

**Policy****Annex A Eastgate Academy Safeguarding Procedures**

Author	Kerensa Healy Designated Safeguarding Lead
Approved by	Academy Council
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**ANNEX A – EASTGATE 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.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. 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.”

At Eastgate Academy our curriculum is used to promote safeguarding pupils by teaching pupils how to stay safe and to protect themselves from harm. Our children are taught about the role of safeguarding and how to take responsibility for their own and others safety in and out of school. Restorative approaches are followed at Eastgate Academy. The four key features are Respect, Responsibility, Repair and Re-integrations. We teach children about feelings and behaviour through PiXL wellbeing. Further to this, the school teaches online safety throughout the year including involvement with external agencies such as NSPCC. We also provide taught sessions

about Sex and Relationships. Educational visits will always have thorough risk assessments undertaken which are shared with adults and children.

To ensure staff are fully up to date in regards to safeguarding pupils there is annual in house training led by the designated safeguarding lead to make clear roles and responsibilities as part of Keeping Children Safe in Education 2020. In addition staff are regularly updated with key information through meetings, emails including e-courier and pupil awareness memos as appropriate.

The Academy is part of a jointly run operation between Norfolk County Council, Norfolk Police and our Academy which is called Operation Encompass (see Appendix 4). The Academy is part of a jointly run operation between Norfolk County Council, Norfolk Police and our Academy which is called Operation Encompass (see Appendix 6). Operation Encompass has been set up to help schools to provide support to children who have been present at incidents of domestic violence. We know that children can be significantly physically and emotionally harmed when they are involved in, present or witness to domestic violence. All staff have received Operation Encompass awareness training and the lead for Operation Encompass at Eastgate Academy is Kerensa Healy (Assistant Principal and DSL).

During term time the designated safeguarding lead (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Out of hours designated safeguarding leads are Kerensa Healy and Linda Hothersall who can be contacted on their mobile phones or school email.

Visitors to the academy are provided with a safeguarding leaflet, which details actions to take should they have any concerns about a child. Temporary staff and volunteers have a safeguarding induction, covering how to report concerns, signs to be aware of and how to deal with a child's disclosure prior to starting work at the academy.

In the event of a child being absent from school there is a clear policy to follow – whole school attendance procedures on the school website. If a child has not come into school and there has been no information from parents/carers then the Attendance Officer will call parents/carers to ascertain the reason for absence. If the first contact person is unavailable then the second or third contact will be telephoned.

Should the Academy become concerned about a child's absence the Academy Attendance Officer and designated safeguarding lead will conduct a home visit and then identify further actions if needed. Attendance of all children is reviewed regularly and where it is a cause for concern parents/carers will be expected to attend an attendance improvement panel meeting. The Academy has a robust policy to reduce the possibility of a child going missing in education. Where we are advised that a child is transferring to a new school contact is made with that school to ensure that the child has attended for their first day. A CME 1 form is completed for all children who leave the school and this is forwarded to the local authority.

The Academy Safeguarding Team meets monthly to discuss safeguarding throughout the Academy. The Safeguarding Team remains in constant contact via 'MyConcern' which links them all directly to concerns raised, actions and outcomes.

### Roles and Responsibilities


Role	Name	Contact Details
Designated Safeguarding Lead	Kerensa Healy	01553 773088 <a href="mailto:kerensa.healy@ega.eastern-mat.co.uk">kerensa.healy@ega.eastern-mat.co.uk</a>
Deputy Designated Safeguarding Lead	Ben Paull Carole Walker Linda Hothersall	01553 773088 <a href="mailto:ben.paull@ega.eastern-mat.co.uk">ben.paull@ega.eastern-mat.co.uk</a> <a href="mailto:carole.walker@ega.eastern-mat.co.uk">carole.walker@ega.eastern-mat.co.uk</a> <a href="mailto:linda.hothersall@ega.eastern-mat.co.uk">linda.hothersall@ega.eastern-mat.co.uk</a>
Assistant Principals	Kerensa Healy Ben Paull Jackie Rutter	01553 773088 <a href="mailto:kerensa.healy@ega.eastern-mat.co.uk">kerensa.healy@ega.eastern-mat.co.uk</a> <a href="mailto:ben.paull@ega.eastern-mat.co.uk">ben.paull@ega.eastern-mat.co.uk</a> <a href="mailto:Jackie.rutter@ega.eastern-mat.co.uk">Jackie.rutter@ega.eastern-mat.co.uk</a>
Principal	Linda Hothersall	01553 773088 <a href="mailto:Linda.hothersall@ega.eastern-mat.co.uk">Linda.hothersall@ega.eastern-mat.co.uk</a>
Named Safeguarding Governor	Louise Gayton	c/o Eastgate Academy 01553 773088 <a href="mailto:Louise.gayton@ega.eastern-mat.co.uk">Louise.gayton@ega.eastern-mat.co.uk</a>
Chair of Local Governing Body	Louise Gayton	c/o Eastgate Academy 01553 773088
Safer Recruitment trained personnel	Linda Hothersall Jackie Rutter	01553 773088

## Appendix 1: Recording Form for Safeguarding Concerns via 'MyConcern' system

Staff are required to complete this form via the online 'MyConcern' system if they have a safeguarding concern about a child in our school. All members of staff are issued with their own login to the system as part of their induction. Please ensure that you complete all sections as described including the body map if appropriate. If you are unable to locate a Designated Safeguarding Professional, please ask a member of the Academy office staff to find one of them and to ask them to speak with you immediately about a confidential and urgent matter.

