



Policy for Safeguarding incorporating Child Protection

Annex A

Academy specific information for Raleigh Infant & Admirals Academies

2024-2025

School name: Raleigh Infant & Admirals Academies
Policy owner: Tracey Brookes
Date: 29.07.2024
Review: 01.09.2025

Purpose

The purpose of Raleigh Infant and Admirals Academies safeguarding policy is to ensure every child who is a registered pupil at our academies is safe and protected from harm. This means we will always work to:

- Protect children and young people at our academies from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our academy grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our academy to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy.

Our academies fully recognise the contribution they can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our academies. The elements of our policy are prevention, protection and support.

We recognise the different forms that child on child abuse, including sexting, can take and will ensure it is not tolerated within our academies. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

Both academies use the EMAT policy for Safeguarding and Child Protection, this is an appendix to give localised information about Raleigh Infant and Admirals Academies.

Our Ethos

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 at our academy 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 at our academies 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.

Designated Safeguarding Lead Team

*Raleigh Infant and Admirals Academies have a team of dedicated DSLs, this includes a Lead, two Deputies and several Alternate DSLs, of which includes an Online Safety Lead.

Role	Name	Contact details incl. those when working remotely:
Designated Safeguarding Lead (DSL)	Tracey Brookes	07511 224734 (also contactable outside of term times) 01842 753993
Deputy Designated Safeguarding Lead (DDSL)	Victoria Hall Bella Frary	01842 753993
Alternate Safeguarding Leads (ASL)	Natalie Ewens Amy McArdle Chris Harris Vic Cornwall	01842 753993
Mental Health Lead	Victoria Hall	01842 753993
Mental Health First Aider	Tracey Brookes	01842 753993 07511 224734
ASL responsible for Online Safety, and Filtering and Monitoring the IT system	Chris Harris	01842 753993
Nominated Senior Leader in the absence of a trained DSL	Victoria Hall	01842 753993
Executive Principal	Greg Sadler	01842 753993
Named Safeguarding Governor	Emma Culley	01842 753993
Chair of Academy Council	Emma Culley	01842 753993

*There is always a DSL on site. In a rare situation where there are no DSLs onsite, contact numbers including CADS telephone services are displayed within the school including in staff toilets.

*Posters of the DSL team are displayed around the school to ensure all children, parents and visitors are aware of the team and how they can be contacted.

Curriculum:

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. These are taught explicitly through our PSHE curriculum at Raleigh Infant and Admirals Academies.

Online Safety is taught through the SMART rules and taught within our PSHE curriculum and is embedded throughout our computing curriculum. Raleigh Infant and Admirals Academies actively seek to provide children with visitors to support the teaching of 'keeping ourselves safe' for example road safety training, stranger danger, rescue services and their role to help us.

Online safety

Online safety in schools Raleigh Infant Academy and Admirals Academies will continue to provide a safe environment, including online. This includes the use of an online filtering and monitoring system. Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school:

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Procedures and where appropriate referrals should still be made to children's social care and, as required, the police.

Online teaching should follow the same principles as set out in the Trust's code of conduct and acceptable use of ICT policy. Raleigh Infant and Admirals Academies will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by the Trust's Head of IT to communicate with pupils.

Children working online

Raleigh Infant and Admirals Academies will ensure children who are being asked to work online know how they can raise any concerns whilst online. As well as reporting routes back to the school, age appropriate practical support is available from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse Support for parents and carers to keep their children safe online includes:
- [Internet matters](#) - for support for parents and carers to keep their children safe online

- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [National Online Safety](#) – advice for parents and carers, along with helpful user and ‘how-to’ guides.

