc.) who enter the building have up-to-date skills and knowledge through the annual delivery of Norfolk’s core safeguarding training each September, linked to the updated Keeping Children Safe in Education. In addition, follow-up training is held termly with teaching staff on key issues relating to this document in order to deepen the staff’s understanding together with the distribution of newsletters.
- We recognise that staff play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.
- When concerned about the welfare of a child, staff members must always act in the best interests of the child. With regard to temporary staff, non-routine volunteers or new visitors to the school, information is either provided through a written description upon signing in or through a short induction on localised procedures depending upon their role and the sharing of appropriate handbooks.

**Educating our children**



- Upwell Academy believes that educating our children in how to keep themselves safe is fundamental to our approach. The programme of study is based upon the recommendation of the PHSE Association and Relationships education, relationships and sex education (RSE) and health education guidance.
- Our curriculum is used to promote safeguarding by teaching pupils how to stay safe (online safety included), how to protect themselves from harm and how to take responsibility for their own and other's safety.
- Educational visits will have thorough risk assessments undertaken and shared with adults and children.
- The curriculum will be supplemented by visits from road safety officers, PCSO's and other professionals as appropriate.

### **Safeguarding Actions by our adults**

Should any adult have a safeguarding concern within the academy, they are asked to follow strict reporting procedures:

- Any concern should be documented using CPOMS (visitors and MSA's will need to write it down immediately on the 'Cause for Concern' form which can be found at the front office.
- The next steps of follow up will be lead by the (D)DSLs which may include pupil and parent meetings or information gathering activities such as Wishes and Feelings. - At this point, (D)DSLs will use the Local Authorities Threshold Guides to determine what level of action is required, most notably whether the external advice from Children's Advice and Duty Service (CADS) is sought. In this case, such contact can only be made without parental consent if there is sufficient evidence to feel that a child will be harmed by waiting or through seeking this permission.
- After all follow-up actions have been completed (D)DSLs must report back to the initial adult who raised the concern and check that they are confident with the resolution. If not, they can request that further action is taken or can contact CADS themselves.
- In addition, any member of staff or member of the public can make a referral to children's services on 0344 800 8020 if they feel that a child is at risk of immediate serious harm outside of normal school hours.
- All staff are trained so that they are aware that safeguarding issues can manifest themselves via child on child abuse. We understand, that even if there are no reports in our setting it does not mean it is not happening, it may be the case that it is just not being reported. Staff must never tolerate or dismiss concerns relating to child on child abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

### **Roles and Responsibilities**

The importance of the Safeguarding Team is to ensure that all actions are appropriate and carried out. Regular meetings will be held to discuss open cases, and regularly review practice to ensure it is effective.

Role	Name	Contact Details
Designated Safeguarding Lead & Interim Principal	Teresa Ellington	01945 773220 Teresa.ellington@upa.eastern-mat.co.uk
Alternate DSL	Teresa Ellington  Lynne Radford	01945 773220 <a href="mailto:Teresa.Ellington@upa.eastern-mat.co.uk">Teresa.Ellington@upa.eastern-mat.co.uk</a> <a href="mailto:Lynne.Radford@upa.eastern-mat.co.uk">Lynne.Radford@upa.eastern-mat.co.uk</a>

	Davina Fisher	<a href="mailto:davina.fisher@upa.eastern-mat.co.uk">davina.fisher@upa.eastern-mat.co.uk</a>
Regional Director & safeguarding lead	Mark Cresswell	01553 779685 Mark.Cresswell@eastern-mat.co.uk
Named Safeguarding Governor	Val Cook	c/o Upwell Academy 01945 773220
Safer Recruitment trained personnel	Teresa Ellington Val Cook	01945 773220

In addition to the main team, the school has an Online Safety Lead: Lizzie Johnson, to advise on Online Safety issues, a Mental Health Lead: Lynne Radford, and a pastoral lead: Emma Preston who work in conjunction with the DSL's.

### Attendance Monitoring

- A key element of our safeguarding approach is school attendance - it is easiest to ensure pupils are safe and thriving when we see them every day.
- All staff are aware that children going missing, particularly repeatedly, can act as a vital sign of a range of safeguarding possibilities. We have a statutory duty to ensure that we respond to any child missing education. This includes completion of county CME1 forms for children who have left the academy.
- The academy has a number of actions in place (Upwell Academy Attendance Procedures) to ensure that no child is at risk of missing education. This includes first day call back/text, attendance panel meetings with families, use of support panels e.g. FSP, the use of Fast Track procedures when needed, as well as working alongside external agencies.