### Report a Concern


**Name(s) of Pupil(s)**



Please add the Pupil(s) who are the subject of this concern and add any other Pupil(s) you want associated to it.


**Concern Summary**

**Send Concern to**




**Concern Date/Time**

**Details of Concern**




**Location of Incident**



☐ **Is this Concern urgent?**

**Action taken**



**Attachment**

Please attach any media that corroborate this concern.

## Appendix 2: Recording Form for Safeguarding Concerns

### Recording Form for Safeguarding Concerns

Volunteers and regular visitors are required to complete this form and pass it to Kerensa Healy Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead if they have a safeguarding concern about a child in our school. If you are unable to locate a Designated Safeguarding Professional, please ask a member of the Academy office staff to find one of them and to ask them to speak with you immediately about a confidential and urgent matter.

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:

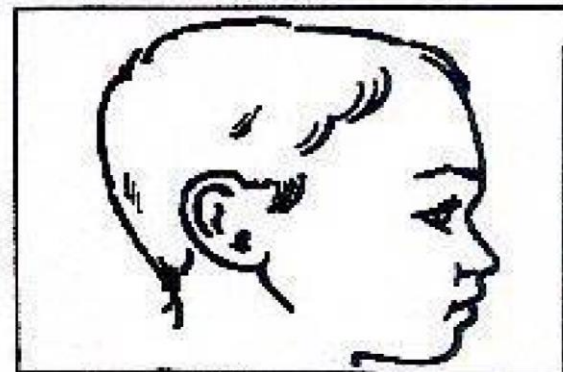
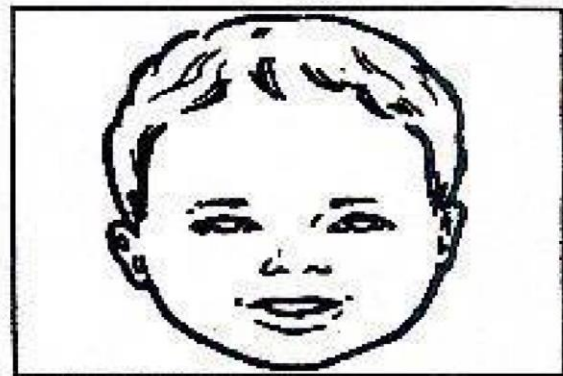
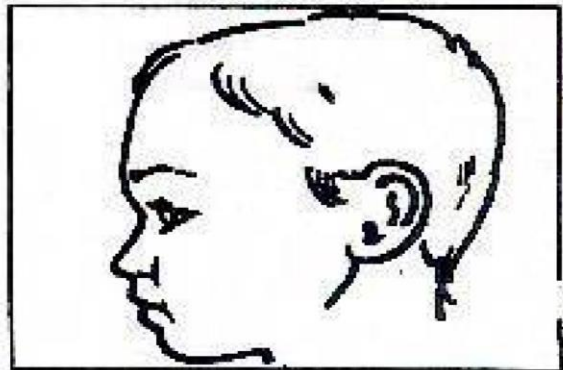
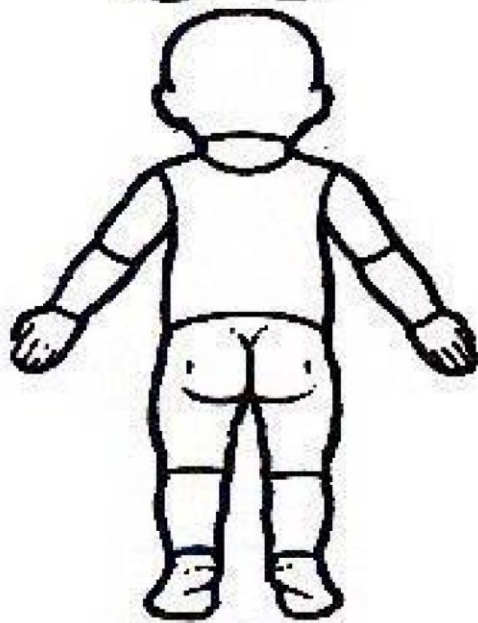
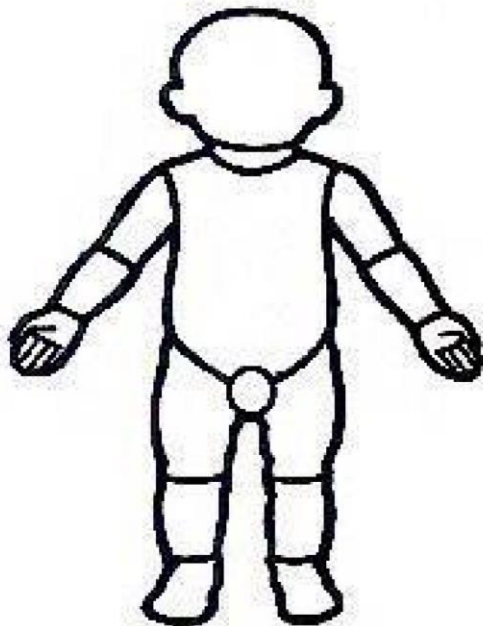
**Your signature:**