Attendance

A child’s attendance at school is extremely important. At Raleigh Infant and Admirals Academies we:

- operate a ‘First Day Calling’ policy, and endeavour to call all parents and carers of children absent from school by 9.30am each morning, if we have not heard from them before this point.
- continue to try and contact throughout the day including contacting any additional or emergency contact if contact with parents/carers cannot be made.
- may choose to carry out home welfare checks on first day of absence or within 48 hours if no contact is made; sooner if there are concerns for the wellbeing of the child/family.
- review attendance across the school weekly, focusing on any child whose attendance is less than 96%.
- follow up these reviews with parent meetings, letters, phone calls and fixed penalty referrals to the LA as appropriate.
- follow Norfolk’s procedures for Missing Children.
- liaise with Norfolk attendance team and attend termly target and support meetings to identify and next steps or further support for families.

Induction

All staff and regular visitors will, through training and induction, will know how to recognise indicators of concern, as well as how to respond to a disclosure from a child and how to record and report this information.

We will not make promises to any child and we will not keep secrets. Every child will know what the adult may have to do with any information they have chosen to disclose.

All adults who come into our academies are aware of our procedures relating to Safeguarding as posters are displayed prominently in all areas – including in the adults’ toilets.

Our Safeguarding procedures, and our expectations around this also form a key part of our induction process.

Temporary Staff and Volunteers

All temporary staff and volunteers are given a minimum of a one hour safeguarding induction based on the whole school safeguarding model from Norfolk County Council. This induction includes full information on safeguarding procedures at Raleigh Infant and Admirals Academies. Temporary staff and volunteers are given

copies of Part one and Annex B of Keeping Children Safe in Education 2024, as well as relevant Raleigh Infant and Admirals Academies policies.

Visitors

All visitors are provided with a Raleigh Infant and Admirals Academies Safeguarding leaflet. Regular visitors and supply teachers are also provided a copy of the Safeguarding Policy. All visitors to the academy are informed who the DSLs are and how to raise a concern should they require to do so.

Safeguarding referrals

Raleigh Infant and Admirals Academies staff refer to the DSL team. These referrals are made through CPOMS (Child Protection Online Management System). Referrals should be made as soon as staff become aware of them and before 5pm on the day of the concern. Staff have been provided with training in using this system and each have their own login.

We also have a pink Safeguarding Alert Card which should be handed to a DSL in cases of a safeguarding emergency, for example the disclosure of physical or sexual harm, or that staff feel require an immediate response, and/or observation of any physical injuries to a child.

In the unlikely event that the system is inaccessible, a safeguarding form (appendix 1) should be completed as soon as possible and given to the DSL on duty, as identified on the staff board in the main reception area.

If a member of staff, visitor or volunteer feels that a safeguarding concern has not been dealt with appropriately they should contact Norfolk Children's Advice and Duty Service on 0344 800 8020.

Operation Encompass

Raleigh Infant and Admirals Academies are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass.

In order to achieve this, Norfolk Multi-agency Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, The Designated Safeguarding Lead will decide on the appropriate support the child requires. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

The Lead DSL and deputy DSLs have access to Operation Encompass however, the Lead DSL takes responsibility for monitoring this daily.

Use of trust and personal mobile devices

All staff should follow the Eastern Multi Academy Trust Acceptable Use Policy when using trust or any personal devices, including all electronic devices with imaging and sharing capabilities. During normal academy hours, use of personal mobile devices should be limited to private areas (for example staff rooms) and should not be used

whilst children are present except in emergency situations. Any personal devices should not be used to take photographs of any children.

Members of the SLT may carry their work mobile phones with them to assist in needed situations, for example fire drill communication.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with 'Working Together to Safeguard Children DfE (December 2023).

All staff and volunteers at Raleigh Infant and Admirals Academies know that they are responsible for upholding our expectations in relation to Safeguarding children whilst at school, and always whilst conducting their lives away from school. They must always be mindful of how their actions, and inactions, may be perceived by others, and they must always follow the school's guidance and expectations in relation to Safeguarding children. This policy applies to all pupils, staff, parents, governors, volunteers and visitors. All staff, visitors, volunteers and students know that safeguarding is everybody's responsibility.

