



North Wootton Academy

Priory Lane

North Wootton

Kings Lynn

Norfolk

PE30 3PT

Name of policy:	Localized Arrangements for Safeguarding (To be read in conjunction with EMAT Safeguarding Policy)
Lead member of staff with responsibility for this policy:	Mr J Grimsby
Date of governors meeting when policy agreed:	September 2021
Type of governors meeting:	Academy Council
Date of implementation:	September 2021
Details of dissemination:	This policy is available on our school website. The policy is available for all staff, visitors, pupils and parents.
Frequency for review:	Annually
Next due for review:	September 2022 or sooner due to COVID

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 aim to cover many areas of safeguarding and preparation for adult life. 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

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.

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 written down immediately on the 'Cause for Concern' form which can be found in the Office and the Safeguarding wall in the staffroom
- The school uses the local authorities 'Cause for Concern' form with a body map being attached if there is a need to record a physical injury or mark - See appendix A
- The first side of this form must be completed in full using a blue or black pen and passed immediately and directly to a Designated Safeguarding Lead or a Deputy.
- Each form 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 and check that they are confident with the resolution. If not, they 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)
 - 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 or when less clear cut follow-up decisions need to be made.
 - 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 Timson, 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 oversees the Principal's coordination of safeguarding through an annual safeguarding audit and termly review meeting.

Attendance Monitoring

- A key element of our safeguarding approach is school attendance - it is easiest to ensure pupils are safe and thriving when we see them every day. 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 10:30, the attendance lead will be passed a list of absentees for the day with note 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. Therefore, pupil's attendance will be formally reviewed each month with those highlighted as being absent for more than 10% of the school year highlighted as 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 be 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 that has occurred in an 'unplanned' event is recorded in a Bound and Numbered Book by at least two members of the Safeguarding Team.

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 either the DSL or DDSL using the 'Cause for Concern' form in order to initiate a set process as outlined in the EMAT policy and KCSIE.
- 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.

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

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

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

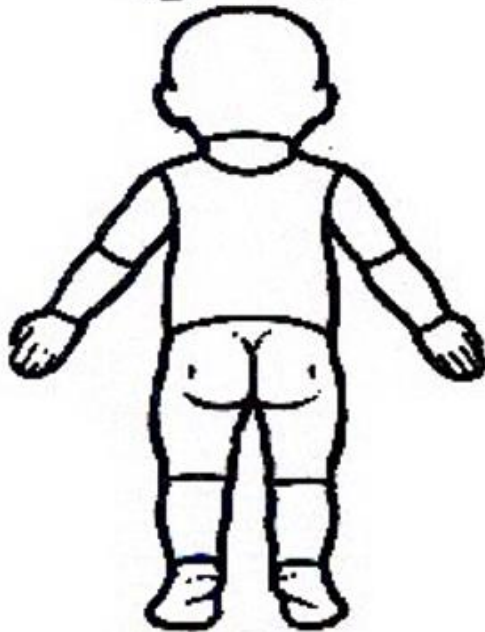
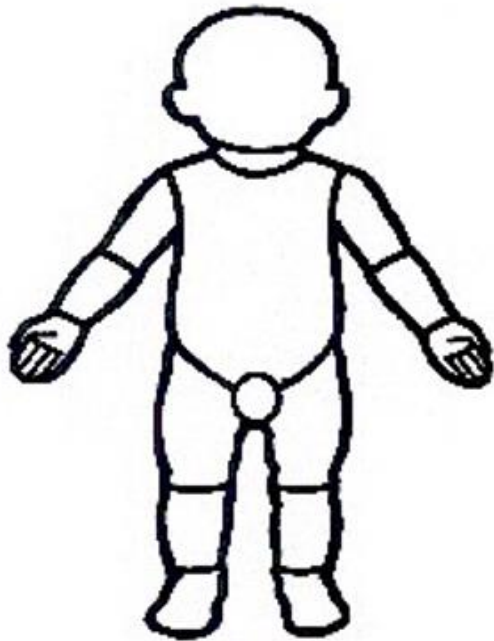
Further Action Agreed:

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

Appendix B : Arrangements for Safeguarding and Child Protection during COVID

This section of the Academy policy was created in response to Covid-19 and agreed by the Academy Council September 2021. 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)	James Grimsby	James.grimsby@nwt.eastern-mat.co.uk
Deputy DSL	Nikki Graham Carolyn Saddleton Sam Broughton	nikki.graham@nwt.eastern-mat.co.uk carolyn.saddleton@nwt.eastern-mat.co.uk sam.broughton@nwt.eastern-mat.co.uk
Mental Health Lead	Michele Buschman	Michele.buschman@nwt.eastern-mat.co.uk
Nominated Senior Leader in the absence of a trained DSL	Michele Buschman	Michele.buschman@nwt.eastern-mat.co.uk
Principal	James Grimsby	James.grimsby@nwt.eastern-mat.co.uk
Named Safeguarding Governor	Clare Smith	Clare.smith@nwt.eastern-mat.co.uk
Chair of Academy Council	Oliver Whitby	Oliver.Whitby@nwt.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.

Any unknown absence will be followed-up in per normal safeguarding procedures. Where it is known that a pupil is not attending due to fear of infection or general anxiety, the school will work with the family to find a way in which this can be overcome.

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.

For those considered vulnerable by the school but without a social worker, the school's Pastoral Team will make routine phone calls and potentially home visits to ensure that their time at home is more beneficial than them being in school.

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.

Should the staff member be working from home, they should note their concerns before immediately phoning the 'in school' DSL. At this point, the referral form will be completed by the DSL with the information provided by the member of staff and normal procedures will be followed

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.

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 – this being through their email accounts or directly over TEAMS calls at the end of any lesson when privacy can be given.

As well as reporting routes to key school staff, we will also signpost children to age appropriate practical support from external organisations such as:

1. [Childline](#) - for support
2. [UK Safer Internet Centre](#) - to report and remove harmful online content
3. [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:

4. [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online.
5. [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
6. [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.

7. [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.
8. [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.
9. [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games.
10. [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation.
11. [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.

All pupils will be emailed weekly by the principal in order to try and identify those who may be becoming vulnerable during a period of home learning. This in turn is discussed with the mental health lead who may organise additional support.

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.