APPENDIX B

Individual Academy Specific Details and Information	
Name of Academy	Trinity CE Primary School

This Policy was shared with the Academy Governance Committee (AGC) on:	2nd October 2019	
Chair of Governors	**Name:** Mr. Michael Wilson	
	Signature:	
	Date: 2nd October 2019	
Headteacher and Designated Safeguarding Lead	**Name:** Mr. Scott Dainty	
	Signature:	
	Date: 2nd September 2019	
Deputy Designated Safeguarding Leads (DDSL)	**Name:** Mr. Tom Burrows	
	Signature:	
	Date: 2nd September 2019	
	Name: Mrs. Clare Pickering	
	Signature:	
	Date: 2nd September 2019	
Designated Teacher for Looked After and Previously Looked After Children	**Name:** Mrs. Kate Freeman	
	Signature:	
	Date: 2nd September 2019	

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Relevant paragraph in policy	*Page number*
Early Help Advice and Assessment	*page 4*
Our Academy's local EHCO is: Lisa Marriot LMarriot@childrenfirstnorthamptonshire.co.uk 0300 126 1000 opt 1 then opt 2	
Introduction	*page 8 – 2.1*
Process for recording of concerns In our Academy we record concerns clearly using a cause for concern form which is either yellow or orange. Both forms are identical but an orange form would indicate a high level concern that requires immediate action. Both forms are stored in the staff room hung on the wall between the two windows on the safeguarding children board. Adults who have concern should detail all details on this form, using the body map as required. The form should be signed and dated before being handed to the DSL or a DDSL. This form should be completed as soon after the observation or disclosure as possible to ensure accurate information is recorded.	
Safeguarding Commitment	*page 10 – 3.1*
Pupil voice Our Academy provides a variety of opportunities to help gain 'pupil voice' such as: • Protective behaviours delivered to all children each year. • Drawing and talking programme delivered on a 1:1 needs basis • 'My Life My Way' toolkit used on a needs basis (1:1) • Annual survey carried out with parents and pupils with reference to safeguarding	
Safeguarding in the curriculum	*page 11 – 3.3*
Areas addressed through opportunities and experiences provided in our Academy In our Academy we address all the areas mentioned in 3.3 by delivering an effective PSHE programme. We follow the JIGSAW scheme of work which is delivered to every year group on a weekly basis. To find out more about the scheme please visit www.jigsawpshe.co.uk. In addition to our PSHE curriculum, many of the areas listed in 3.3 are also covered through our programme of collective worships which are also delivered every day to the whole school. Theme days are also scheduled throughout the year which add to our provision of these themes.	

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Roles and Responsibilities **Academy Governance Committee**	*page 13 and 14 – 4.2*

Training – staff and volunteers working with children (*page 13*)

At our Academy we ensure all staff and volunteers receive annual safeguarding training updates as a minimum. This is delivered on the first training day of the year and is delivered by our experienced DSL.

Our DSL and DDSLs receive full safeguarding training updates every 1 to 2 years. Our DSL also keeps up to date with external updates by receiving the bulletins from the LA, The Key and the LSCB. These updates are shared with DDSLs as appropriate in our fortnightly meetings.

On beginning work in our academy, all members of staff and volunteers complete the NSPCC 'Introduction to Safeguarding' online course and then receive training by a DSL or DDSL on in school protocols, all of which are covered within this Appendix B.

Filtering and monitoring systems to monitor staff and pupil internet usage (*page 14*)

In our Academy we have a very secure filtering system in place for pupils and staff. Our filtering system is provided by 'schoolsbroadband' and reports are generated weekly. These reports are sent to the Head Teacher and Online Safety Lead and where necessary, the online safety lead investigates any issues that arise and keeps the head teacher updated with any action that is necessary to take.

The event log is kept by the online safety lead and includes all actions and outcomes taken.

Teaching safeguarding, including online safety, through teaching and learning opportunities and a broad, balanced curriculum (*page 14*)

At our Academy we follow the JIGSAW scheme of work for our PSHE curriculum. This is taught weekly and in separate year group cohorts. JIGSAW and our collective worship programme cover all of the areas listed in 3.3 of this policy. You can also find overviews of our PSHE and On-line Safety curriculum on our Academy website. Protective Behaviours programme is also delivered to all children in a class setup and then 1:1 sessions are delivered to those children when extra support is needed.

