

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.”

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 adults and children.

Roles and Responsibilities

| Role | Name | Contact Details |
|-------------------------------------|--|--|
| Designated Safeguarding Lead | Sarah Wilson | 01366 383824 sarah.wilson@nla.eastern-mat.co.uk |
| Alternate DSL | Avril Read Gemma Sykes Jo Airdrie Glen Rossiter | 01366 383824 avril.read@nla.eastern-mat.co.uk gemma.sykes@nla.eastern-mat.co.uk jo.airdrie@nla.eastern-mat.co.uk glen.rossiter@nla.eastern-mat.co.uk |
| Principal | Sarah Wilson | 01366 383824 sarah.wilson@nla.eastern-mat.co.uk |
| Named Safeguarding Governor | Lynne Martin | c/o Nelson Academy 01366 383824 |
| Chair of Local Governing Body | Rosemary Godbold | c/o Nelson Academy 01366 383824 |
| Safer Recruitment trained personnel | Sarah Wilson Gemma Sykes Jo Airdrie Glen Rossiter Lisa Banks | 01366 383824 sarah.wilson@nla.eastern-mat.co.uk gemma.sykes@nla.eastern-mat.co.uk jo.airdrie@nla.eastern-mat.co.uk glen.rossiter@nla.eastern-mat.co.uk lisa.banks@nla.eastern-mat.co.uk |

Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Avril Read (or in her absence an alternative Designated Safeguarding Lead) 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

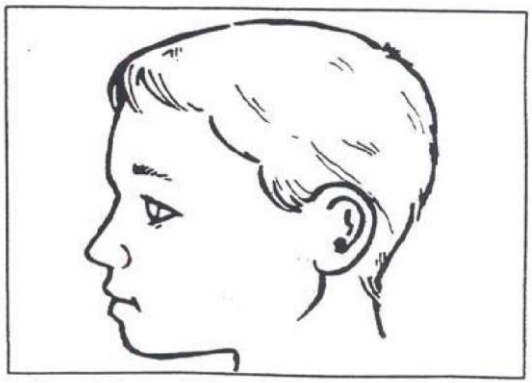
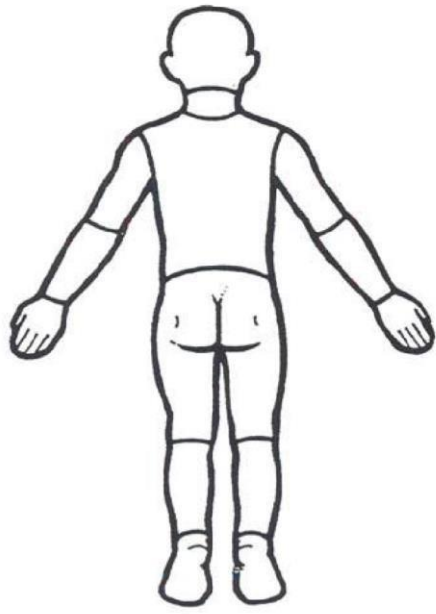
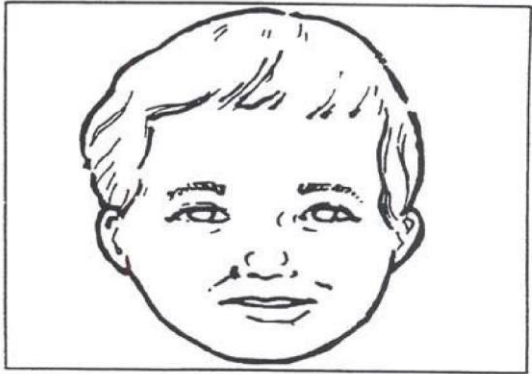
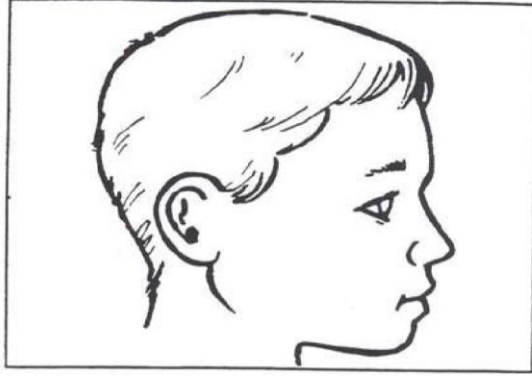
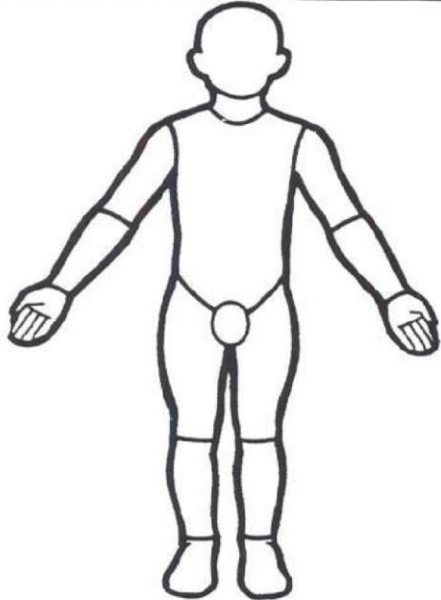
Further Action Agreed:

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

BODY MAP

OLDER CHILD

Older Child
Name



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 one of our Designated Safeguarding Lead (DSL) 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 of the DSLs or the main school office. Please ensure you complete all sections as described.

If you are unable to locate a DSL please 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): Sarah Wilson
Location of office: Nelson Academy – Management Office
Contact Number: 01366 383824

Alternate Designated Leads: Avril Read, Jo Airdrie, Glen Rossiter or Gemma Sykes
Location of office: Office/Student Services Officer – Assistant Principals
Contact Number: 01366 383824

Chief Executive: Duncan Ramsey
Contact Number: 01553 779689

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

Appendix 3: Local Safeguarding Referral Procedures 2017



NORFOLK MASH **Multi-Agency Safeguarding Hub: Referral Procedures**

Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:

- Faxed to the MASH Team on 01603 762445**
- Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET**
- NSCB1 forms can also be e-mailed to MASH via mash@norfolk.gcsx.gov.uk but must only be sent from a secure email address.**

Safeguarding Consultation Line

You can request a professional consultation if you are not clear about how to support a family and require further advice about a child. This is provided by the MASH Team. In order to access this service call Customer Services on **0344 800 8020** and state that you request a professional consultation. This procedure replaces the consultation service previously offered by the local Duty Teams.

Please note that consultations should not be used in circumstances where you suspect immediate risk or harm to a child e.g. when the child has made a disclosure of abuse or you suspect the child is presenting with a non-accidental injury. In these circumstances, you should contact Customer Services and explain that you wish to make a referral.