### Attendance Concerns

- In recent times, the self-isolation requirements of COVID-19 has needed the school to be more flexible in its approach to attendance; as children are no longer required to self-isolate, such flexibility should no longer be needed. Therefore, pupil's attendance will be formally reviewed each month with those highlighted as being absent for more than 10% of the school year highlighted as persistent absence.
- The Safeguarding team will review the patterns and causes for absence and decide whether an initial parent/carer meeting is needed to put steps in place to improve attendance. Parents will also be informed in writing towards the end of each term of the school year if they are within the persistent absence threshold or approaching this and notifying them of the possibility of further action being taken.
- Where informal meetings have not had a positive impact upon a child's poor attendance, this action will a fast tracking to an attendance panel meeting. Continued persistent absence or episodes of in-school holidays will then result in a Fixed Penalty Notice by this team.

### External Agencies

- At Upwell, we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk CADS will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information the CADS team will advise the Designated Safeguarding Lead on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record this information and store it in accordance with the record keeping procedures outlined in this policy.



### **Touching within the School**

- Physical contact between pupils and staff within school is governed by the Positive Behaviour and Intimate Care Policies. As a school, we do believe touching is needed at times and these policies provide specific procedures in order to keep both adults and pupils safe within school.
- In most cases, this will be through clearly articulated plans that have been agreed with the child's guardians. However, at times spontaneous contact may be required in order to keep pupils safe e.g. stopping them near a road or to provide compassion and care in a moment of distress. In all cases, contact should be proportionate and mindful of STEPS training and side hugging rules.

### **Concerns about Staff**

- All staff are trained to share concerns about adult's behaviour as well as our pupils; this is because we have a duty of care to safeguard our staff and adults in schools have caused harm pupils and we should always maintain a 'could happen here' mentality. Any allegation concerning a member of staff or volunteer should be reported immediately to either the DSL or DDSL using the 'Cause for Concern' form in order to initiate a set process as outlined in the EMAT policy and KCSIE.
- If an allegation is concerning the Principal, this should be passed to a line manager or sent directly to Val Cook, the Chair of the Local Governing Body (whose details are available from the school office). Alternatively, someone can contact the Local Authority Duty Desk on 01603 307797.
- The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally or wish to do so out of school hours. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).



## Appendix 1: Recording Form for Safeguarding Concerns

MSA's, volunteers and regular visitors are required to complete this form and pass it to Haidee Norman (or in her absence an alternative Designated Safeguarding Lead) if they have a safeguarding concern about a child in our school.

### Recording Form for Safeguarding Concerns

Staff are to record concerns via CPOMS while volunteers and regular visitors are required to complete this form and pass it to Designated Safeguarding Leader (DSL) if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

Nature of concern/disclosure	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.	
Was there an injury? Yes / No	Did you see it? Yes / No
Describe the injury:	
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you? Who?	
Has this happened before?	Did you report the previous incident?
Who are you passing this information to? Name:	
Position:	

**Your signature:**

**Time:**

**Date:**

Action taken by DSL

Referred to...?

