

## ANNEX 1 – Eastgate ACADEMY LOCAL SAFEGUARDING PROCEDURES

As a member of the CWA Academy Trust we are committed to our shared ethos on the safeguarding of young people.

“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 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 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.**”

Here at Eastgate Academy E-Safety is an integral part of our lessons in class showing children how to keep safe on the internet. We also teach children through PATHS, Restorative Practice, Curriculum Mapping and SRE on safeguarding themselves.

We have Nagging Doubts, Safeguarding Concern Forms and Parental Contact Forms for Staff and Volunteers to complete should it be necessary.

### Roles and Responsibilities

Role	Name	Contact details
Designated Safeguarding Lead	Fiona Whyman	01553 773088 07789776130 fiona.whyman@eastgateacademy.co.uk
Alternate DSL	Wendy Darrell	01553 773088 wendy.darrell@eastgateacademy.co.uk
Principal (DSL)	Linda Hothersall	01553 773088 principal@eastgateacademy.co.uk
Named Safeguarding Governor	Ann Higgins	c/o Eastgate Academy 01553 773088
Chair of Local Governing Body	Mel Wellard	c/o Eastgate Academy 01553 773088
Safer Recruitment trained personnel	Wendy Darrell, Linda Hothersall, Peter Howard & Fiona Whyman	01553 773088

## **Relevant Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Anti-Bullying
- Positive handling and managing behaviour
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

## **Appendix 2: Eastgate Academy Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from ..... Please ensure you complete all sections as described.**

**If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Principal. If an allegation is made about the Principal you should pass this information to the Chair of the Local Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473.

The people you should talk to in school are:

Designated Safeguarding Lead: Fiona Whyman  
Location of office: Eastgate Academy (Opposite Yr 1 Class)  
Contact Number: 01553 773088/07789776130

Alternate Designated Safeguarding Lead: Wendy Darrell or Linda Hothersall  
Location of office: Eastgate Academy (Mrs Hothersall's Office by Main Reception)  
Contact Number: 01553 773088

Chair of Local Governing Body: Melanie Wellard  
Contact Number: c/o 01553 773088

**At Eastgate Academy we strive to safeguard and promote the welfare of all of our children. Appendix 3: Local Safeguarding Referral Process**



NHS Norfolk  
NHS Great Yarmouth and Waveney



**NORFOLK**  
CONSTABULARY  
*Our Priority is You*

## **NORFOLK MASH**

### **Multi-Agency Safeguarding Hub: Referral Procedures**

**Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.**

**A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:**

- **Faxed to the MASH Team on 01603 762445**
- **Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET**
- **NSCB1 forms can also be e-mailed to MASH via [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk) but must only be sent from a secure email address.**

### **Safeguarding Consultation Line**

You can request a professional consultation if you are not clear about how to support a family and require further advice about a child. This is provided by the MASH Team. In order to access this service call Customer Services on **0344 800 8020** and state that you request a professional consultation. This procedure replaces the consultation service previously offered by the local Duty Teams.

Please note that consultations should not be used in circumstances where you suspect immediate risk or harm to a child e.g. when the child has made a disclosure of abuse or you suspect the child is presenting with a non-accidental injury. In these circumstances, you should contact Customer Services and explain that you wish to make a referral.