Multi-agency referrals and contacts

Tracey Brookes, our Lead DSL, is also the Family Support Manager, liaising with many external agencies with the view of supporting our children and families as part of our own Early Help offer, as well as that of Norfolk County Council and their Flourish and Family Hub models.

Tracey can complete referrals to Thetford Foodbank, should families require this and unable to access another service who can complete this referral. A discussion with Tracey to obtain information for the referral will be completed between Tracey and family member requesting the referral.

Tracey can be contacted on her dedicated work mobile phone outside of usual Academy hours as well outside of term times, should be required. However, families can contact any of the below contacts to discuss any issues, concerns or possible referrals for support at any time and do not have to discuss with any Academy staff beforehand. You may notice many of these agencies are contactable through CADS contact number. Please specify the agency you wish to speak with or refer to, and they will return your call.

Norfolk County Council Children's Services Advice and Duty Service (CADS)

cads@norfolk.gov.uk

0344 800 8020

Norfolk Safeguarding Children's Partnership

nscb@norfolk.gov.uk

01603 233409 (general enquiries)

National Society for Prevention of Cruelty to Children (NSPCC)

help@nspcc.org.uk

0808 800 5000

Norfolk Police
999 or 101

Thetford Foodbank
info@thetford.foodbank.org.uk
0300 102 9618

Early Childhood and Families Service
ecfs-families@actionforchildren.org.uk
0344 800 8020

Family Information Service
fis@norfolk.gov.uk
0344 800 8020

Just One Norfolk
0300 300 0123
Parentline text service 07520 631590

Citizens Advice
advice.thetford@cadat.org.uk
01842 752777

Daisy Programme
help@daisyprogramme.org.uk
01953 880903

Rowan Programme
rowanproject@daisyprogramme.org.uk
01953 880903

Change, Grow, Live
norfolk.info@cgl.org.uk
01603 514096

Winstons Wish
ask@winstonswish.org
08088 020 021

Nelsons Journey
enquiries@nelsonsjourney.org.uk
01603 431788

Norfolk SENDIASS
norfolksendiass@norfolk.gov.uk
01603 704070

Support from the Eastern Multi Academy Trust

The Trust Lead on Safeguarding will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

Appendix 1: Draft Recording Form for Safeguarding Concerns

Staff, volunteers, and regular visitors are required to complete this form and pass it to Tracey Brookes (DSL) if they have a safeguarding concern about a child in our academy.



Full name of child	Date of Birth	Class/Tutor/Form group	Your name and position in academy

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:

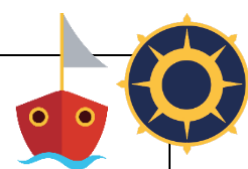
[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]

[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:

Action taken by DSL:

Referred to...?

Attendance
Lead

Police

Just One
Norfolk

CADS

PSA

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:

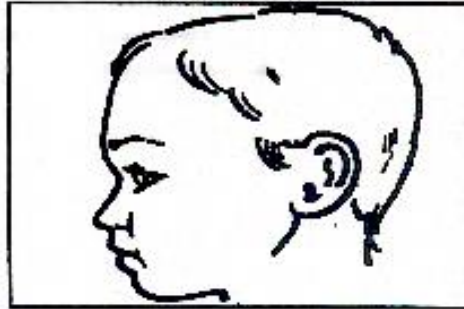
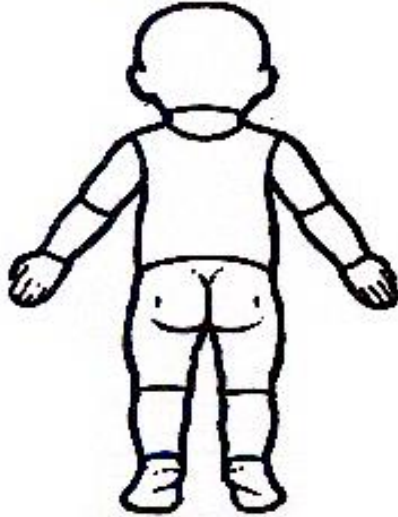
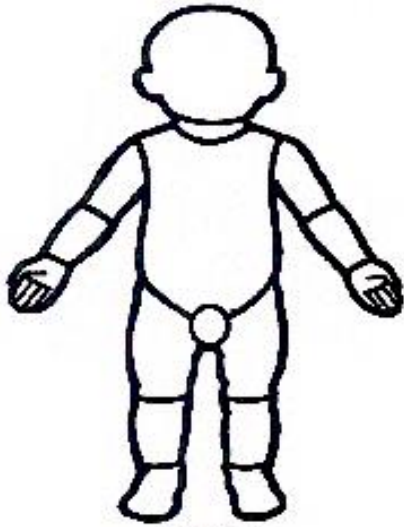
e.g. Academy to instigate an Early Help Assessment Plan, assessment by Children's Services.