Attendance  
Improvement  
Officer

Police

School Nurse

Children's  
Services

PSA

Guidance  
Adviser

Other

☐
☐
☐
☐
☐
☐
☐

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

☐
☐
☐
☐

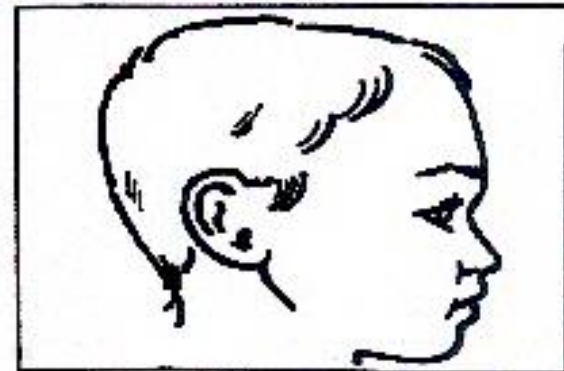
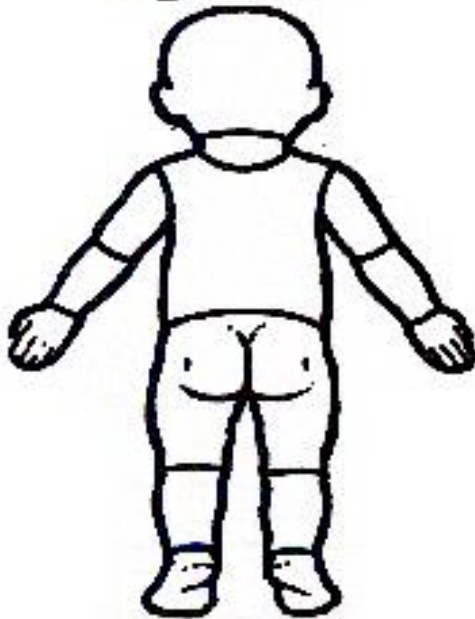
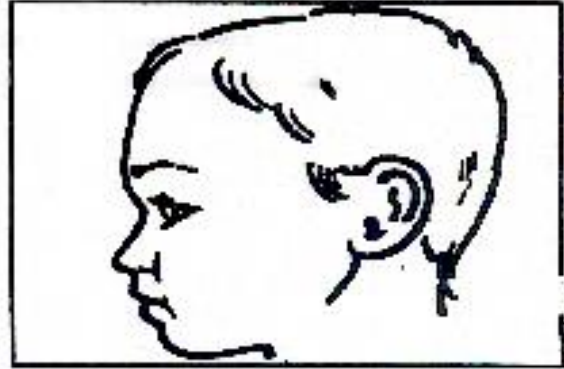
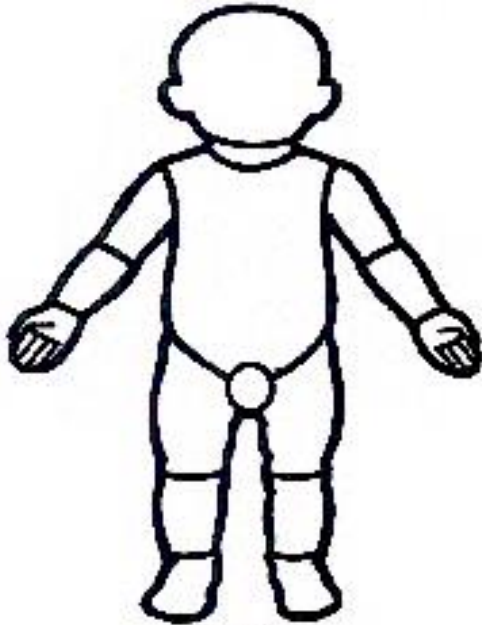
Pastoral team

