



**North Wootton Academy**

**Priory Lane**

**North Wootton**

**Kings Lynn**

**Norfolk**

**PE30 3PT**

<b>Name of policy:</b>	<b>Localized Arrangements for Safeguarding (To be read in conjunction with EMAT Safeguarding Policy)</b>
<b>Lead member of staff with responsibility for this policy:</b>	Mr J Grimsby
<b>Date of governors meeting when policy agreed:</b>	September 2022
<b>Type of governors meeting:</b>	Academy Council
<b>Date of implementation:</b>	September 1st 2022
<b>Details of dissemination:</b>	This policy is available on our school website. The policy is available for all staff, visitors, pupils and parents.
<b>Frequency for review:</b>	Annually
<b>Next due for review:</b>	September 2023

In regard to Safeguarding incorporating Child Protection, the actions of the school are governed by the EMAT Safeguarding Policy and therefore, this document should be seen as an extension of this policy that aims to provide academy specific guidance on key areas:

### **Educating our pupils**

- In addition to the procedural elements of Safeguarding, North Wootton Academy believes that educating our child in how to keep themselves safe is fundamental to our approach. The school has carefully planned an extensive pastoral curriculum that aims to cover many areas of safeguarding and preparation for adult life in modern Britain. In the main, 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, but is supplemented by a range of other resources such as:
  - NSPCC Pants are Private
  - Rising Stars Online Safety
  - RNLI water safety passport
  - Brake 'Beep Beep Day' road safety
  - Sun Safe Schools
  - 'Clever Never Goes' stranger danger
  - St John's Ambulance First Aid
  - Fire Service Fire Safety
- Online Safety is a key element of keeping our pupils safe in the modern world, particularly in recent years, where pupils have been forced to engage far more on such a platform. Therefore, beyond the basic online safety curriculum that we teach, additional rules and procedures are outlined in the behaviour and online safety policy to ensure that pupils and staff can work safely remotely when needed. Underpinning this approach is a whole school understanding of 'If in doubt, minimize and shout out' where we ask all pupils to seek support whenever they are exposed to something of concern online. This includes inappropriate social media use whereby we ask pupils and families to share any concerning chats between our pupils with the class teachers to allow the school to deal with this as a school behavior issue. Finally, we complete regular reviews of this area through Digital Leaders, pupils safety surveys and parent awareness sessions.

### **Roles and Responsibilities of adults within the School**

- No adult can enter the school building without appropriate DBS checks or full supervision such as parents attending sport's days. In addition, all visitors are given information upon our procedures upon entry - Appendix B. Therefore, all

adults who enter will understand that it is everyone's responsibility to keep our children safe.

- To this aim, it is the responsibility of all adults to understanding their safeguarding training and report/follow-up on any concerns that they have about a child, staff member or member of the school community to the safeguarding team.

#### **Educating our adults**

- 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. 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.
- All teaching staff complete a short test to ensure that processes are well understood. Where visitors and non-teaching staff are directly asked if they understand the procedures before entering.

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

- Should any adult have a safeguarding concern within the school, they are asked to follow strict reporting procedures:
  - Any concern should be recorded on the school's safeguarding system – CPOMS – and assigned to the safeguarding team. The adult must also verbally inform a James Grimsby or Nikki Graham (or another Deputy DSL in their absence) to ensure that the safeguarding team know that this referral has been made.
  - In the case of a member of non-teaching staff or volunteer, who do not have a login for this system, should inform a staff member immediately who will direct them to a paper record of concern, located in the office and staff room. These concerns should be noted on a paper form and passed to James Grimsby or Nikki Graham (or another Deputy DSL in their absence), who will upload this on to CPOMS and follow-up the concern.
  - When completing a cause for concern, adults must ensure they include what was said or seen, what actions were taken and what is their concern/opinion (using a blue or black pen if on paper).
  - Each referral should be timed stamped in regard to being given to the (D)DSL and them taking action (this being immediately as much as is possible). 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 Feeling and Wishes or a Day in the Life task.
  - 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 either electronically or in person to check that they are confident with the resolution. If not, the adults 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.

### **Safeguarding Team**

- It is important to note that the school's safeguarding is managed by a team of professionals each with specific:

-Designated Safeguarding Lead (DSL): James Grimsby (Upper School)

The role of DSL is a statutory responsibility to coordinate the school's approach to keeping children safe in education, through ensuring all processes and policies are being enacted in full and working in partnership with external agencies and families towards ensure the safety of all. To ensure this, the safeguarding team has a number of deputies.

-Deputy Designated Lead (DDSL): Carolyn Saddleton (Family Support)  
Sam Broughton (Lower School)  
Nikki Graham (Attendance Lead)

-The important of the Safeguarding Team is ensuring that all decisions have oversight, within fortnightly meeting, where the follow-up actions for each concern are reviewed.

