



Policy	Annex A Eastgate Academy Safeguarding Procedures
Author	Kerensa Healy Designated Safeguarding Lead
Approved by	Academy Council
Date of Approval	September 2023
Review Date	September 2024

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. We 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 our RSHE curriculum. 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 2023. In addition staff are regularly updated with key information through meetings, emails including e-courier and pupil awareness memos as appropriate.

The Academy works with a number of external agencies. Details can be found in 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. 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 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 who is also a DSL 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 CPOMS 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 kerensa.healy@ega.eastern-mat.co.uk
Deputy Designated Safeguarding Lead	Ben Paull Carole Walker Linda Hothersall Andrew Stratton	01553 773088 ben.paull@ega.eastern-mat.co.uk carole.walker@ega.eastern-mat.co.uk linda.hothersall@ega.eastern-mat.co.uk Andrew.stratton@ega.eastern-mat.co.uk
Named person for Filtering and Monitoring the IT system	Kerensa Healy	01553 773088 Kerensa.healy@ega.eastern-mat.co.uk
Principal	Linda Hothersall	01553 773088 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
Named Safeguarding Governor	Louise Gayton	c/o Eastgate Academy 01553 773088 Louise.gayton@ega.eastern-mat.co.uk



Eastern Multi-Academy Trust
Empower - Motivate - Aspire - Transform



**Eastgate
Academy**

Co-chairs of Local Governing Body	Richard Brown Linda Beales	c/o Eastgate Academy 01553 773088
Safer Recruitment trained personnel	Linda Hothersall Elaine Oldroyd Jackie Rutter	01553 773088



Appendix 1: Draft Recording Form for Safeguarding Concerns for Visitors to the academy

Staff, volunteers and regular visitors are required to complete this form and pass it to one of the DSLs (Kerensa Healy, Linda Hothersall, Ben Paull, Andrew Stratton or Carole Walker) if they have a safeguarding concern about a child in our school if they do not have access to the online CPOMS system

Full name of child	Date of Birth	Class/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.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]

[Make it clear if you have a raised a concern about a similar issue previously]



Your signature:

Time form completed:

Date:

□

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance
Lead

Police

Just One
Norfolk

CADS

PSA

Community &
Partnerships

Other

Date:

Time:

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

Feedback given to...?

Pastoral team

Teacher

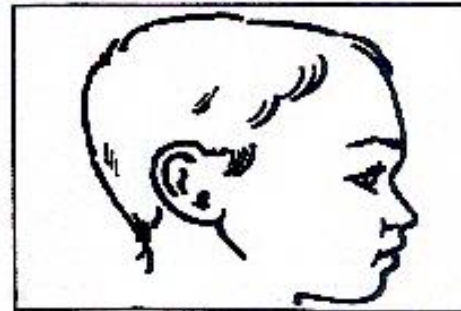
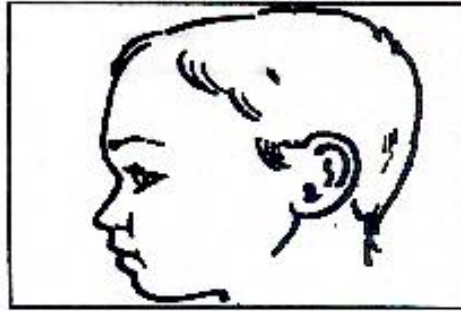
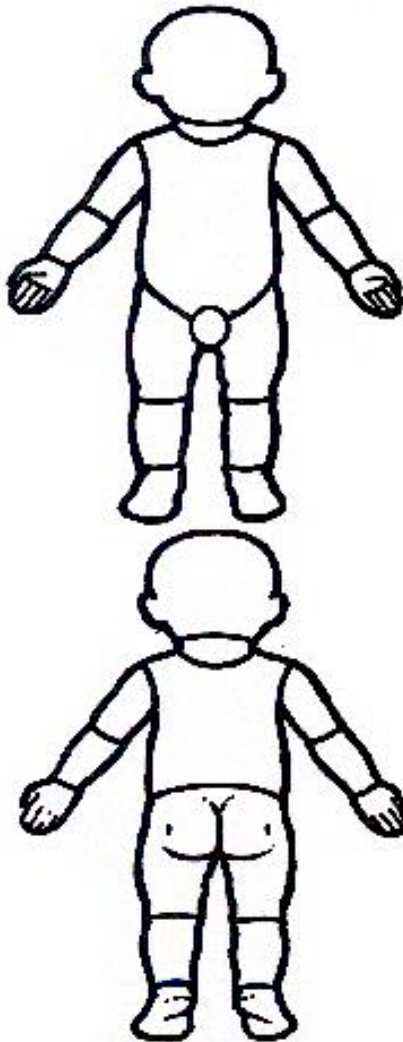
Child