Full name:

DSL Signature:

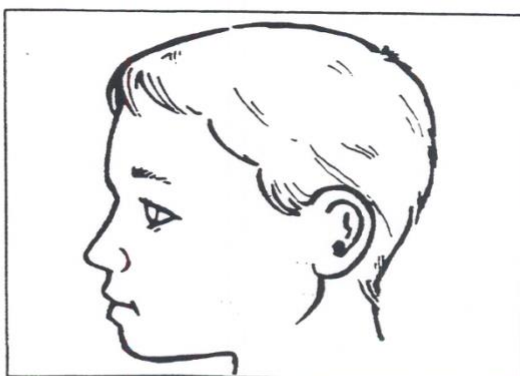
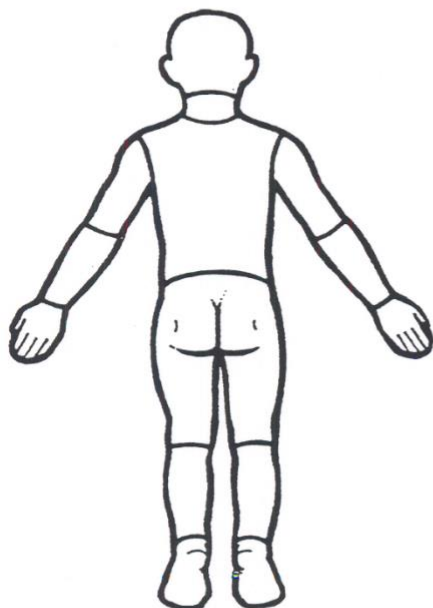
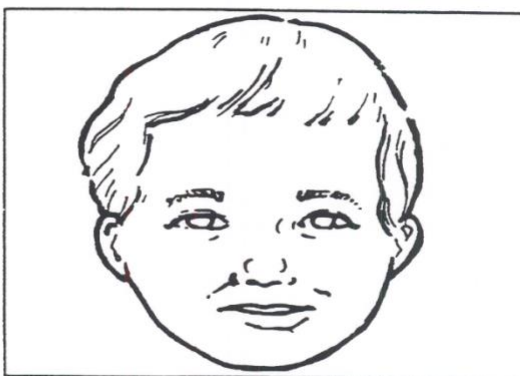
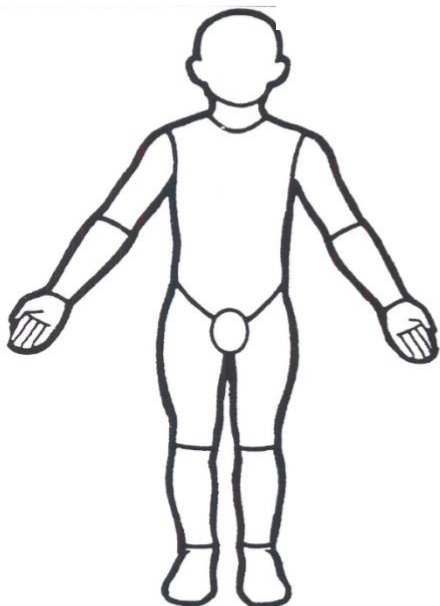
Date:

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