-All referrals should initial be sent or given to James Grimsby or Nikki Graham as they are non-teaching and often in the best position to deal with the concern immediately. They may then delegate the follow-up actions to other DSLs dependent upon the area of concern or age of the pupil.

-In addition to the main team, the school has Online Safety Lead: Craig Blackmur, to advise on Online Safety issues and a Behaviour and Mental Health Lead: Michele Buschman, who work in conjunction with the schools Emotional Literacy Support Assistant: Michelle Barnes, who is a trained Deputy Designated Safe Guarding Lead (DDSL).

The school also has a named Safeguarding Governor: Clare Smith, who, together with the trust's safeguarding lead, Mark Cresswell, oversees the

Principal's coordination of safeguarding through an annual safeguarding audit and termly review meeting.

Ensuring the mental health of our pupils is a key element to our safeguarding approach and therefore, Michele Buschman is a qualified Senior Mental Health lead who work in conjunction with Michelle Barnes, an Emotional Literacy Support Assistant to provide emotional support to those pupils seen at risk. In addition, the school works with the Kings Lynn Mental Health Support Team, who oversee this work and allow the school to refer pupils onto their service where necessary. In addition, the provide mental health workshops for our pupils and families.

### **Attendance Monitoring**

- A key element of our safeguarding approach is school attendance as this enables the school to monitor safety of the pupils on an almost daily basis. However, through illness and personal circumstance, this is not always possible and therefore, any unexplained absence must be followed up immediately:
  - For any child that does not attend school, on the first morning of absence, the school will text the parent to identify why the child is not in school between 9:30am and 10:00am, asking the families to contact the school as soon as possible.
  - By 10:30am, the attendance lead will be passed a list of absentees for the day with notes regarding reasons for illness and those with unknown absence highlighted in order to identify any patterns of concerns and escalate any response.
  - If we still have not had an answer by mid-morning, the office will ring the parent/carer directly. The office will continue to phone, email and text home and other known contacts until someone is reached.
  - Should the whereabouts of the pupil still be unknown by day 2, the attendance lead will discuss this with the Principal (this will take place on Day 1 for families of concern). Messages will then be left instructing parent/cares to contact the school by the end of the school day to prevent the need for a home visit.
  - If a child is absent from school for 3 consecutive days with no reason for absence, the Principal and Attendance Lead will conduct a home visit. If there is nobody at home the school will contact LA attendance team and a CME form will be completed.

### **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. Pupil's attendance is therefore formally reviewed each month with those highlighted as being absent for more than 10% of the school year highlighted as having 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 at in week 10, 20 and 30 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, involving the local authority's attendance team where needed. Continued persistent absence or episodes of in-school holidays will then result in a Fixed Penalty Notice by this team.

### **External Agencies**

- At North Wootton, 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 Multi-Agency Safeguarding Hub 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 MASH 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 this information 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 and Touching 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. Any such contact must be reported to the principal and recorded in a Bound and Numbered Book by at least two members of the Safeguarding Team. Equally, it is the responsibility of all staff who may have witnessed this to ensure that this has been reported.

### **Staff Contact out of school hours**

- As a general rule, staff should not have contact with pupils outside of school hours. Where emails and online platforms have become more a part of general school use, any contact should only be related to homework set and any other attempts

by pupils to email teachers directly should be reported as to a line manager who will rectify this. As a local community school, with staff as parents and part of the local community, there is also the potential for some social contact outside of school hours such as at children's parties etc. All such contact should be explainable with staff expected to maintain their professionalism at all times. Staff should speak with the Principal if there is anything contact that might fall outside such familial or community connection.

### **Links to other Policies**

- In addition, the above policies, the school's approach to safeguarding permeates many other, most notably:
  - Anti-bullying in relation to peer-on-peer abuse in particular
  - Online safety
  - Managing Medicines
  - Relationships and Sex Education
  - Curriculum
  - Blended Learning
  - Staff Code of Conduct
  - [Recruitment and Selection](#)
  - Whistleblowing
  - Attendance
  - First aid
  - Educational visits including overnight stays

### **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 the Principal (or DDSL in their absence) using the 'Cause for Concern' form in order to initiate a set process as outlined in the EMAT policy and KCSIE.
- The Principal will then need to consider the level of concern this represents (if not clear in relation to KCSIE), in conjunction with the Trust's safeguarding lead, Mark Cresswell, following the processes outlined in the EMAT Safeguarding policy. If an allegation is concerning the Principal, this should be passed to a line manager or sent directly to the Oliver Whitby, 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 A: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass this to James Grimsby, Nikki Graham, Carolyn Saddleton or Sam Broughton immediately, should they have any safeguarding concern.

