



## Appendix 1: Draft Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to the academy DSL if they have a safeguarding concern about a child in our school.

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 a Family Support Process, assessment by Children's Services*

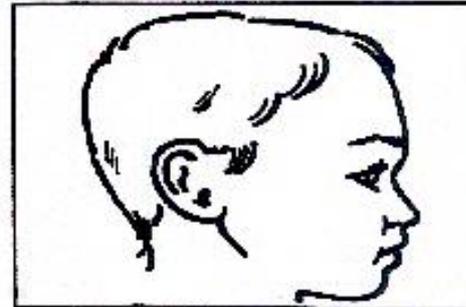
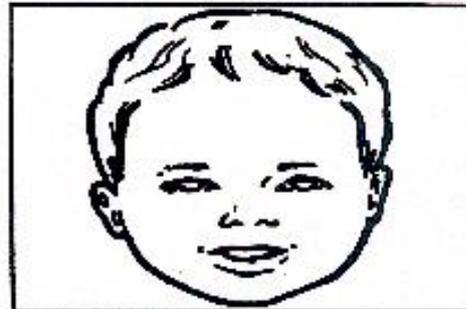
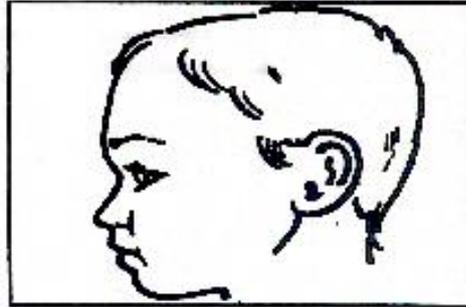
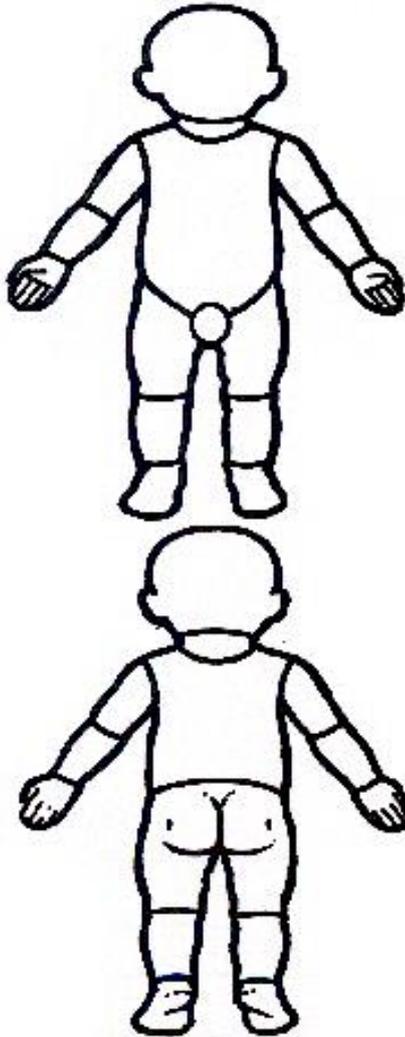
Full name:

DSL Signature:

Date:



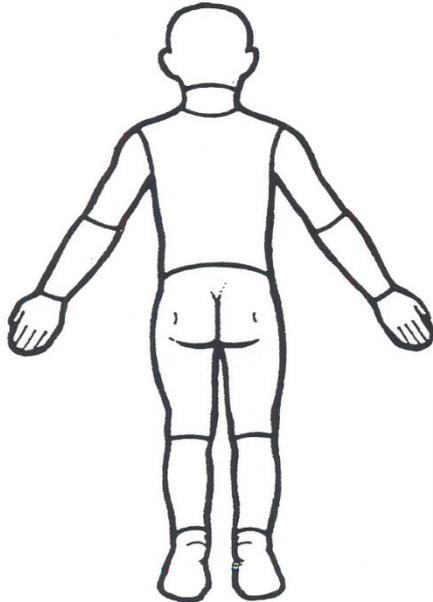
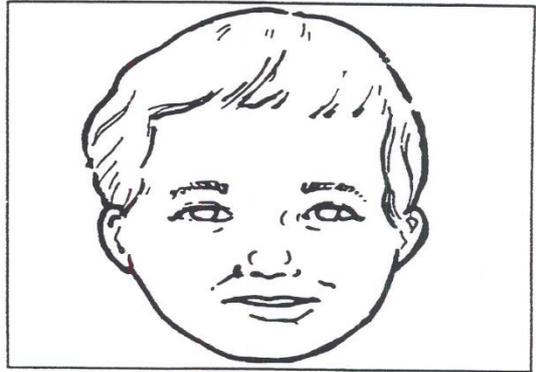
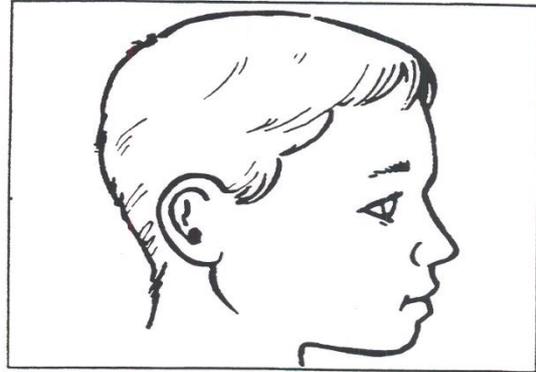
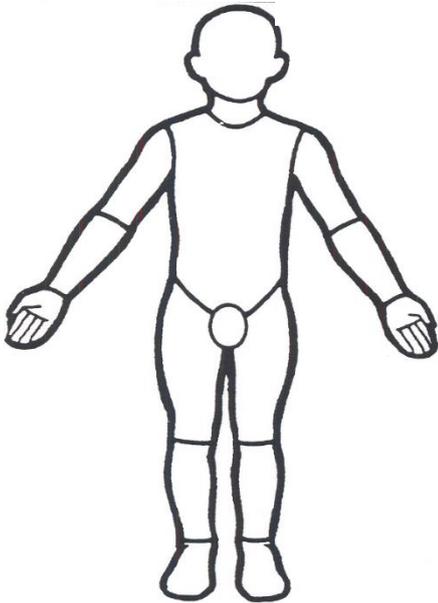
**Young Child**



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



**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 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 or staff room. 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](#) 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): Tracey McCarthy  
Location of office: Front of school  
Contact Number: 01842 811580

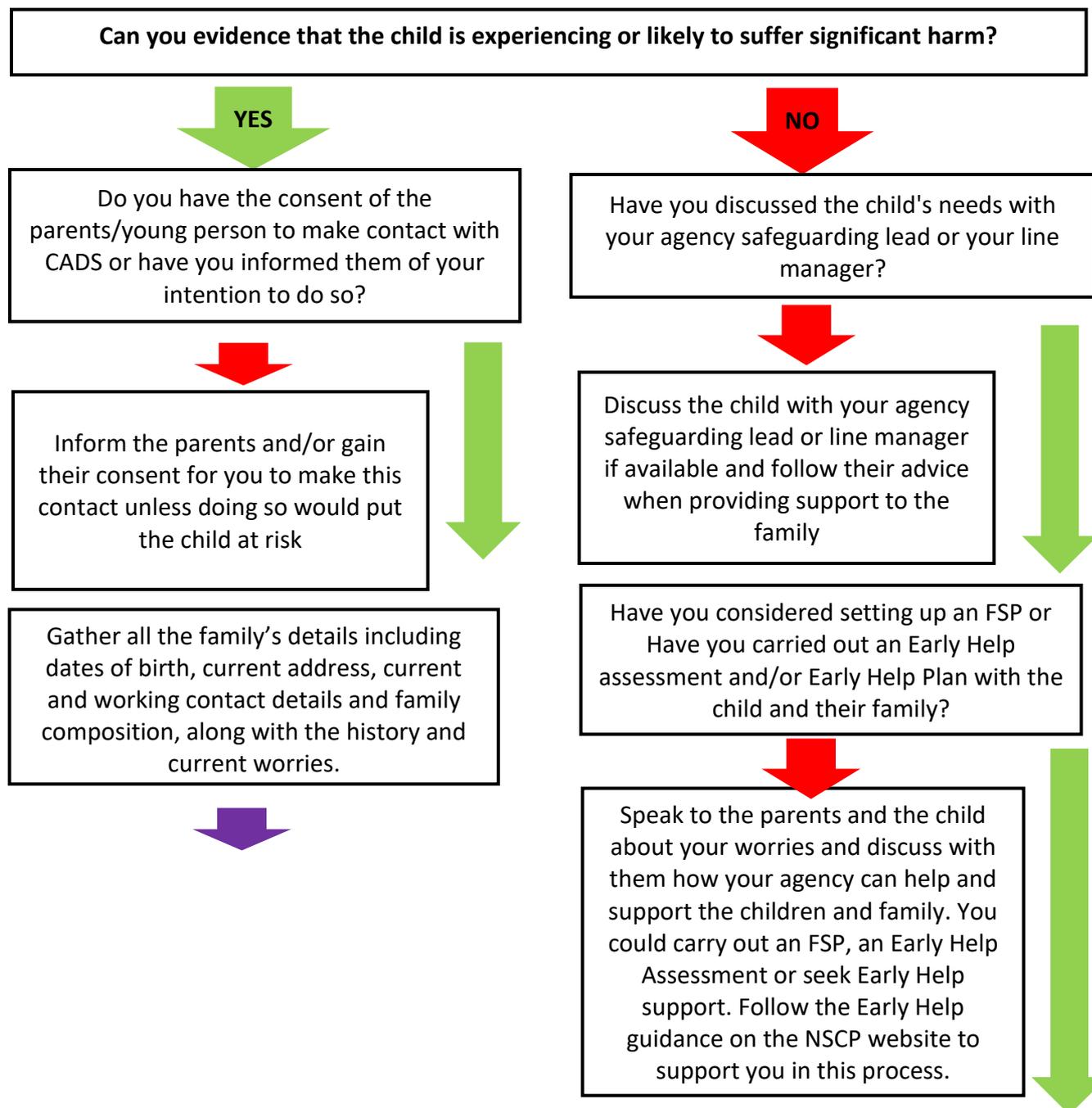
Deputy Designated Lead: Kieron McDonald and Paul Reeve  
Location of office: In New Block  
Contact Number: 01842 811580

Chair of Governing Body: Greg Sadler  
Contact Number: [greg.sadler@eastern-mat.co.uk](mailto:greg.sadler@eastern-mat.co.uk)

**At our 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:





**Call CADS on the professionals only phone line. This number can be found in the staffroom.** Have a discussion with a Consultant Social Worker. A copy of the discussion will be securely emailed or posted to you. Follow the advice given by the Consultant social worker.

Keep a record for your own agency's safeguarding recording process

**NB: The contact number for parents, carers and members of the public is 0344 800 8020.**



Where you have carried out an Early Help Assessment and Plan which has been reviewed and amended as required - and the child's needs are not being met or in fact have increased, gather the information requested in this form and then contact CADS.



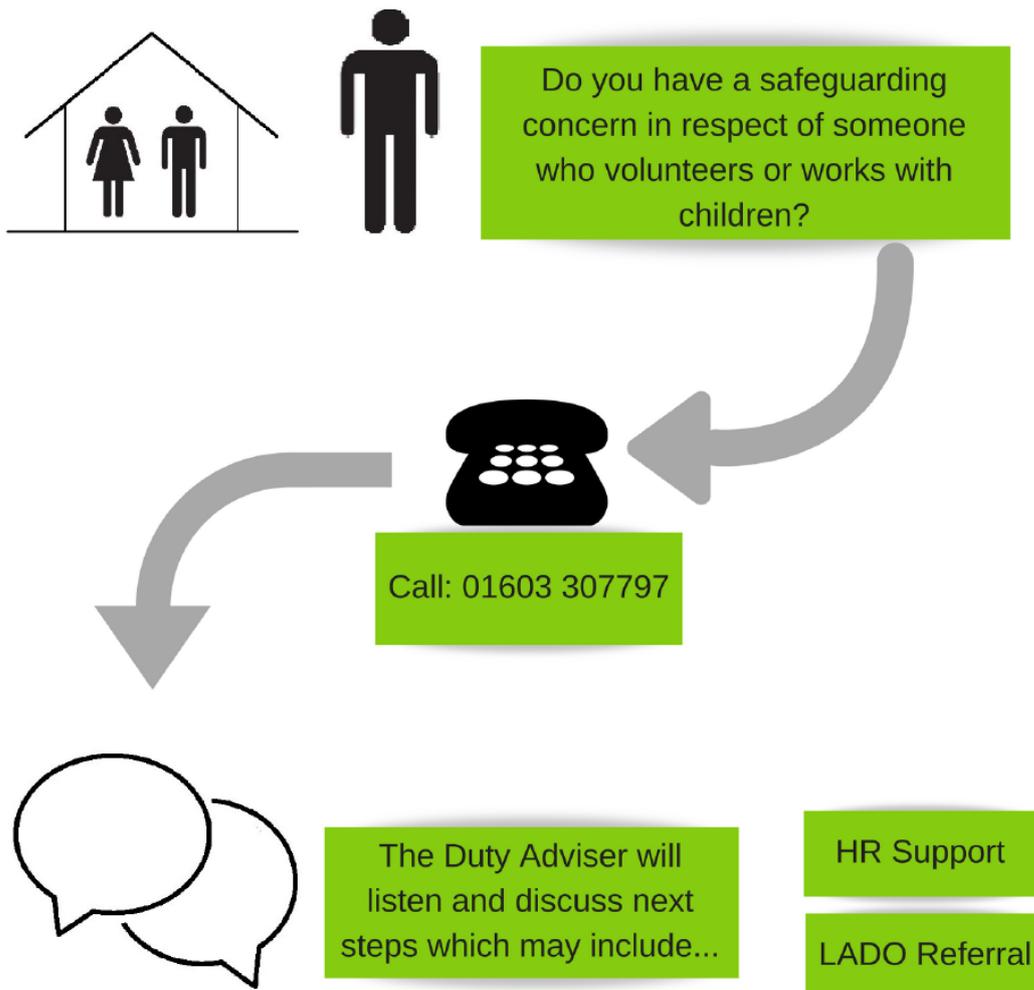
**Appendix 4: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.**



