



Evolution Academy Trust
Progress through Partnership

Safeguarding and Child Protection Procedures (Appendix A)

Eaton Primary School

The following pages contain the procedures we follow, in light of our Safeguarding and Child Protection policy. These are specific to each school across Evolution Academy Trust.

Roles and Responsibilities

Role	Name(s)	Contact details
Designated Safeguarding Lead (DSL)	Louise Goodson	deputy@eatonprimary.org.uk
Deputy DSLs	Mark Jones Sam High Kate Estlea	senco@eatonprimary.org.uk s.high@eatonprimary.org.uk Head @eatonprimary.org.uk
Prevent Lead	Louise Goodson	deputy@eatonprimary.org.uk
Senior Attendance Champion	Mark Jones	senco@eatonprimary.org.uk
Mental Health Lead	Louise Goodson	deputy@eatonprimary.org.uk
Designated Lead for Looked After Children	Louise Goodson	deputy@eatonprimary.org.uk
Designated Lead for Young Carers	Sam High	s.high@eatonprimary.org.uk
Headteacher	Kate Estlea	Head @eatonprimary.org.uk
Chair of Governors	Nigel Austin	n.austin@evolutionacademy.co.uk
Named Safeguarding Governor	Jo Snelling	head@filbyprimary.org.uk
EAT Head of Safeguarding and Attendance	Angie Chusonis	a.chusonis@evolutionacademytrust.org.uk 01603 981213
EAT Director of School Improvement	Katie Lawson	k.lawson@evolutionacademytrust.org.uk 01603 981215

Our Curriculum:

Safeguarding is central to our learning and personal development at Eaton Primary School. We have a broad and balanced curriculum which provides our children the opportunity to learn and develop the knowledge and skills to keep them safe and to develop the British Values which they will need as they grow into global citizens. Our PSHE and RSE curriculums teach children about keeping safe through age appropriate content across its spiral curriculum. Children learn about healthy and respectful relationships, how to ask for help, safe adults, boundaries and consent, stereotyping, prejudice and equality, mental health, and keeping safe online. The curriculum and teaching ensure that children understand the importance of managing risk and to keeping themselves safe in a wide variety of situations. Children also learn about their rights and responsibilities, the need for safe and appropriate behaviour and how to be a good member of the school and wider community. We value the importance of the PSHE and RSE curriculums and as such, these are delivered weekly in timetabled slots. The British Values are taught throughout the PSHE and wider curriculum. We actively engage pupils in the values of democracy, rule of law, individual liberty, mutual respect and tolerance. Assemblies and events are planned throughout the year to coincide with events, such as our school council elections (democracy) so that the children experience the British Values in action.

Training and Induction:

New staff:

At induction staff will also be provided with information about how to record and report safeguarding concerns. They will be shown how to record concerns using our online platform (CPOMS) by a DSL/DDSL. In addition, they will also be told where they can find paper based safeguarding recording forms, given information on how to complete both reporting measures and informed of the processes to follow. New staff are given a green EAT lanyard.

Temporary staff and visitors

All temporary staff and visitors are given guidance outlining our safeguarding procedures when they arrive at our school. They must read them before they are brought into the school. They are informed who the safeguarding lead is and how they should report any concerns which they have about a child. This information is also given to work experience pupils from high schools. Temporary staff are given a yellow lanyard if they have a DBS or we have a Letter of Assurance. Adults without a DBS will have a red lanyard and will be accompanied around the school by a member of staff.

Procedures for Managing Concerns

Staff

All staff record concerns and disclosures on our online system, CPOMS, as well as verbally informing a DSL to ensure that all incidents are acted upon in a timely manner. In the event of a member of staff not being able to access CPOMS, paper versions are available in the staff area. These would be given directly into the hand of the DSL when they make their verbal report.

Temporary staff and visitors

Paper versions of our reporting format is available for any temporary staff or visitors to make a written record of their concerns. These, as outlined in the safeguarding leaflet, must be given to the DSL immediately.

Specific Safeguarding Issues

In addition to contextual safeguarding, our current local priorities are:

- online safety and behaviours

Useful Contacts:

Customer First/Professional Helpline/CADs: 0344 800 8021

Customer First/CADs Public number: 0344 800 8020

Police (emergency only): 999

Norfolk Police main switchboard: 101 or 0845 456 4567

Education LADO: 01603 307797