Tutor

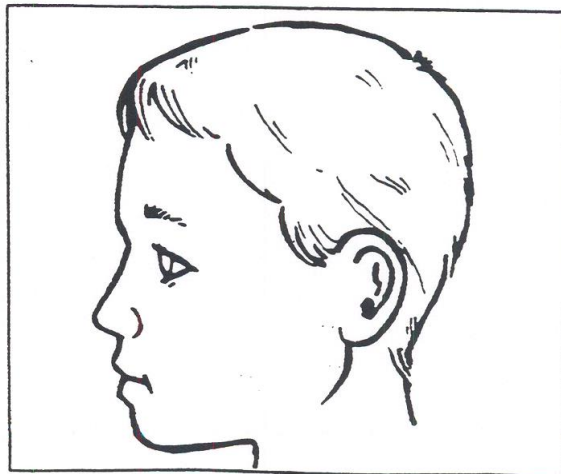
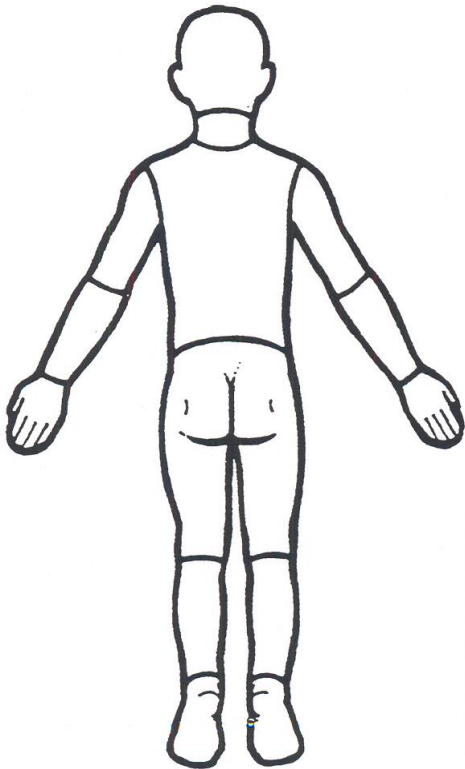
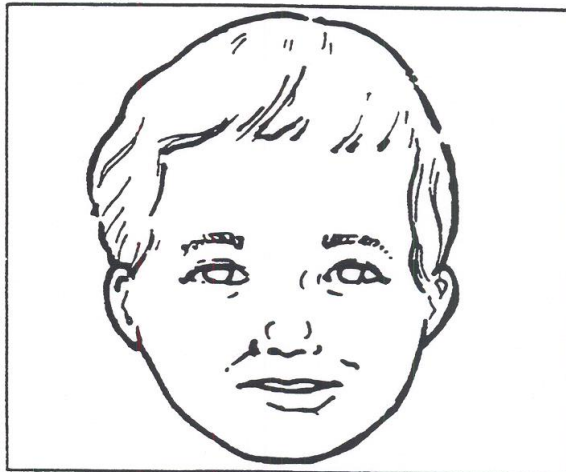
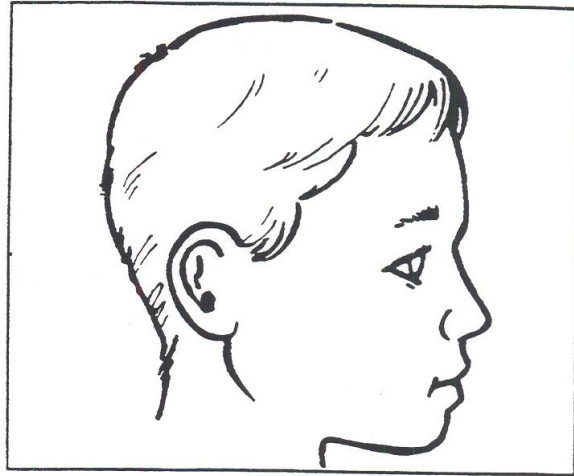
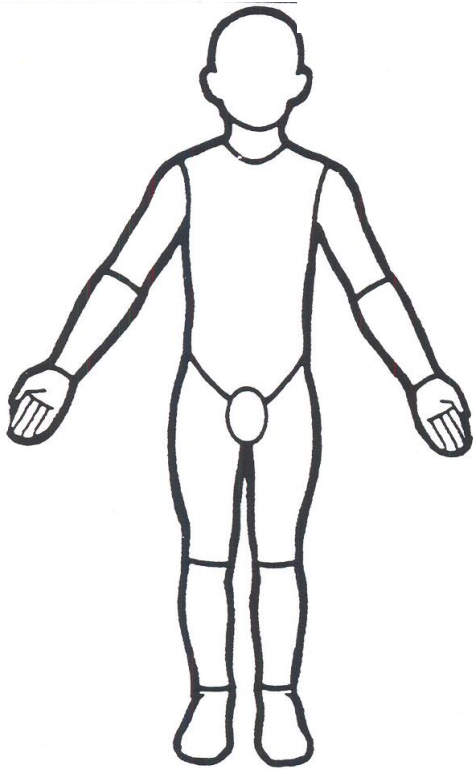
Student

Person who recorded disclosure

## Young Child



Older Child







## **Appendix 2: Safeguarding Induction Sheet for New or Supply Staff and Regular Visitors or Volunteers**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with one of our Designated Safeguarding Lead (DSL) post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from any of the DSLs or the main school office. Please ensure you complete all sections as described.**

**If you are unable to locate a DSL please ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Principal. If an allegation is made about the Principal you should pass this information to the Chief Executive. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The people you should talk to in school are:  
Designated Safeguarding Lead (DSL): Teresa Ellington  
Location of office: Upwell Academy  
Contact Number: 01945 773220

Alternate Designated Lead: Davina Fisher  
Location of office: Upwell Academy  
Contact Number: 01945 773220

Alternate Designated Lead: Lynne Radford  
Location of office: Upwell Academy  
Contact Number: 01945 773220

Alternate Designated Lead: Anna Frammingham  
Location of office: Upwell Academy  
Contact Number: 01945 773220