Every class also receives a unit of online safety teaching each year. Our ICT scheme, iCompute, provides the sessions for these although resources from childnet and UK Safer Internet Centre also supplement these plans. Children in Year 5 and 6 also receive an annual session with the online safety officer from Northamptonshire County Council

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Records, Monitoring and Transfer	*page 17*

Process for recording concerns (5.1)

At our Academy the process is as stated above under – 'Recording of Concerns'.

Review of child protection cases – meetings (5.4)

At our Academy our DSL and DDSLs meet regularly (at east fortnightly) in order to review child protection files. Files are categorised in level of priority and HIGH priority files are reviewed every meeting. MEDIUM and LOW files are reviewed at less regular intervals.

These reviews are recorded both on the child's chronology and on an overview sheet which is kept for each level of priority of files.

Disclosure	*page 19*

Process for recording concerns (6.2)

At our Academy the process is as stated above under – 'Recording of Concerns'

Designated Teacher for LAC/previously LAC and training (6.3)

The current Designated Teacher is as stated on the first page of this Appendix B and they attended training in:

September 2018

Peer-On-Peer Abuse	*page 20 – 6.5*

Minimising peer-on-peer abuse (*page 22*)

At our Academy we deliver an effective PSHE programme which is a preventative measure to minimise the risk of peer on peer abuse by educating children about the effects of this.

In addition, when children are involved in fall outs, restorative justice practices are in place which enables children to rebuild and repair relationships by acknowledging the impact they can and perhaps have had on others by building levels of empathy.

Other Relevant Policies	*page 24 – 8.1*

- The Health & Safety Policy (which covers; Visitors, First Aid, Trips, Visits and Risk Assessments)
- The Staff Code of Conduct;
- The Looked After and Previously Looked After Children Policy;
- The Behaviour Policy;
- The Equality Duty;

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- The Anti-Bullying Policy (including Cyberbullying);
- The Physical Interventions and Positive Handling Policy;
- The Inclusion Policy;
- The Supporting Pupils with Medical Conditions Policy;
- The Relationships and Sex Education Policy;
- The Attendance Policy;
- The Whistleblowing Policy;
- The British Values and Prevention of Radicalisation and Extremism Policy;
- The Acceptable Use Policy;
- The Critical Incident Policy / Procedures.

Preventing Radicalisation and Extremism	*Appendix A2*

Staff Training (*page 37*)
Assessment of risk

Our Academy currently assesses our risk to be low. (Further detail about this assessment can be found in the Trust's 'Preventing Radicalisation and Extremism' Policy).

IT Policies (*pages 37 and 38*)

At our Academy the Online Safety Lead maintains documentation to support the monitoring process and actions as required. Staff have been made aware during in-house training of the dangers of online activity by terrorist and extremist groups and know how to report any concerns to the Online Safety Lead and DSL.

Procedure To Follow in Cases Of Possible, Alleged Or Suspected Abuse, Or Serious Cause For Concern About A Pupil	*Appendix A3*

Individual Staff / Volunteers / Other Adults – main procedural steps (*B*)
Recording Disclosures (*B1 - page 48*)

At our Academy the process is as stated above under – 'Recording of Concerns'

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Designated Safeguarding Lead – Main Procedural Steps (*C1 page - 48*)

Files are begun when a child has one cause for concern form and no ring bound folder is kept. One cause for concern enters the child into the graded level of concern and regular review cycle.

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STAFF TRAINING RELATED TO SAFEGUARDING

Training	Date of Training	Training Provider
Designated Safeguarding Lead	14th March 2018	Lesley Pollard Training
Deputy Designated Safeguarding Lead	CP? 27th June 2019 27th June 2019	Lesley Pollard Training
Designated Teacher for LAC and previously LAC	September 2018	Northamptonshire County Council
Governor Training		
Academy Awareness Raising	2nd September 2019	
Other Relevant training: **Safer Recruitment**		

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