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

Education Quality Assurance & Intervention Service

Duty Desk





## **Appendix 5: Arrangements for Safeguarding and Child Protection during COVID- 19 at Glade Academy**

This section of the Academy policy was created in response to Covid-19 and agreed by the Academy Council on [insert date]. It will be kept it under review as circumstances continue to evolve in line with national and local guidance and should be read in conjunction with the full policy document.

Signature: Principal Date:

Signature: Chair Academy Council Date:

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 April 2021 the DfE's expectation was for academies to welcome back children in all year groups.

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 academies 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 any future national or 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)	Tracey McCarthy	01842 811580
Deputy DSL	Kieron McDonald	01842 811580
Deputy DSL	Paul Reeve	01842 811580
Mental Health Lead	Paul Reeve	01842 811580
Nominated Senior Leader in the absence of a trained DSL	Sam Goody	01842 811580
Nominated Senior Leader in the absence of a trained DSL	Liz Peck	01842 811580
Principal	Tracey McCarthy	01842 811580
Named Safeguarding Governor	Annmarie Cheshire	EMAT Trust Offices
Chair of Academy Council	Greg Sadler	greg.sadler@eastern-mat.co.uk

## 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 all EMAT Academies 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 EMAT Academies, 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 an academy, 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](#), '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 all EMAT Academies our DSLs will continue to liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. Academy 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.

Where it has been agreed that a child will continue to attend the school during a coronavirus outbreak, but they do not, Glade Academy staff will follow these procedures:

- Office staff will carry out 'First day calling' following our standard procedures;
- Office staff will then ensure that the most senior member of staff on-site is aware of the outcome of their phonecall...this will be logged;
- If the child has an allocated social worker, or member of the early help team, they will be notified that the child is not in school and of the outcome of first day calling;
- If office staff have been unable to contact the child's family / carers, admin and pastoral staff will continue to try throughout the morning, keeping the most senior member of staff on-site informed;



- If the school is still unable to contact the family by lunch time, then the most senior member of staff on-site will ask another member of staff to accompany them on a home visit following EMAT's protocols (face masks, gloves, social distancing etc.)

In all circumstances where a vulnerable child does not take up their place at school, or fails to attend as expected, Academy 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 all EMAT Academies 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 academy

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/Suffolk 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.

All concerns should be reported 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.

If a member of staff has a concern, they should complete the appropriate CPOMS form and assign it to the DSL and the alternate DSLs. The DSL, or their alternative, will review the report and set the actions. All steps will be recorded on the CPOMS system and will be monitored.

In the event of the online system not working, the DSL, or an alternate, will be contactable through their work phones which are found on the emergency contact tree.

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*' (2021) 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 academy, 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 academy, 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'* (2021).

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 287 to 294 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 academy, 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 all EMAT Academies 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'* (2021). 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, 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 academy, 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 academy 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 all EMAT Academies 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 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 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 academy (if anyone) their child is going to be interacting with online.

Where parents and carers choose to supplement the academy'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 what 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 all EMAT Academies 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 full time education, 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.