



Safeguarding and Child Protection Procedures (Appendix A)

Elm Tree 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)	Mrs Sarah Baker	sarah.baker@elmtreeprimary.org.uk 01502 562930
Deputy DSLs	Mrs Julia Halliday Mrs Dawn Burton Miss Sarah McLennan	julia.halliday@elmtreeprimary.org.uk 01502 562930
Prevent Lead	Mrs Sarah Baker	sarah.baker@elmtreeprimary.org.uk
Senior Attendance Champion	Mrs Sarah Baker	sarah.baker@elmtreeprimary.org.uk
Mental Health Lead	Mrs Sarah Baker	sarah.baker@elmtreeprimary.org.uk
Designated Lead for Looked After Children	Mrs Sarah Baker	sarah.baker@elmtreeprimary.org.uk
Designated Lead for Young Carers	Mrs Sarah Baker	sarah.baker@elmtreeprimary.org.uk
Headteacher	Mrs Julia Halliday	julia.halliday@elmtreeprimary.org.uk
Chair of Governors	Mr Mark Chapman	chair@elmtreeprimary.org.uk 01502 562930
Named Safeguarding Governor	Mrs Katie Snell	office@elmtreeprimary.org.uk 01502 562930
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:

At Elm Tree Primary, PSHE lessons are taught weekly – 45 minutes in KS1 and 60 minutes at KS2. All PSHE lessons are taught by the class teacher. RSE is taught in the Spring term and we follow advice and guidance from DfE. All materials used at Elm Tree are available to view and a drop in sessions with the PSHE Lead are offered. At Elm Tree, we use Coram Life Education which fulfils all DfE statutory requirements for RSE and PSHE.

In addition to this, pupils are taught that all adults and visitors who have had a DBS check wear a green lanyard. All other adults will be given a red lanyard and will be accompanied around school by a member of staff.

At Elm Tree Primary, we are committed to promoting the fundamental British Values, which are woven throughout our curriculum, assemblies, daily interactions and wider school life. We help children understand the importance of having a voice through opportunities such as pupil leadership roles, voting opportunities (e.g school fundraising focus) and collaborative decision-making. Children learn about rules and laws, both within school and in the wider community, and why they are important for keeping everyone safe and happy.

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.

Temporary staff and visitors

Volunteers and temporary staff will be made aware of the safeguarding team on arrival which clearly identifies the DSL and DDSL. Safeguarding recording forms will be available in each classroom and details on how to complete the form and who to pass them on to. Information about signs of abuse and how to manage a disclosure are included with the forms. Temporary staff and visitors are advised to speak to any member of the Safeguarding team if they have any concerns about a pupil.

Procedures for Managing Concerns

Staff

At Elm Tree Primary, CPOMS is used to record and report concerns. Training is given on an annual basis with updates throughout the year. The DSL and DDSL's receive immediate alerts to the concerns.

Temporary staff and visitors

Temporary staff and visitors record safeguarding concerns on a paper format in the first instance. These are handed to the DSL or DDSL and then uploaded onto CPOMS.

Specific Safeguarding Issues

In addition to contextual safeguarding, our current local priorities are online safety in the family home, safety in the local community (anti-social behaviour, drug dealing) and poverty.

Useful Contacts:

Professional Helpline: 0808 8004005

Customer First: 03456 061499

Police (emergency only): 999

Suffolk Police main switchboard: 0800 555111

LADO: 0300 1232044 LADO@suffolk.gov.uk