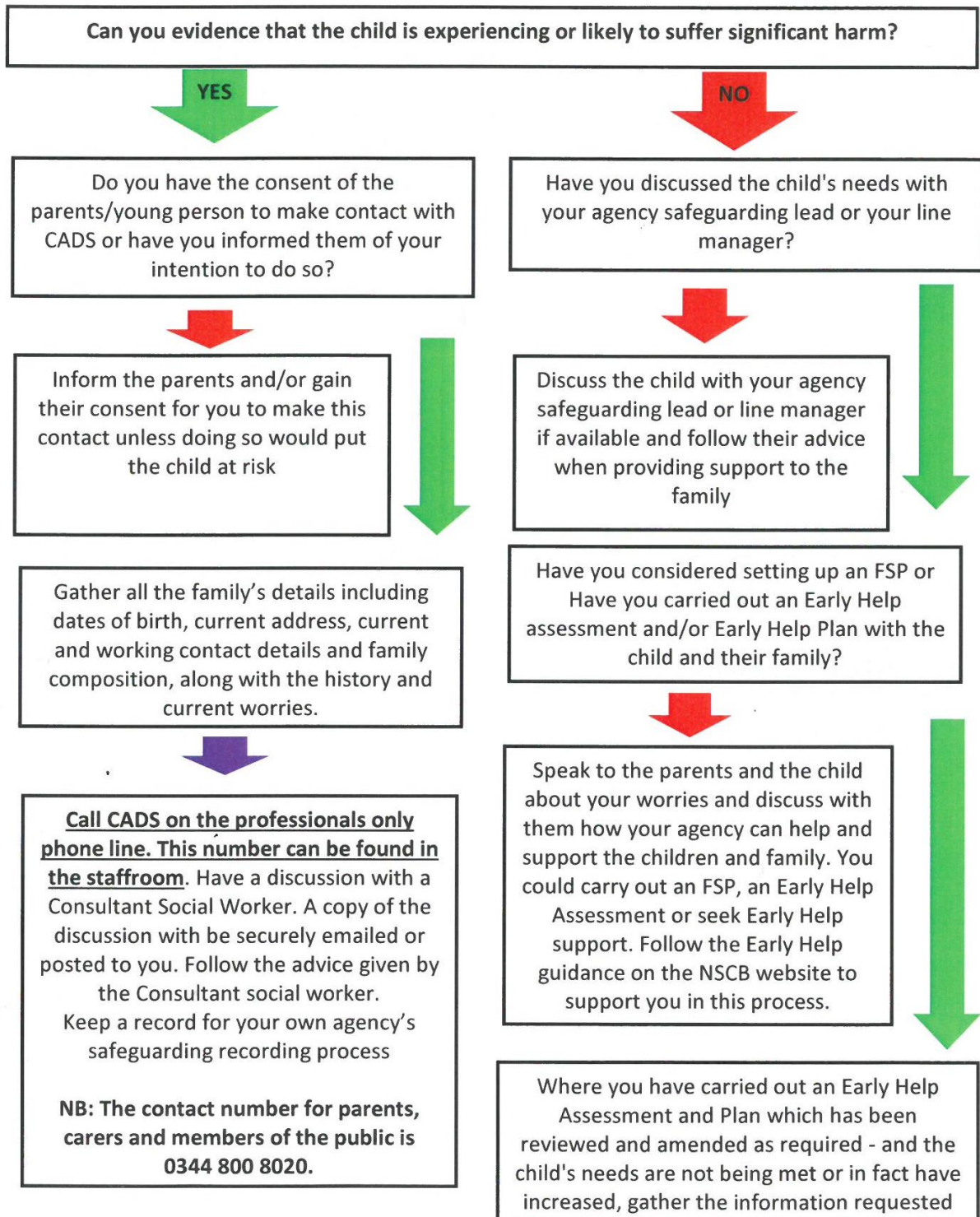
Chair of Academy Council: Val Cook Tel: 01945 773220

**At Upwell Academy we strive to safeguard and promote the welfare of all of our children.**

### Appendix 3: Local Safeguarding Procedures

#### Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



Appendix 4

Norfolk Joint Agency Protocol for Domestic Abuse - Notifications to Schools

At Upwell Academy we work in partnership with Norfolk Police and Norfolk County Council on the initiative Operation Encompass <https://www.operationencompass.org/>

- Operation Encompass is an initiative enhances communication between the police and schools where a child is at risk from domestic abuse
- The purpose of the information sharing is to ensure schools have more information to support safeguarding of children. By knowing that the child has had this experience, the school is in a better position to understand and be supportive of the child's needs and possible behaviours
- Operation Encompass will complement existing safeguarding procedures

