



Safeguarding and Child Protection Procedures (Appendix A)

Filby 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 J. Snelling	01493 369241 head@filbyprimary.org.uk
Deputy DSLs	Mrs L. Hunter Miss E. Enfield	01493 369241 office@filbyprimary.org.uk
Prevent Lead	Mrs J. Snelling	01493 369241 head@filbyprimary.org.uk
Senior Attendance Champion	Mrs J. Snelling	01493 369241 head@filbyprimary.org.uk
Mental Health Lead	Mrs L. Hunter	01493 369241 office@filbyprimary.org.uk
Designated Lead for Looked After Children	Mrs J. Snelling	01493 369241 head@filbyprimary.org.uk
Designated Lead for Young Carers	Mrs J. Snelling	01493 369241 head@filbyprimary.org.uk
Headteacher	Mrs J. Snelling	01493 369241 head@filbyprimary.org.uk
Chair of Governors	Mr C. Share	c.share@governor.filbyprimary.org.uk
Named Safeguarding Governor	Mrs K. Harris	01603 625721 kate.harris@bignoldprimary.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:

Children are taught a broad and balanced curriculum at Filby Primary. We provide opportunities for pupils to develop the knowledge, values and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe, including online. The Relationships Education, Relationships and Sex Education and Health Education (delivered in regular timetabled slots through our 'SCARF' curriculum and linked to 'The Filby Way') covers relevant topics in an age-appropriate way, through a planned, developmental curriculum, enabling pupils to learn about their rights and responsibilities to behave and stay safe in a variety of contexts both on and offline. This provides further reinforcement to help children identify risks and develop skills to ask for help from trustworthy, reliable sources. Our Personal Development and RSE curriculum (Also taught through 'SCARF') covers a broad range of topics, which encourage children to think, reflect and develop confidence in understanding how to keep safe and how to identify safe relationships both in person and online.

Training and Induction:

New staff:

At induction, staff will 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 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

Our safeguarding procedures are shared with temporary staff and visitors upon arrival at the school via our electronic sign-in screen. They are also verbally informed of who they should speak to if they have concerns regarding any aspect of safeguarding.

Procedures for Managing Concerns

Staff

At Filby Primary we record safeguarding concerns using an electronic system called CPOMs. CPOMs is used to record any safeguarding concerns and is monitored by DSLs throughout the day. Incidents are read and actioned accordingly. Staff speak to a DSL in person before recording concerns on CPOMs to ensure that immediate action can be taken when necessary.

Specific Safeguarding Issues

In addition to contextual safeguarding, our current local priorities are neglect and domestic abuse.

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

LADO: 01603 223473