**Time:**

**Date:**

Action taken by DSL

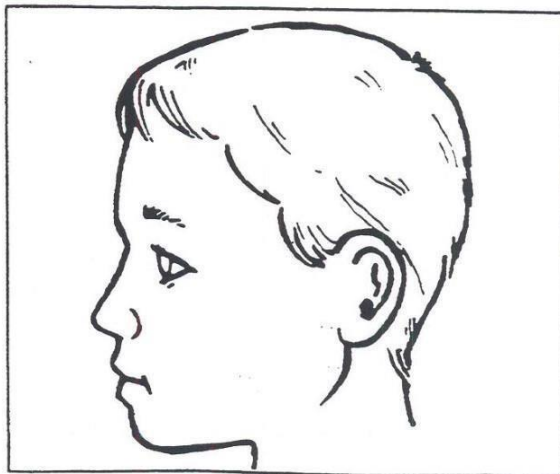
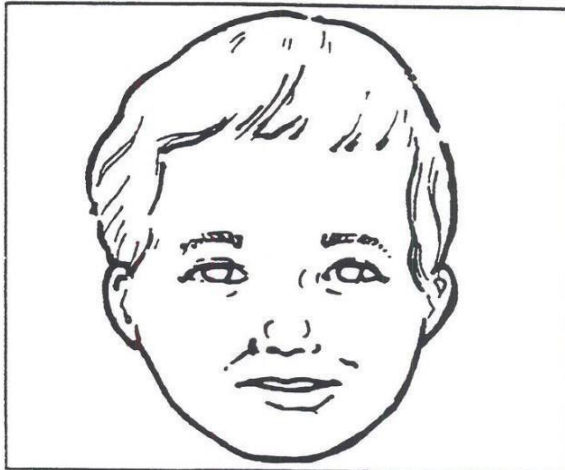
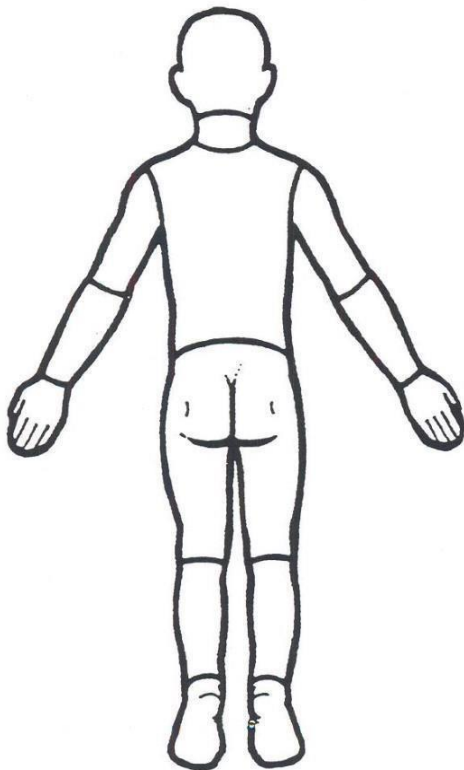
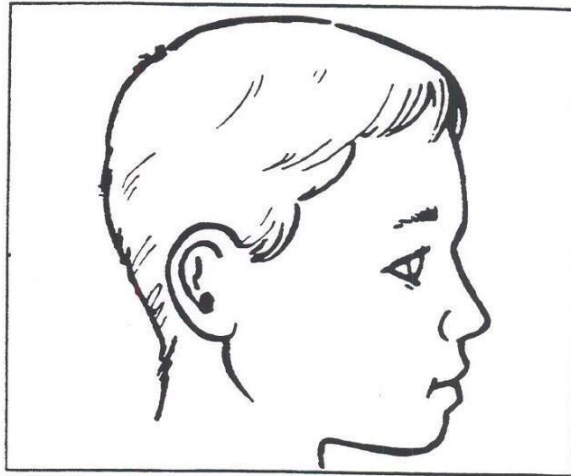
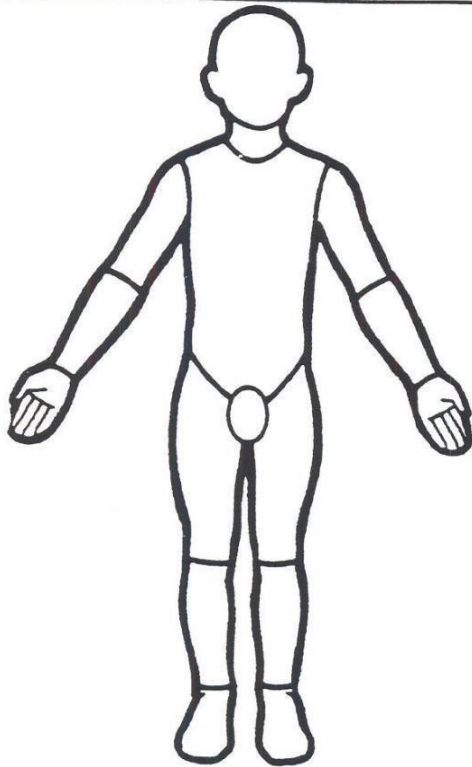
## Young Child



