

Policy**Local Safeguarding Procedures Annex A**

Author

Louise Gayton - Chair of Governors

Approved by

Governing Body

Date of Approval

September 2019

Review Date

September 2020

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 the PATHS curriculum. Further to this, the school teaches online safety throughout the year including involvement with external agencies. 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 2019. In addition staff are regularly updated with key information through meetings, emails including e-courier and pupil awareness memos as appropriate.
- The school is part of Operation Encompass which is a police and education early information sharing partnership. It enable schools to offer immediate support for children and young people experiencing domestic abuse.
- 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 Linda Hothersall and Kerensa Healy and 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/careers 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.

Roles and Responsibilities

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



Has this happened before?

Did you report the previous incident?

Who are you passing this information to?

Name:

Position:

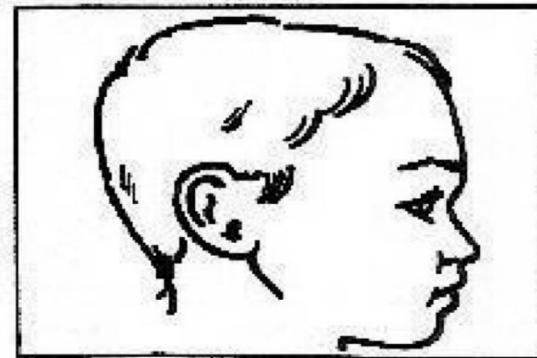
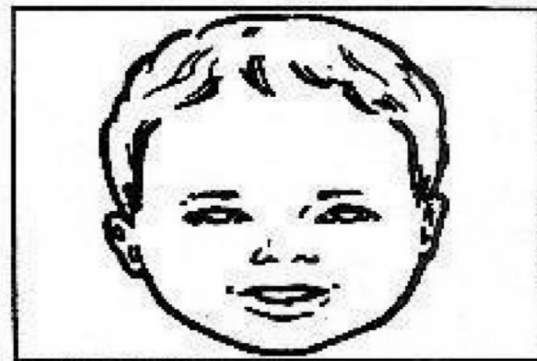
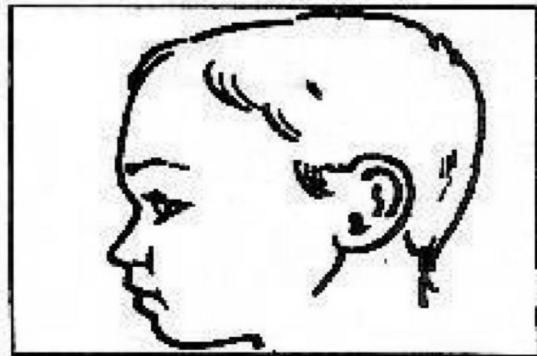
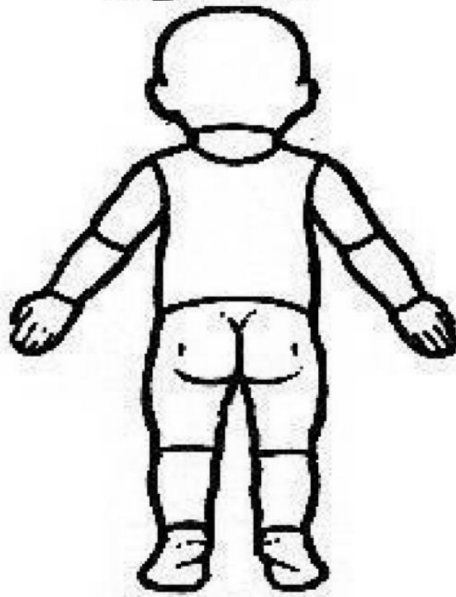
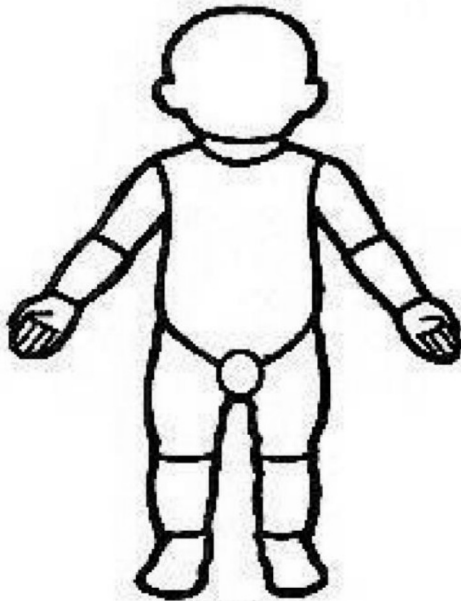
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Action taken by DSL

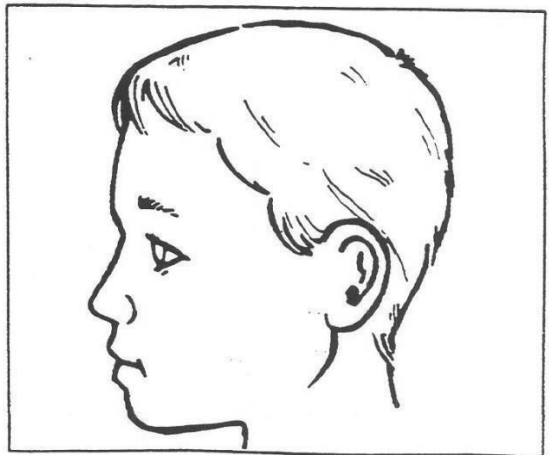
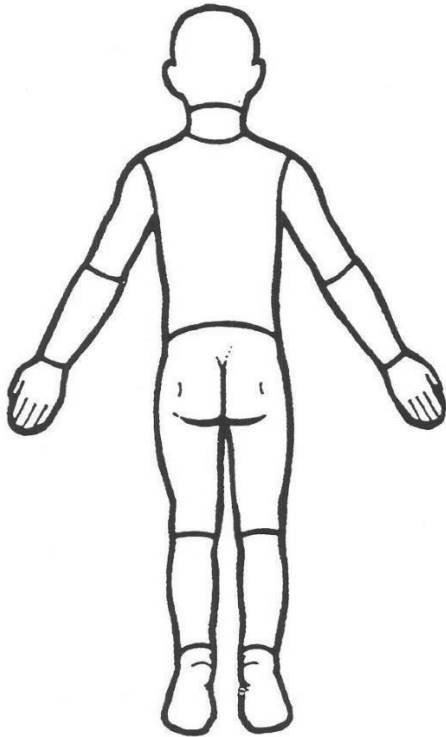
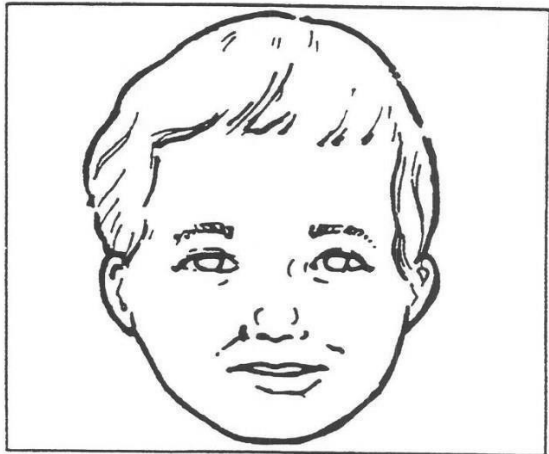
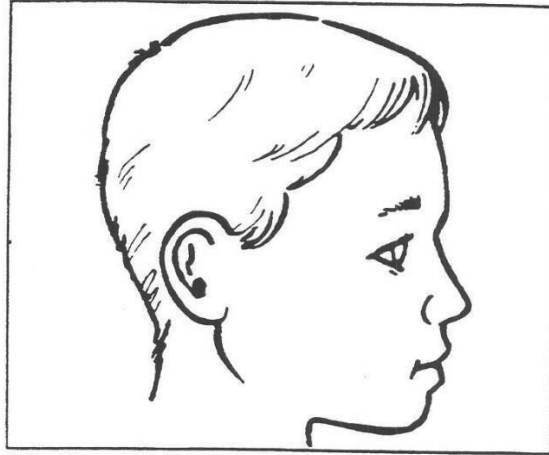
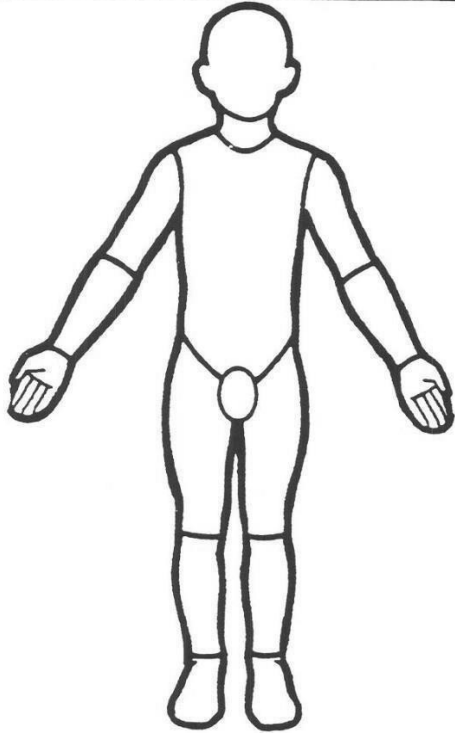
Young Child



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 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.

