



Policy: Annex A of the EMAT Safeguarding incorporating Child Protection Policy

Author: Sarah Wilson (Principal)

Date of Approval: September 2023

Approved By: Academy Committee

Review Date: September 2024

ANNEX A – NELSON 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.”

We all have a statutory duty to safeguard and promote the welfare of children and at the Nelson Academy we take this responsibility seriously. Safeguarding is at the heart of everything that we do within the academy. If you have a concern about a child, young person or adult in our Academy, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the Deputy Designated Safeguarding Leads (DDSL). 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. Everyone should adopt the attitude that ‘it could happen here’.

All staff, including volunteers have to undertake a Safeguarding and Child Protection induction. There is also a termly update which is given to all regarding Safeguarding. This includes reminders of key information and any new updates. New visitors to the Academy will be given the ‘Safeguarding Students: Visitor Information’ leaflet (see Appendix 6) which includes photographs showing the DSL and DDSLs for the Academy.

Our curriculum is used to promote safeguarding by teaching pupils how to stay safe (online safety – this has been increased due to the greater online presence during and after COVID-19 lockdowns, NSPCC Talking PANTS, RSHE Curriculum), 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 adults and children. The curriculum will be supplemented by visits from road safety officers, PCSO’s and other professionals as appropriate.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from our academy or who go missing from education, particularly for prolonged periods and/or on repeat occasions. This includes completion of county CME1 forms for children who have left the Academy. The Academy has a number of actions in place (Nelson Academy Attendance Procedures) to ensure that no child is at risk of missing education. This includes first day call back/text, home visits, support from Student Support team, attendance panel meetings with parents, use of support panels e.g. Early Help Assessment Plan (EHAP), the use of Fast Track procedures when needed, as well as working alongside external agencies.

The Academy is part of a jointly run operation between Norfolk County Council, Norfolk Police and our academy which is called Operation Encompass (see Appendix 5). 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 the Nelson Academy is Sarah Wilson (Principal and DSL). During any school closure, the DSL and DDSL will remain contactable at all times with e mail addressed supplied to the hub.

The Academy safeguarding team meets at least half termly 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.

The Academy also has a domestic abuse champion, who has had training run by Norfolk County Council. The Nelson Academy domestic abuse champion is Avril Varga (Student Support Officer and DDSL).

Staff contact out of school hours - As a general rule, staff should not have contact with pupils outside of school hours. Where emails and online platforms have become more a part of general school use, any contact should only be related to homework set and any other attempts by pupils to contact teachers directly should be reported to a line manager who will rectify this. As a local community school, with staff as parents and part of the local community, there is also the potential for some social contact outside of school hours such as at children's parties etc. All such contact should be explainable with staff expected to maintain their professionalism at all times. Staff should speak with the Principal if there is any contact that might fall outside such familial or community connection.

Out of hours contacts - If assistance is required out of school hours, for example at the weekend or during the holidays, you can contact the NSPCC 24 hours a day, via their website: www.nspcc.org.uk or via telephone and email.

NSPCC: 0808 800 5000 (10am – 8pm) or help@nspcc.org.uk (24 hours a day)

Young people under the age of 18 can call Childline on 0800 1111 at any time of the day.

Alternatively, you can contact the Norfolk County Council Children's Advice and Duty Service (CADS). This service is available to anyone who is worried about the welfare of a child.

CADS: 0344 800 8021 (for professionals) 0344 800 8020 (for members of the public)

They will want to know why you have a concern, what you may know and any other relevant information.

If you think that a child is in immediate danger, do not delay, you must call the Police on 999 straight away.

Safeguarding is at the heart of everything which we do at the Nelson Academy. We strive to safeguard and promote the welfare of all of our children whilst creating an environment where children feel safe and able to learn to the best of their ability.

Roles and Responsibilities

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Sarah Wilson	01366 383824 sarah.wilson@nla.eastern-mat.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Avril Varga Gemma Sykes Glen Rossiter Cornelia Leach Lisa Jack	01366 383824 avril.varga@nla.eastern-mat.co.uk gemma.sykes@nla.eastern-mat.co.uk glen.rossiter@nla.eastern-mat.co.uk cornelia.leach@nla.eastern-mat.co.uk lisa.jack@nla.eastern-mat.co.uk
Principal	Sarah Wilson	01366 383824 sarah.wilson@nla.eastern-mat.co.uk
Named Safeguarding Academy Committee Member	Glen Gates	Glen.gates@eastern-mat.co.uk
Chair Of Academy Committee	Glen Gates	Glen.gates@eastern-mat.co.uk
Safer Recruitment Trained Personnel	Sarah Wilson Gemma Sykes Glen Rossiter	01366 383824 sarah.wilson@nla.eastern-mat.co.uk gemma.sykes@nla.eastern-mat.co.uk glen.rossiter@nla.eastern-mat.co.uk
DSL Responsible For Filtering And Monitoring The IT System In The Academy	Sarah Wilson	01366 383824 sarah.wilson@nla.eastern-mat.co.uk

Appendix 1: 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 the DSL or one of the DDSLs 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/DDSL:

Action taken by DSL/DDSL:

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

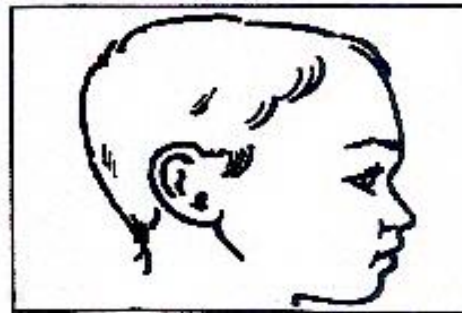
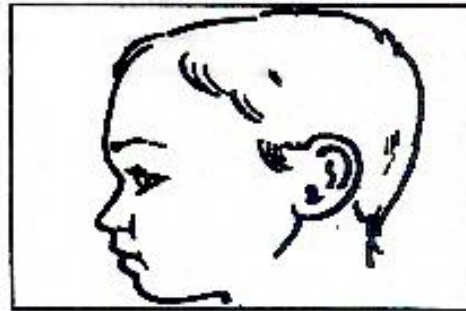
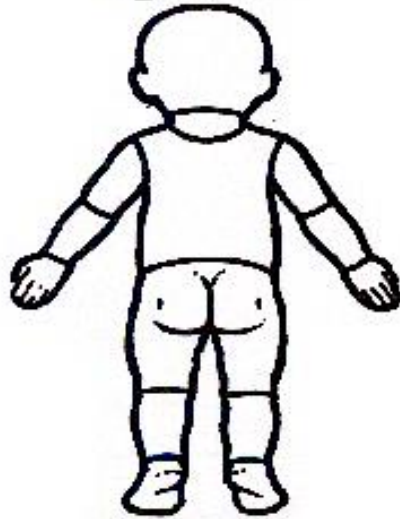
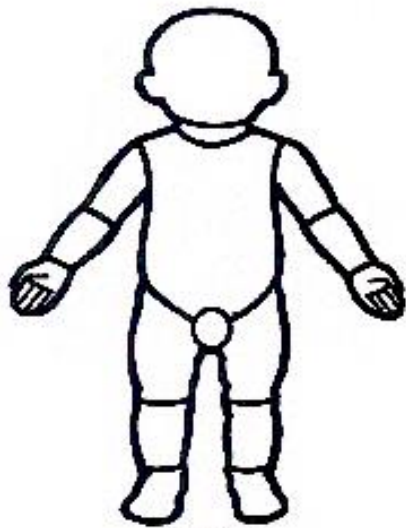
Person who recorded disclosure

Further Action Agreed:

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

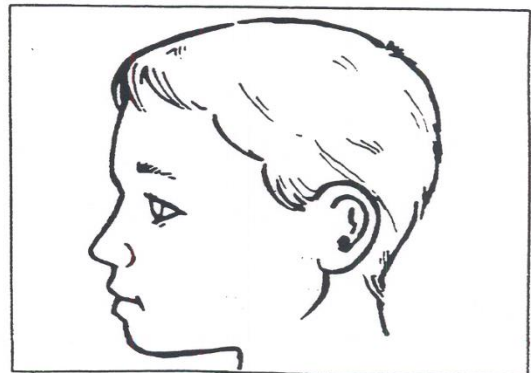
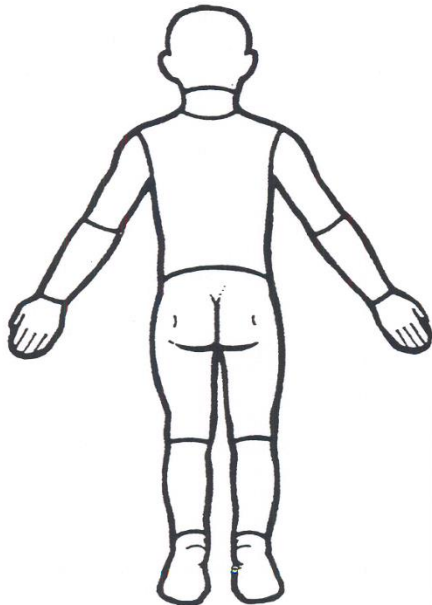
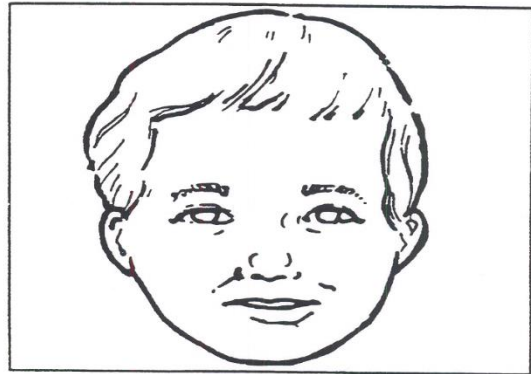
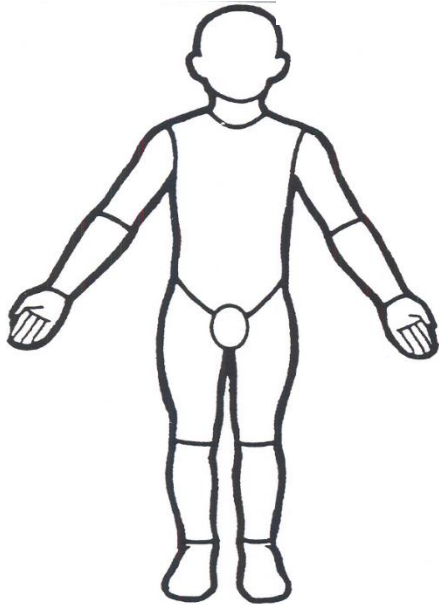
Full name:

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 Academy, you must share this information with our Designated Safeguarding Lead (DSL) or one of the Deputy Designated Safeguarding Leads (DDSL) 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 which you will be required to complete is attached to this and others can be obtained from the main school office. Please ensure that you complete all sections as described including the body map if appropriate.

If you are unable to locate a DSL or DDSL please ask a member of the Academy 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 Chair of the Academy Committee. 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.

The people you should talk to in school are:
Designated Safeguarding Lead (DSL): Sarah Wilson
Location of office: Nelson Academy – Management Office
Contact Number: 01366 383824

Deputy Designated Safeguarding Leads (DDSL): Avril Varga, Gemma Sykes, Glen Rossiter, Cornelia Leach, Lisa Jack
Location of office: Office/Student Services Officer – Assistant Principals – SRB Lead Teacher - SENCO
Contact Number: 01366 383824

Chair of Academy Council: Glen Gates
Contact Number: C/o Nelson Academy 01366 383824

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:

Can you evidence that the child is experiencing or likely to suffer significant harm?

YES

Do you have the consent of the parents/young person to make contact with CADS or have you informed them of your intention to do so?

Inform the parents and/or gain their consent for you to make this contact unless doing so would put the child at risk

Gather all the family's details including dates of birth, current address, current and working contact details and family composition, along with the history and current worries.



NO

Have you discussed the child's needs with your agency safeguarding lead or your line manager?

Discuss the child with your agency safeguarding lead or line manager if available and follow their advice when providing support to the family

Have you carried out an Early Help Assessment Plan with the child and their family?

Speak to the parents and the child about your worries and discuss with them how your agency can help and support the children and family. You could carry out an Early Help Assessment Plan or seek support from the Communities and Partnerships Team to support you in this process.

Call CADS on the professionals only phone line. This number can be found in the staffroom.

Have a discussion with a Consultant Social Worker. Make a record of the discussion held. 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 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.

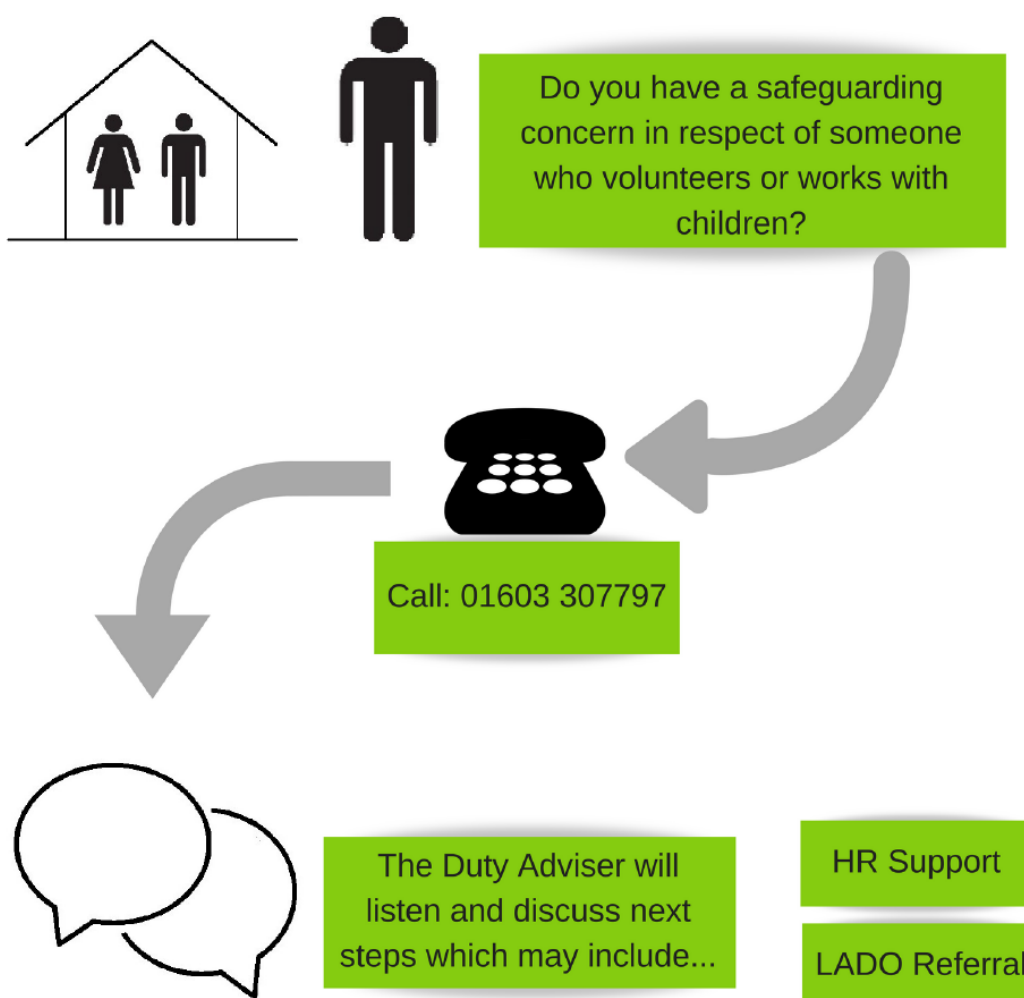
Appendix 4: Advice for academies, colleges and alternative education providers where there are concerns about an adult who works within the setting.



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Appendix 5: Operation Encompass

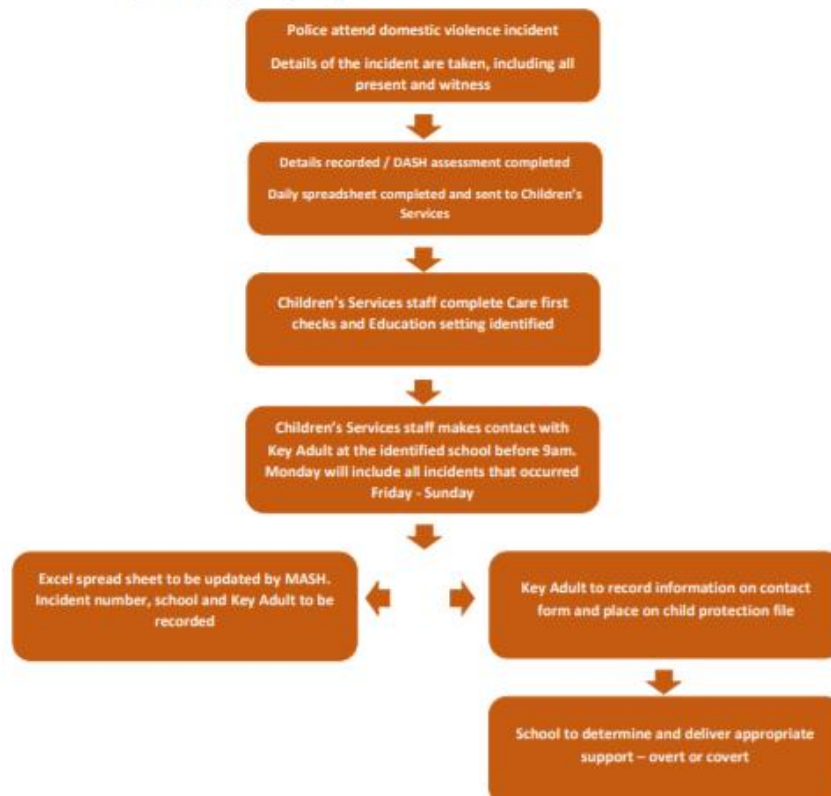
Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools

At the Nelson 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 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

Notification process for schools for Domestic Violence incidents

This process intends to notify schools before 9am 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.



Appendix 6: Safeguarding Students: Visitor Information Leaflet



Safeguarding Students: Visitor Information

Nelson Academy fully recognises the responsibility it has under Section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children and we are fully committed to fostering a culture and ethos where every child feels safe here.

This responsibility is more fully explained in the statutory guidance for schools and colleges "Keeping Children Safe in Education" (Sept 2023).

Young people can be abused in a number of ways and it is the responsibility of all members of the Nelson Academy community, namely staff, students, parents and visitors to report any concerns that they may have concerning the welfare of our students.

Physical abuse	Physical abuse is the deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
Emotional abuse	Children who are emotionally abused suffer emotional maltreatment or neglect. Its sometimes called psychological abuse and can cause children serious harm.
Neglect	Neglect is the ongoing failure to meet a child's basic needs. It is dangerous and children can suffer serious and long-term harm.
Domestic Abuse	Witnessing domestic abuse is child abuse, and children can suffer domestic abuse in their relationships.
Sexual Abuse	A child is sexually abused when they are forced or persuaded to take part in sexual activities. This does not have to be physical contact and can happen online.
Female Genital Mutilation	Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.
Prevent	Protecting children from the risk of radicalisation.

Designated Safeguarding Team at Nelson Academy



Sarah Wilson
Principal (DSL)



Glen Rossiter
Key Stage 2 Lead (DDSL)



Gemma Sykes
EYF5 & KS1 (DDSL)



Lisa Jacks
SENCO (DDSL)



Avril Varga
Student Support Officer (DDSL)



Cornelia Leach
SRB Lead Teacher (DDSL)

If you have concerns about the welfare of any of our students, you must report this directly to one of the people above. All referrals will be fully investigated and appropriate action taken according to the Nelson Academy Safeguarding Policy. Whilst it is not possible to give specific feedback on any referrals made, we will endeavour to provide some feedback to anyone highlighting a safeguarding concern at Nelson Academy.