Older Child

OLDER CHILD

Name .....





## **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 our Designated Safeguarding Lead (DSL) or one of the alternate 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 the school office Please ensure you complete all sections as described.**

**If you are unable to locate them 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 Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/what-we-do/our-services/child-protection/child-protection-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): Kerensa Healy

Location of office: Office near Year 1 classroom

Contact Number: 01553 773088

Deputy Designated Lead: Linda Hothersall

Location of office: Headteacher office near school office

Contact Number: 01553 773088

Deputy Designated Lead: Ben Paull

Location of office: Canaries classroom – Year 5

Contact Number: 01553 773088

Deputy Designated Lead: Carole Walker

Location of office: School office

Contact Number: 01553 773088

Chair of Governing Body: Louise Gayton

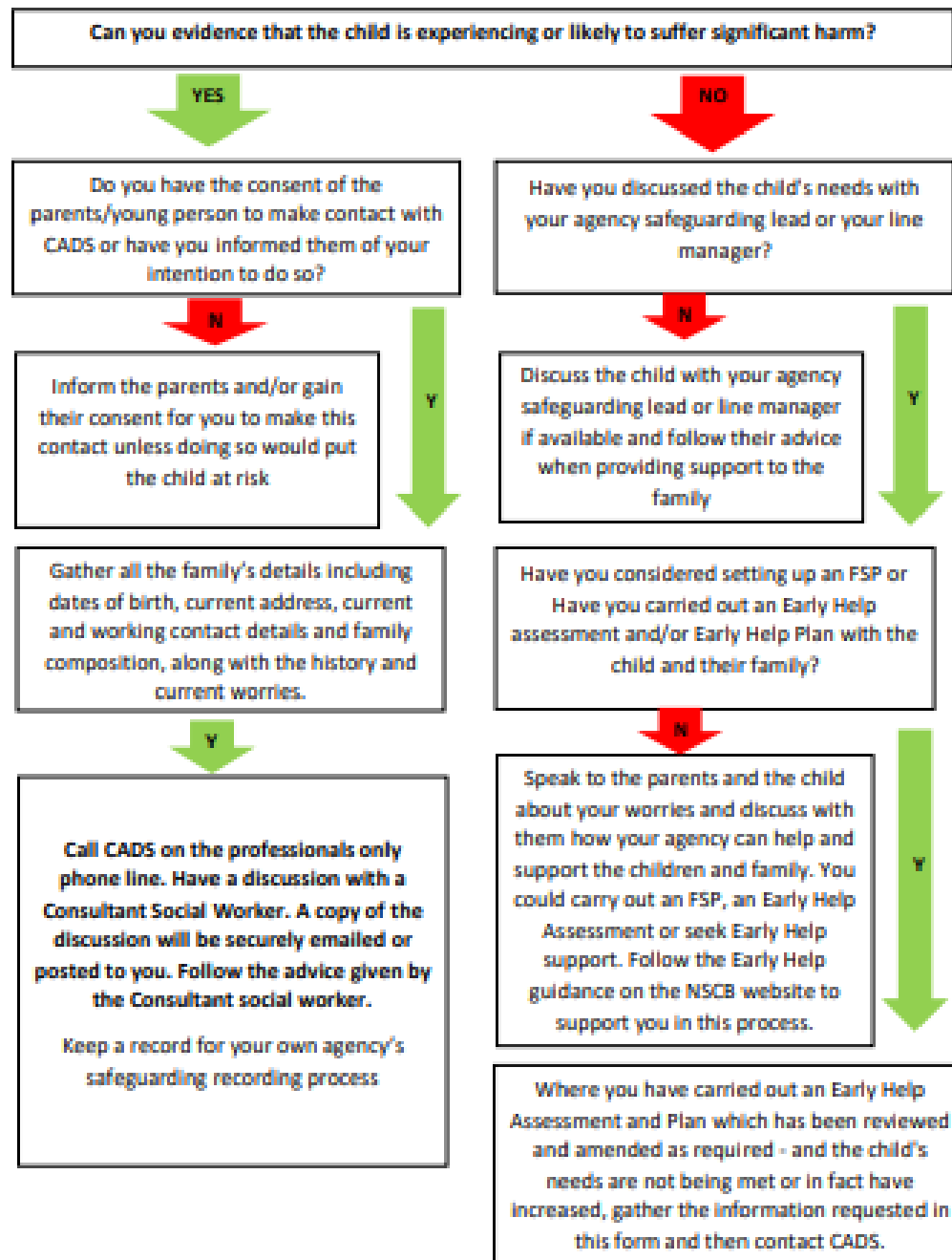
Contact Number: c/o 01553 773088

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

## Appendix 4: Local Safeguarding Procedures

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

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



**PROFESSIONAL USE ONLY – CALL CADS ON 0344 800 8021**

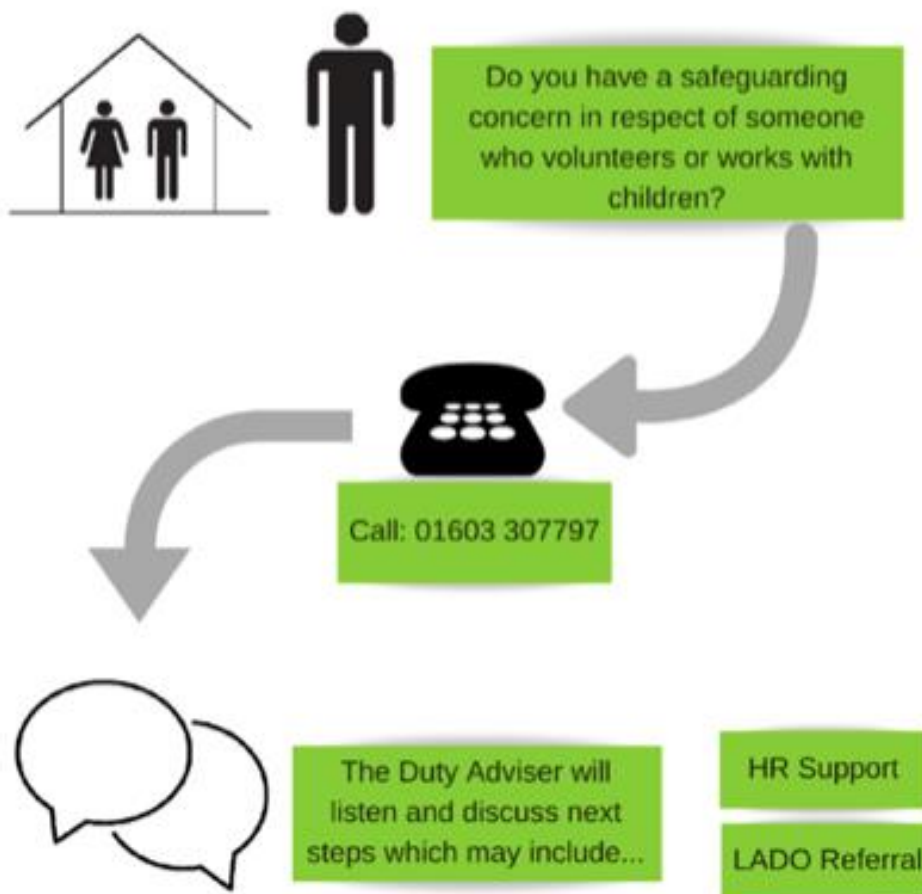
**Appendix 5: Advice for Academies, colleges and alternative education providers where there are concerns about an adult who works within the setting.**



## **Guidance for Schools, Colleges & Alternative Education Providers**

Education Quality Assurance & Intervention Service

Duty Desk



## **Appendix 6: Arrangements for Safeguarding and Child Protection during COVID- 19 at Eastgate Academy.**

This addendum to our Safeguarding and Child Protection Policy contains additional information about our safeguarding arrangements in the following areas:

- 5.1 Context
- 5.2 Key Contact Information
- 5.3 Vulnerable children
- 5.4 Attendance monitoring
- 5.5 Designated Safeguarding Lead
- 5.6 Reporting a concern
- 5.7 Staff Safeguarding Training and induction
- 5.8 Safer recruitment/volunteers and movement of staff
- 5.9 Children Moving Schools
- 5.10 Online safety
- 5.11 Mental Health

### **5.1 Context**

From 20<sup>th</sup> March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open to provide care for a limited number of children; children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 1<sup>st</sup> June 2020 the DfE's expectation is for schools to begin welcoming back more children from nominated year groups. Whilst the ages and number of children returning will vary from institution to institution, the safeguarding principles to protect those children from harm and abuse will remain the same.

It is crucial that all staff and volunteers understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people at our school remain the same. This guidance has been developed to give clear direction to staff, volunteers, visitors and parents about our safeguarding procedures in light of the current national and local situation. This appendix should be read in conjunction with the whole school safeguarding policy and not as a standalone document. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to.

## 5.2 Key Contact Information:

Role	Name	Contact details incl. those when working remotely:
Designated Safeguarding Lead (DSL)	Kerensa Healy	<a href="mailto:Kerensa.healy@ega.eastern-mat.co.uk"><u>Kerensa.healy@ega.eastern-mat.co.uk</u></a>
Deputy DSL	Linda Hothersall	<a href="mailto:Linda.hothersall@ega.eastern-mat.co.uk"><u>Linda.hothersall@ega.eastern-mat.co.uk</u></a>
	Ben Paull	<a href="mailto:Ben.paull@ega.eastern-mat.co.uk"><u>Ben.paull@ega.eastern-mat.co.uk</u></a>
	Carole Walker	<a href="mailto:Carole.walker@ega.eastern-mat.co.uk"><u>Carole.walker@ega.eastern-mat.co.uk</u></a>
Nominated Senior Leader in the absence of a trained DSL	See above	
Headteacher/Principal	Linda Hothersall	
Named Safeguarding Governor	Louise Gayton	<a href="mailto:Louise.gayton@eastern-mat.co.uk"><u>Louise.gayton@eastern-mat.co.uk</u></a>
Chair of Governors	Louise Gayton	

### 5.3 Providing School places for Vulnerable Children

For the purposes of this guidance, vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, in line with the [DfE guidance](#).

At Eastgate Academy we will risk assess the needs of all pupils with an EHC plan in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. In line with Government guidance, we appreciate that many children and young people with EHC plans can safely remain at home.

At Eastgate Academy our Designated Safeguarding Leads and other Senior Leaders will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority Virtual School Head (VSH) for looked-after and previously looked-after children.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school staff will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Our Designated Safeguarding Leads know who our most vulnerable children are. As a school, we have the flexibility to offer a place to other pupils we identify as being vulnerable who may be on the edge of receiving children's social care support.

### 5.4 Attendance monitoring

In line with the DfE guidance, '[Recording the attendance in the school attendance register during the coronavirus outbreak](#)', we will resume taking an attendance register using the appropriate codes to [record attendance and absence](#) in the attendance register. We will submit daily attendance figures to the DfE using the [educational setting status form](#) by midday every day.

At Eastgate Academy our DSLs will continue to liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. School staff will then follow up on any pupil that we were expecting to attend, who does not in line with our usual attendance procedures. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

As per our normal approach:

- On the first morning of absence, at the close of registers, the Attendance Officer will identify any child that is not in school and who has not been reported absent by their parent/carer.
- The Attendance Officer will contact the parent/carer of any child absent from school, this will be in the form of a telephone call, text message and email.
- If we are unable to speak to a parent/carer on day one, then on day two, further attempts to contact the child's parent/carer will be made. This will include further text messages and

telephone calls. The Attendance Officer will also contact all other listed contacts for the child(ren).

- If a child is absent from school for 3 consecutive days with no reason for absence, the Attendance Officer/DSL and a member of staff will conduct a home visit. If on repeated visits there is nobody at home, the school will contact the LA attendance team and a CME form will be completed.

In all circumstances where a vulnerable child does not take up their place at school, or fails to attend as expected, school staff will notify the child's allocated social worker and agree a plan to contact the family.

To enable us to effectively support the attendance of all children, we will ask parents/carers to confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

## 5.5 The Designated Safeguarding Lead

We have identified key designated contacts for safeguarding at our school in section 4.2. of this guidance.

At Eastgate Academy we aim to have a trained DSL (or deputy) available on site whenever possible. We recognise however that this may not be possible, and where this is the case, we will endeavour to ensure that a trained DSL or deputy from the school or college can be available to be contacted via phone or online when they are working remotely from home. In some circumstances we might also work with other settings to share trained DSLs or deputies with other schools or colleges (who should be available to be contacted via phone or online video).

Where a trained DSL or deputy is not on site, a senior leader will take responsibility for co-ordinating safeguarding arrangements in place on-site. This might include updating and managing access to child protection/ our online safeguarding management information system, liaising with the off-site DSL (and/or deputy) and, as necessary, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

We will ensure that all staff and volunteers know how to contact and have access to advice from a trained DSL (or deputy). Each day, staff will be made aware of who that person is and how to contact them.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. Our DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) and guidance from the [LA](#). Our DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

In line with the Department for Education guidance, for the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.



## 5.6 Procedures for Reporting Concerns

The principles for responding to safeguarding concerns as outlined in Section 5 of the main body of the safeguarding policy still apply. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

As more children return to school from 1 June staff are reminded of the need to report any concern immediately and without delay in line with our usual procedures. This will include identifying new safeguarding concerns about individual children as they see them in person following partial school closures. We will also continue to support pupils who are not attending or expected to attend and consider the vulnerability of these children and families.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

Should a member of staff wish to report a concern remotely, they will be able to do so by completing the online 'MyConcern' form as they would complete if they were in school. This electronic information is securely held within an online cloud and can be accessed by the Designated Safeguarding Team at all times. In addition to this or if they are unable to access the 'MyConcern' form for any reason, staff are reminded that they can contact the Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL) by telephone or e mail to discuss any concerns that they may have.

Staff are also reminded of the need to adhere to our Staff Code of Conduct and safer working practice [guidance](#). Staff should continue to report any concerns they have about adults who are working with children in line with Section 12 of the safeguarding policy.

## 5.7 Staff Training and induction

All existing staff and volunteers have received a safeguarding induction and training. They have read part 1 of Keeping Children Safe in Education (2020) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the safeguarding policy and will communicate any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers join our school, they will continue to be provided with a safeguarding induction as outlined in Section 4 of the main policy.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This means that on arrival to our school, we will verify that they have received safeguarding training and they will be given a copy of our safeguarding policy and information about our procedures including information about our DSL arrangements.

## **5.8 Safer recruitment of staff & volunteers and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, we will continue to follow our safer recruitment and selection policy, the procedures outlined in Section 10 of the safeguarding policy and Part 3 of Keeping Children Safe in Education (2020).

In those circumstances where we continue to use volunteers in our school, we will continue to follow the checking and risk assessment processes as set out in paragraphs 167 to 172 of KCSIE and our own safer recruitment and selection policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

If staff are deployed from another education or children's workforce setting to work in our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic. This means that we will risk assess the movement of staff and seek written assurances from the current employer that the individual has undergone all the safer recruitment required checks as set out in Part 3 of KCSIE and there are no concerns about their suitability to work with children.

At Eastgate Academy we will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult in accordance with 'Keeping Children Safe in Education' (2020). We will also continue to make referrals to the Teaching Regulation Agency (TRA) in line with statutory guidance and understand that during the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, [insert name of school] we understand that it is essential from a safeguarding perspective that, on any given day, we are aware of which staff/volunteers will be in the school, and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date and use this as a means to log everyone that will be working or volunteering in our school or college on any given day, including any staff who may be on loan from other institutions. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## **5.9 Children moving schools and colleges**

In some circumstances our pupils may need to attend another setting. In order to support children attending another setting during this time, the DSL will endeavour to contact the DSL at the receiving school to provide any relevant welfare and child protection information including any arrangements in place to support them. We will continue to pay regard to data protection and GDPR but these do not prevent the sharing of information for the purposes of keeping children safe.

As a minimum, we will ensure that the receiving setting has access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This will ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Where it is not possible for this exchange of information to occur between DSLs the identified senior leaders will take responsibility for this.

## 5.10 Online Safety

At Eastgate Academy we recognise that it is more important than ever that we provide a safe environment for pupils including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online via our IT systems and/or recommended resources.

The safety of pupils when they are asked to work online is of paramount importance. The same principles as set out in our staff code of conduct must be applied to all online teaching. All staff should ensure that they have read the staff code of conduct, associated [safer working practice guidance](#) and DfE guidance '[Safeguarding and remote education during coronavirus \(COVID-19\)](#)' and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will ensure that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes to key school staff, we will also signpost children to age appropriate practical support from external organisations such as:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

We will also communicate with parents to reinforce the importance of children being safe online. We will ensure that parents and carers are aware of what their children are being asked to do online, including the sites they will be asked to access as well as who from the school or college (if anyone) their child is going to be interacting with online.

Where parents and carers choose to supplement the school's online offer with support from online companies and in some cases individual tutors, we will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

We will signpost parents and carers to advice that will help them keep their children safe online including:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online.
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.

- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games.
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation.
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.

### 5.11 Mental Health

At Eastgate Academy we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents. As more children return to school, we will ensure appropriate support is in place for them.

We will ensure that staff understand that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. DSLs will make reference to the DfE guidance [Mental health and behaviour in schools](#) to help identify children who might need additional support, and to put this support in place.