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

<b>Nature of concern/disclosure</b>	
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.	
Time & date of incident:	
Who are you passing this information to?	
Name:	Position:
<b>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</b>	
<b>[Make it clear if you have a raised a concern about a similar issue previously]</b>	



**Your signature:**

**Time form completed:**

**Date:**

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance  
Norfolk

Police

Just One

CADS  
Partnerships

PSA

Community &

Other Lead

Date:    Time:

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

Feedback given to...?

Pastoral team

Teacher

Child

Person who recorded disclosure

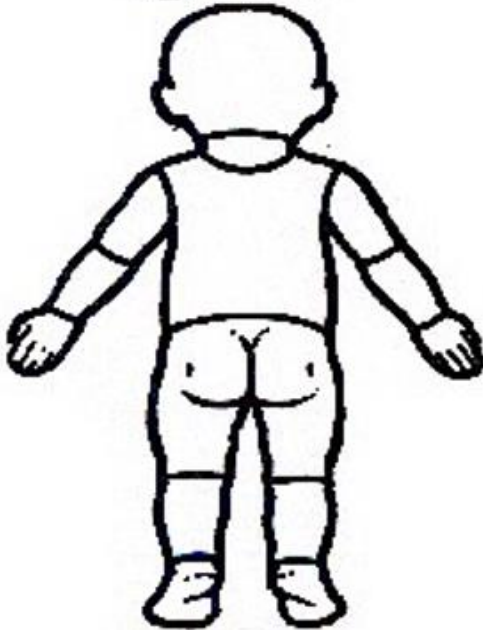
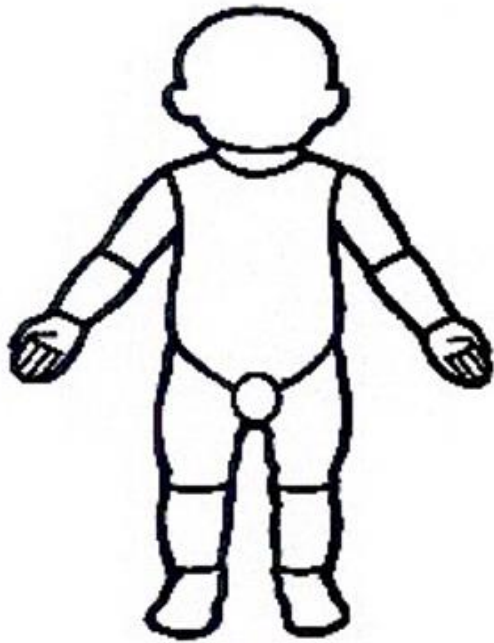
Further Action Agreed:

*e.g. School to instigate a Family Support Process, assessment by Children's Services*

Full name:

DSL Signature:

Date:



Indicate clearly where the injury was seen and attach this to the Recording Form

**Key Contact Information:**

<b>Role</b>	<b>Name</b>	<b>Contact details incl. those when working remotely:</b>
<b>Designated Safeguarding Lead (DSL)</b>	<b>James Grimsby</b>	<a href="mailto:James.grimsby@nwt.eastern-mat.co.uk">James.grimsby@nwt.eastern-mat.co.uk</a>
<b>Deputy DSL</b>	<b>Nikki Graham Carolyn Saddleton Sam Broughton</b>	<a href="mailto:nikki.graham@nwt.eastern-mat.co.uk">nikki.graham@nwt.eastern-mat.co.uk</a> <a href="mailto:carolyn.saddleton@nwt.eastern-mat.co.uk">carolyn.saddleton@nwt.eastern-mat.co.uk</a> <a href="mailto:sam.broughton@nwt.eastern-mat.co.uk">sam.broughton@nwt.eastern-mat.co.uk</a>
<b>Mental Health Lead</b>	<b>Michele Buschman</b>	<a href="mailto:Michele.buschman@nwt.eastern-mat.co.uk">Michele.buschman@nwt.eastern-mat.co.uk</a>
<b>Nominated Senior Leader in the absence of a trained DSL</b>	<b>Michele Buschman</b>	<a href="mailto:Michele.buschman@nwt.eastern-mat.co.uk">Michele.buschman@nwt.eastern-mat.co.uk</a>
<b>Principal</b>	<b>James Grimsby</b>	<a href="mailto:James.grimsby@nwt.eastern-mat.co.uk">James.grimsby@nwt.eastern-mat.co.uk</a>
<b>Named Safeguarding Governor</b>	<b>Clare Smith</b>	<a href="mailto:Clare.smith@nwt.eastern-mat.co.uk">Clare.smith@nwt.eastern-mat.co.uk</a>
<b>Chair of Academy Council</b>	<b>Oliver Whitby</b>	<a href="mailto:Oliver.Whitby@nwt.eastern-mat.co.uk">Oliver.Whitby@nwt.eastern-mat.co.uk</a>