Person who recorded disclosure

Further Action Agreed:

e.g. School to instigate an Early Help Assessment Plan, assessment by Children's Services

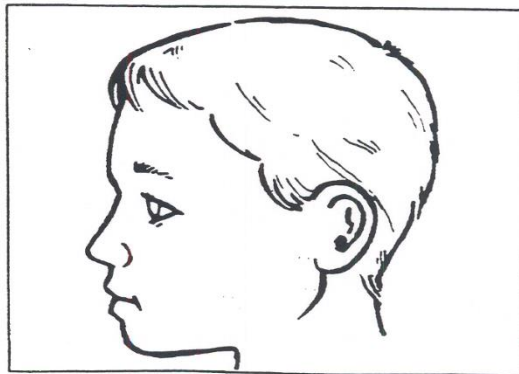
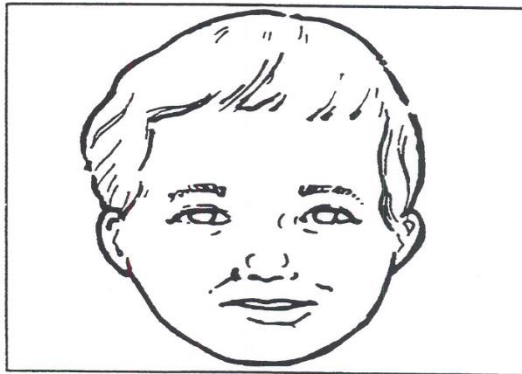
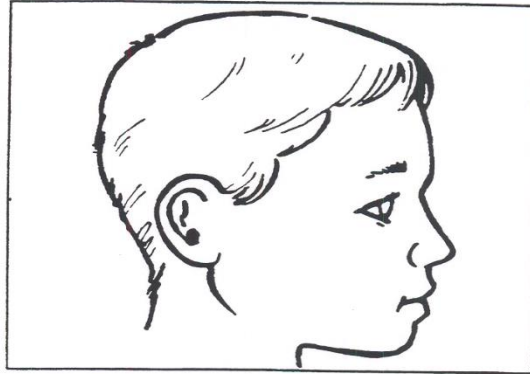
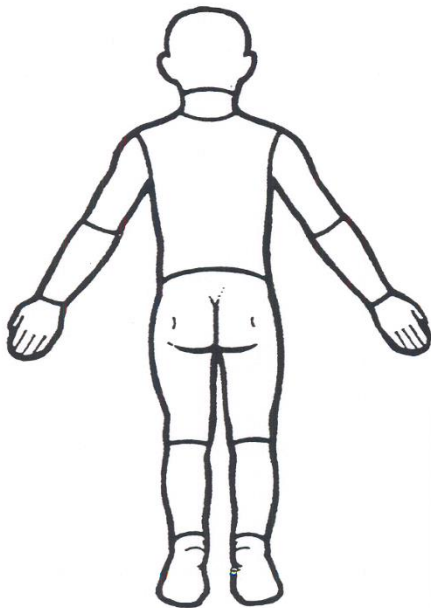
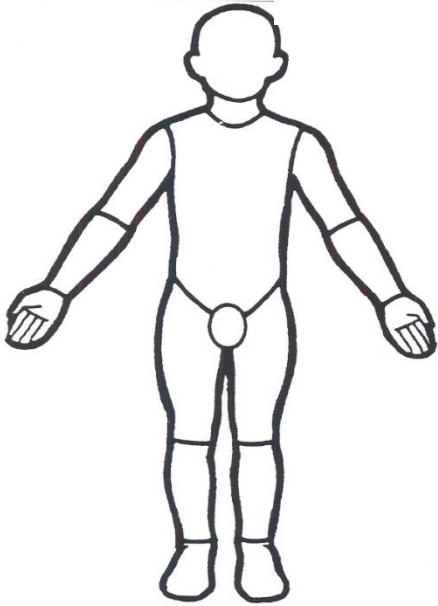
Young Child



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



Older Child



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

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 academy 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 or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to Linda Hothersall (Principal) or Kerensa Healy (Assistant Principal). If an allegation is made about the Principal you should pass this information to the Chair of the Academy Committee. [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:

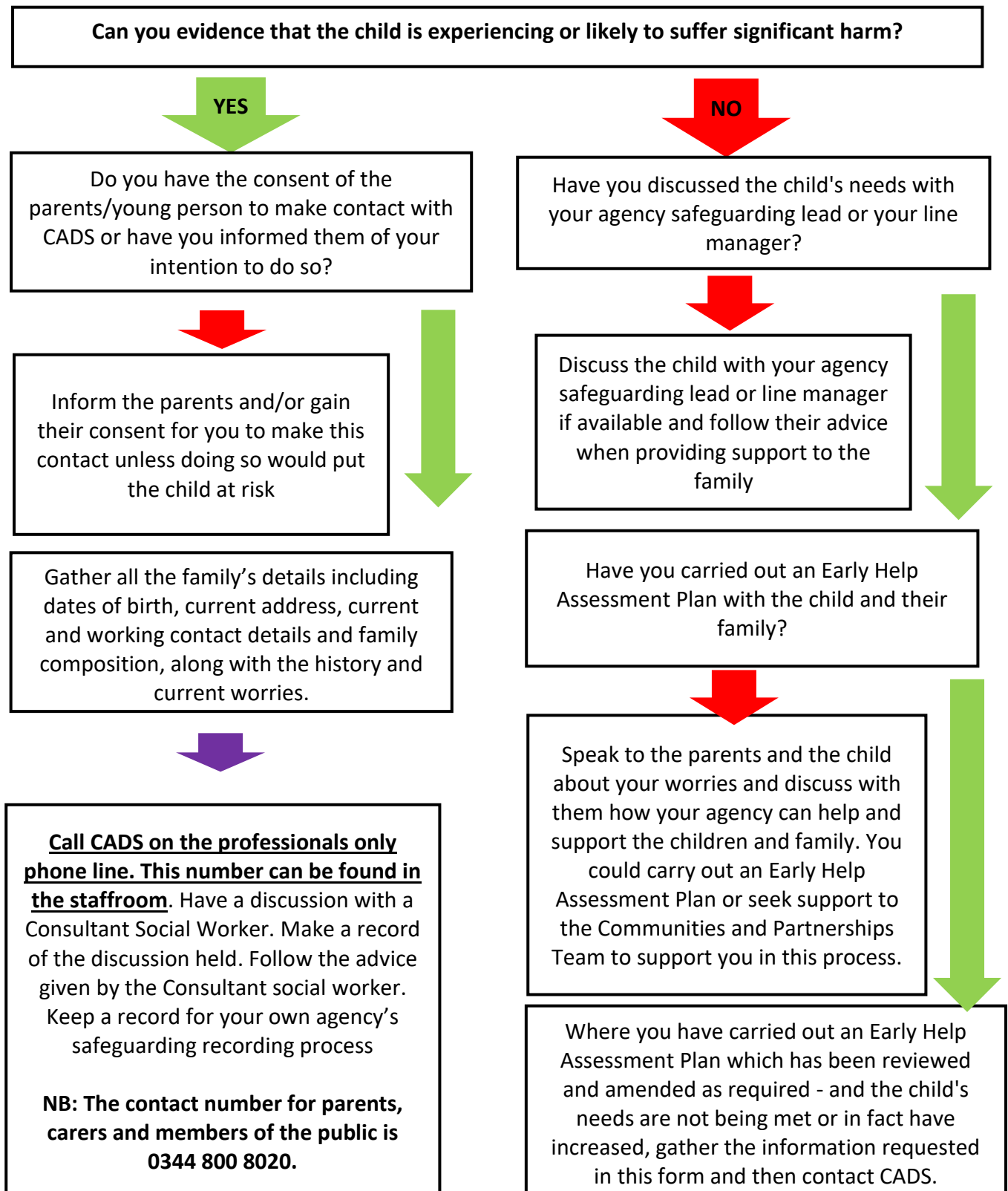
Principal: Linda Hothersall
Designated Safeguarding Lead (DSL): Kerensa Healy
Contact Number: 01553 773088

Co - Chairs of Governing Body: Richard Brown and Linda Beales
Contact Number: c/o 01553 773088

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

Appendix 3: Local Safeguarding Procedures - Norfolk Children's Advice and Duty Service- CADS

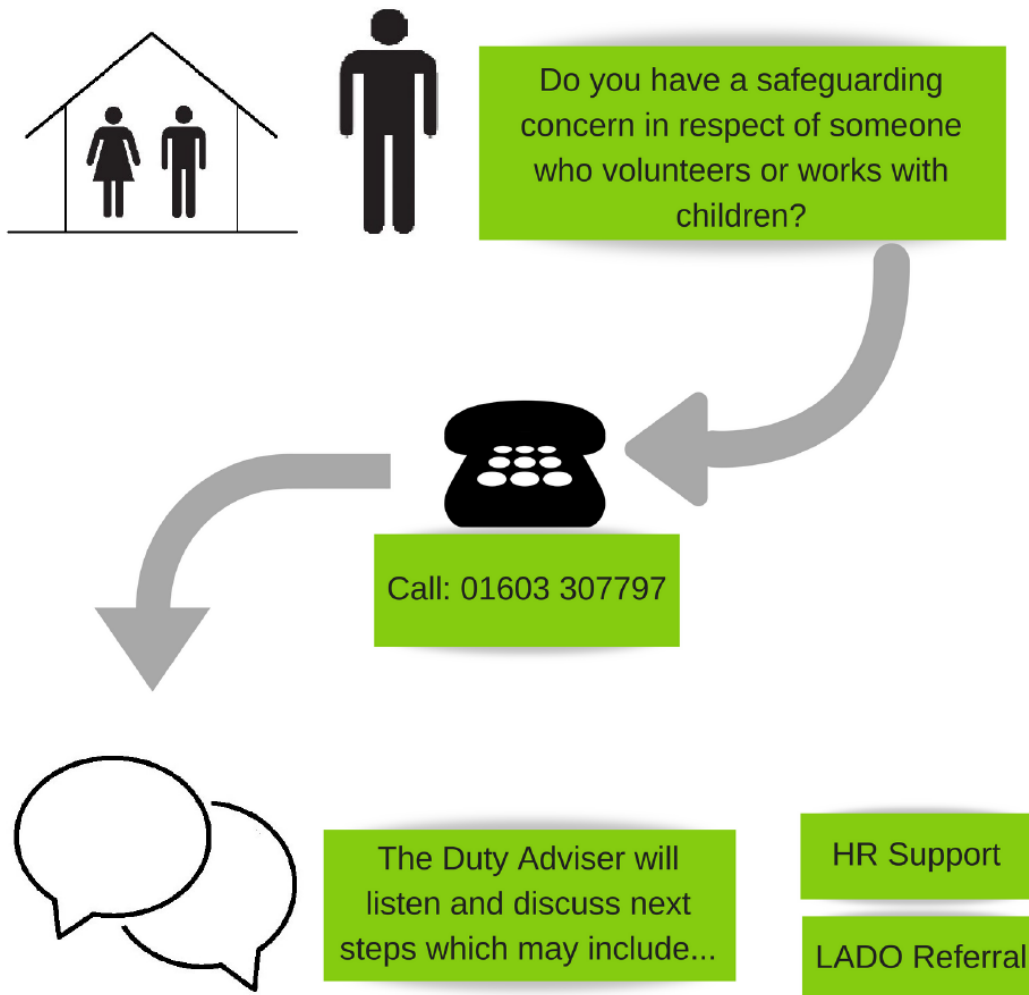
Before contacting CADS, please answer the following questions and follow the advice provided:



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Appendix 4: Details of external agencies Eastgate Academy works with

Access Supporting migrants

ACCESS exists to help migrants settle into their local communities.

<https://www.accessmigrantsupport.org.uk/>

Telephone: 01553 773905

Early Help

If you have difficulties in your family or are worried about your children, there are people who can offer help and support.

Early Help is for children of any age (0-17) and their family. It's about getting information, advice and guidance to prevent family worries escalating into bigger issues.

<https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>

Hanseatic Union

The Hanseatic Union was set up ten years ago to help the community in King's Lynn and West Norfolk to find the support they need – even if English isn't their first language.

<https://www.hanseaticunion.co.uk/>

Just One Norfolk

Call Just One Number or text Parentline with any questions or concerns about your child's health, wellbeing or development.

<https://www.justonenorfolk.nhs.uk/>

Just One Number 0300 300 0123

Parentline 07520 631590

Nelsons Journey

Nelson's Journey supports children and young people in Norfolk who've experienced the death of a significant person.

<https://nelsonsjourney.org.uk/>

General enquiries: enquiries@nelsonsjourney.org.uk

Telephone: 01603 431788

Ormiston Families

Working across the East of England, Ormiston Families support children, young people and their families to see a brighter future.

<https://www.ormiston.org/>

Telephone: 01473 724517

enquiries@ormistonfamilies.org.uk

Pandora Project

Pandora Project is a West Norfolk based domestic abuse charity, passionate about making a difference. A dedicated and specialist team offering advice, support and information to women and children affected by domestic abuse.

<https://www.pandoraproject.org.uk/>

STEAM House Cafe – King's Lynn

Steam House Cafes are a safe space to seek mental health and wellbeing support.

<https://www.facebook.com/steamhousekl/>

<https://steamhousecafes.co.uk/kings-lynn/>

Telephone: 07388 377827

steamkl@accessct.org

Trussell Trust - King's Lynn Foodbank

TS Vancouver Building, St Margaret's Lane, King's Lynn, PE30 5DS

Telephone: 07582 558143

<http://kingslynn.foodbank.org.uk>

info@kingslynn.foodbank.org.uk

West Norfolk Carers

Local independent charity supporting unpaid family carers & creating a carer's 'hub' in West Norfolk

<https://www.westnorfolkcarers.org.uk/>

Telephone: 01553 768155

info@westnorfolkcarers.org.uk