The people you should talk to in school are:

Lead Designated Safeguarding Lead (DSL): Kerensa Healy

Location of office: Eastgate Academy

Contact Number: 01553 773088

Designated Safeguarding lead: Linda Hothersall

Location of office: Eastgate Academy

Contact Number: 01553 773088

Designated Safeguarding Lead: Ben Paull

Location of office: Eastgate Academy

Contact Number: 01553 773088

Designated Safeguarding Lead: Carole Walker

Location of office: Eastgate Academy

Contact Number: 01553 773088

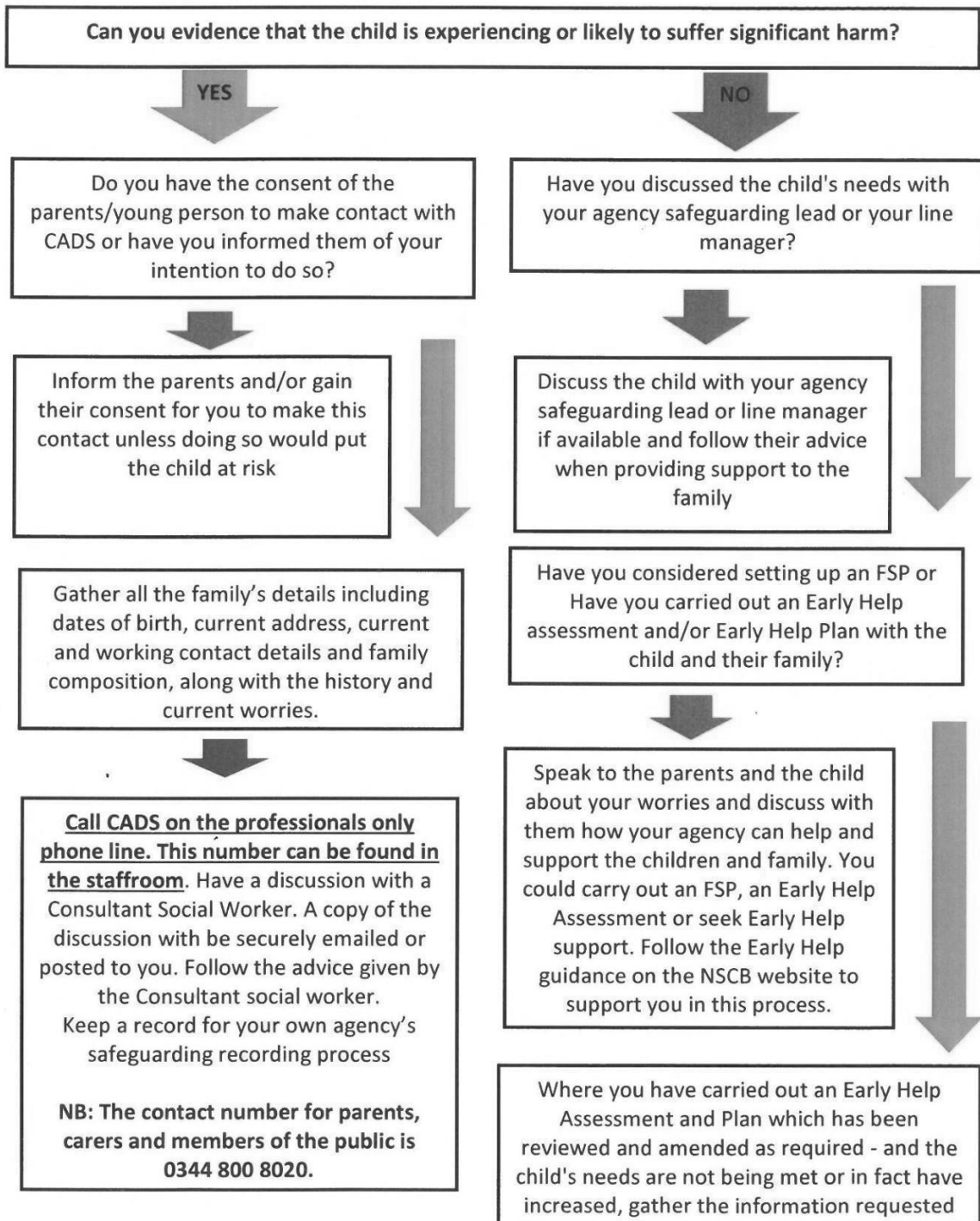
Chief Executive: Duncan Ramsey Contact Number: 01553 779678

At Eastgate 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 – 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.