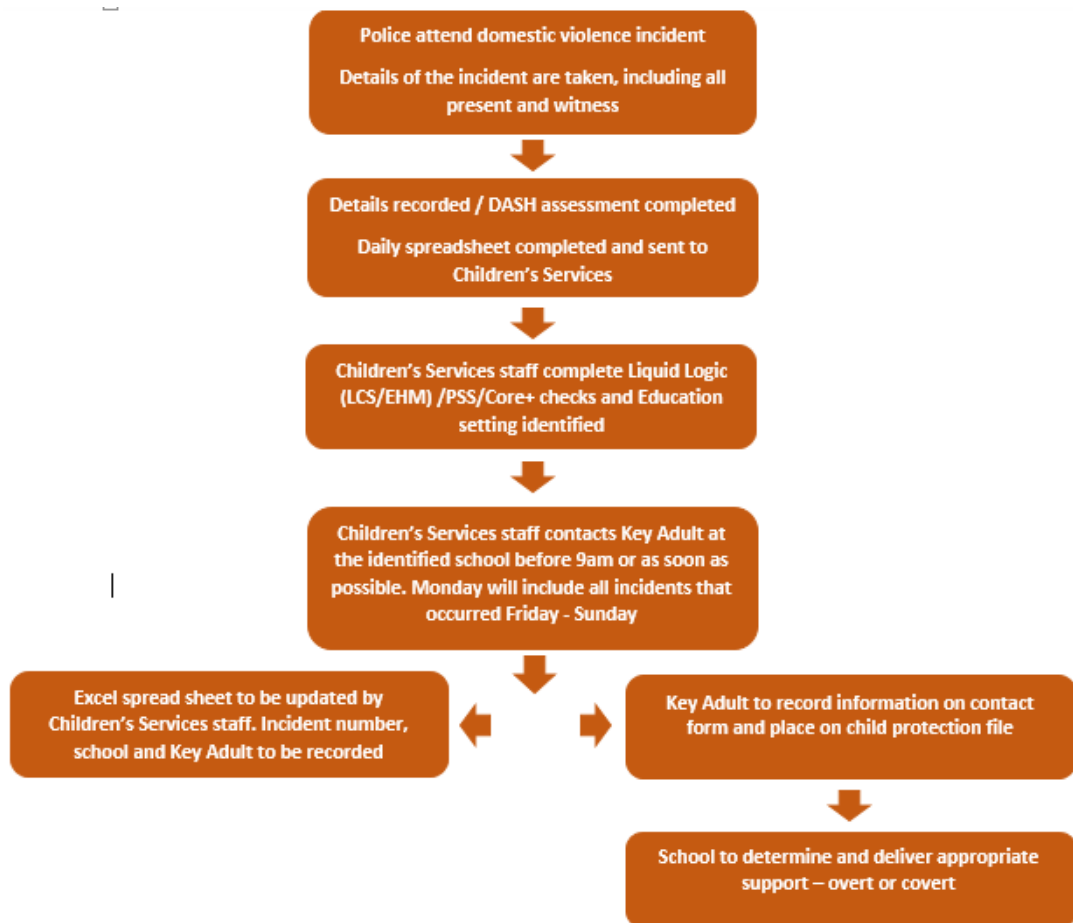
## **Appendix 7 – Process map**

### **Notification process for schools for Domestic Violence incidents**

At Eastgate 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 which 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

This process intends to notify schools before 9am or as soon as possible thereafter where a child has been witness, present or involved in a domestic incident, where police have attended. This process does not replace existing child protection / safeguarding arrangements.





## Appendix 8 – Safeguarding visitor information leaflet


**Eastgate  
Academy**

### Safeguarding & Child Protection

If you have any concerns about a child at Eastgate Academy, please report these to the Designated Safeguarding Team



Miss Healy (DSL)



Mrs Walker (DDSL)



Mr Pauli (DDSL)



Mrs Hothersall (DDSL)

If you are unable to locate Miss Healy, concerns should be taken to the Deputy Designated Safeguarding Officers

Young people can be abused in a number of ways and it is the responsibility of all members of Eastgate Academy community, namely staff, students, parents and visitors to report any concerns that they may have concerning the welfare of our students.

Physical Abuse	Physical abuse is the deliberate hurting of a child causing injuries such as bruises, broken bones, burns or cuts.
Emotional Abuse	Children who are emotionally abused suffer emotional maltreatment or neglect. It is sometimes called psychological abuse and can cause children serious harm.
Neglect	Neglect is the ongoing failure to meet a child's basic needs. It is dangerous and children can suffer serious and long-term harm.
Domestic Abuse	Witnessing domestic abuse is child abuse, and children can suffer domestic abuse in their relationships.
Sexual Abuse	A child is sexually abused when they are forced or persuaded to take part in sexual activities. This does not have to be physical contact and can happen online.
Female Genital Mutilation	Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.
Extremism and Radicalisation	Extremism is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**What if a child wants to tell me something? If a child begins to tell you about something that is happening to them, you should:**

- Tell them you will have to pass on what they tell you to help keep them safe.
- Listen carefully and do not ask questions.
- Record what you have been told immediately and give to one of the people above.

**Remember: Never promise to keep a secret. Maintain confidentiality**

