

ANNEX A - SOUTHERY 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.”

Our curriculum is used to promote safeguarding by teaching pupils how to stay safe (online safety included), how to protect themselves from harm and how to take responsibility for their own and other’s safety. Educational visits will have thorough risk assessments undertaken and shared with children. The curriculum will be supplemented by visits from road safety officers, PCSO’s and other professionals as appropriate.

Roles and Responsibilities

Role	Name	Contact details
Designated Safeguarding Lead	Julian Goodrum	01366 377205
Alternate DSL	Rose Ashby	01366 377205
Principal	Julian Goodrum	01366 377205
Named Safeguarding Governor	Mrs Sue Vainu	07931 377370
Chair of Local Governing Body	Mrs Cath Robson	07709 775025
Safer Recruitment trained personnel	Julian Goodrum	01366 377205

All members of staff have two copies of the following referral form provided to them (one master and one to use) and there will be an additional set held in the Principal’s office and in the Staffroom.

Contact information for the LADO is on the noticeboard in the Staffroom along with contact details for the Chair of Governors.

Recording Form for Safeguarding Concerns



Staff, volunteers and regular visitors are required to complete this form and pass it to Mr Julian Goodrum (or Miss Ashby in Mr Goodrum's absence] if they have a safeguarding concern about a child in our school.

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.

Time & date of incident:

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 form completed:

Date:

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance

Improvement

Officer

Police

School Nurse

Children's
Services

PSA

Guidance
Adviser

Other

Date:

Time:

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

Feedback given to...?

Pastoral team

Tutor

Child

Person who recorded disclosure

Further Action Agreed:

e.g. School to instigate a Family Support Process, assessment by Children's Services

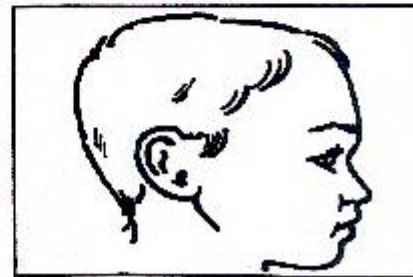
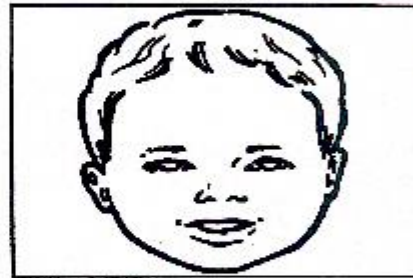
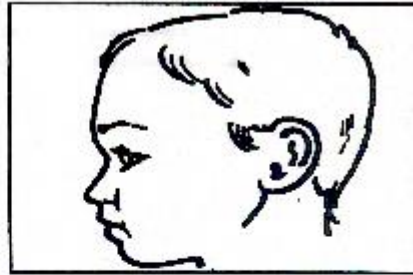
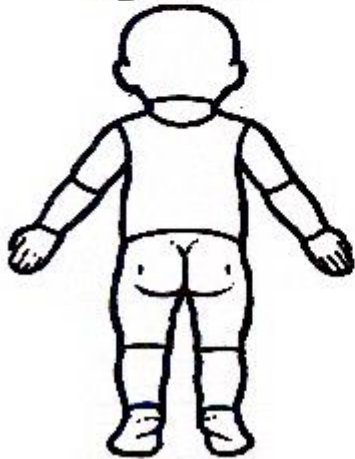
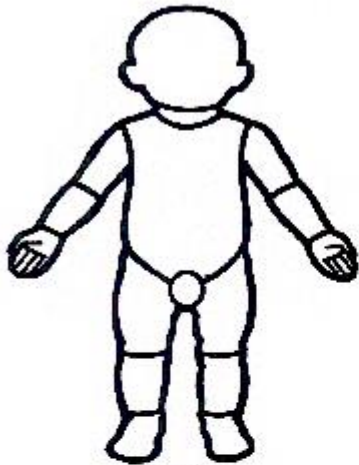
Full name:

DSL Signature:

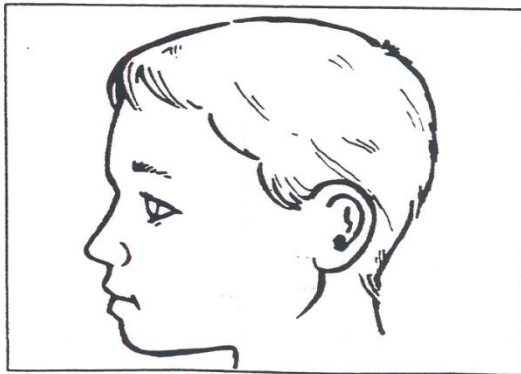
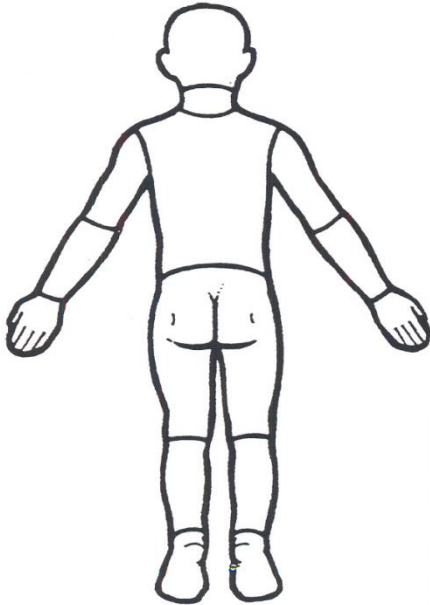
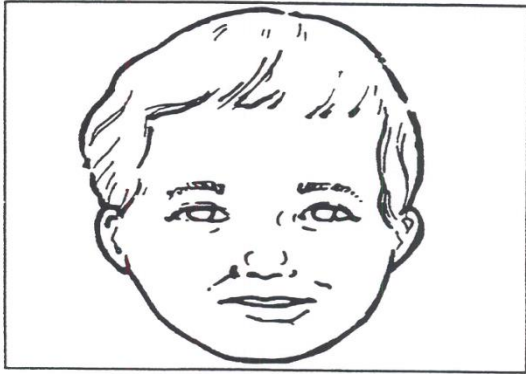
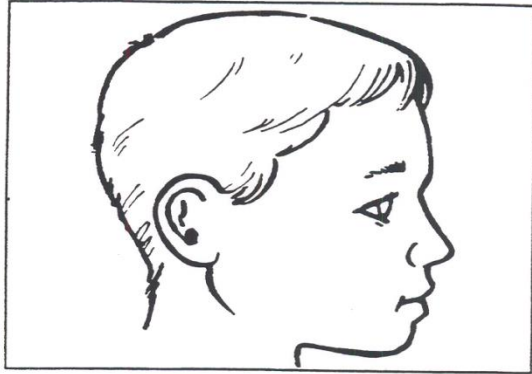
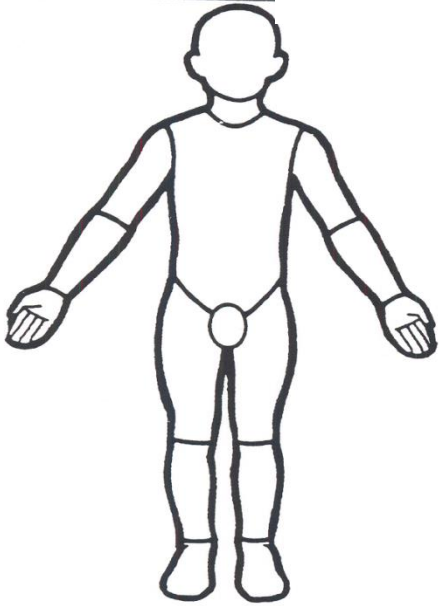
Date:

Body Map

Young Child



Older Child



Visitors to the School

Visitors to the school are routinely asked to sign in and their identities verified. They will then be provided with the following information to help us safeguard our children.

SOUTHERY ACADEMY

SAFEGUARDING AND CHILD PROTECTION QUICK GUIDE

If you have any concerns about a child at Southery Academy you should immediately report these to a senior member of staff.

If you feel a young person is at risk, you should contact the child protection staff:

Mr Julian Goodrum or Mr Jonathan Frost

Things you should report:

- Does the child seem unfed or unkempt
- Does the child have bruises or injuries
- Does the child talk about violence at home
- Does the child act age inappropriate in sexual ways.

What to do if a child discloses something to you:

- Make sure no other children can hear you
- Tell them you will have to pass on what they tell you to try to keep them safe
- Listen carefully without asking questions
- Do not pass judgement
- Write down as soon as possible what has been revealed to you in the child's own language and pass this on to the child protection staff
- Remember this information is strictly confidential
- Never promise to keep a secret always pass information on immediately

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 any class teacher or the staffroom noticeboard. 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 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:
Designated Safeguarding Lead (DSL): Mr Julian Goodrum
Principal

Alternate Designated Lead: Miss Rose Ashby
Meerkats Class

Chief Executive: Mr Duncan Ramsey
Contact Number: 01553 611807

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

Relevant Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella. Note that these policies also cover conduct regarding interaction with pupils outside academy hours:

- Staff Code of Conduct
- Anti-Bullying
- Positive handling and managing behaviour
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays