



# King Edward VII Academy

## ANNEX 1 – KING EDWARD VII ACADEMY LOCAL SAFEGUARDING PROCEDURES

As a member of the Eastern Multi-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.**”

### Roles and Responsibilities

Role	Name	Contact details
<b>Designated Safeguarding Lead</b>	Lloyd Brown	x234
<b>Alternate Designated Safeguarding Lead(s)</b>	Jane Edwards Chris Teanby	x257 x269
<b>Principal</b>	Lloyd Brown	X234 or via PA x221

### 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 1: King Edward VII Academy Recording Form for Safeguarding Concerns



King Edward VII Academy

### Concern Form

Please complete this form if you have any safeguarding concerns about a pupil.

Student Name		House	
Day and Date		DoB	
Member(s) of staff noting concern (Full Name)			

Concern (Please describe as fully as possible.)			
<table border="1" style="margin-left: auto;"> <tr> <td>Signed:</td> </tr> <tr> <td>Date and Time:</td> </tr> </table>		Signed:	Date and Time:
Signed:			
Date and Time:			
/continue on another page if necessary			

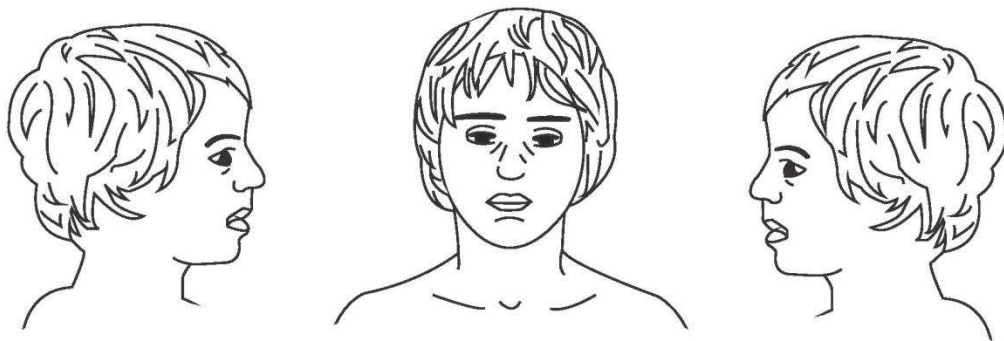
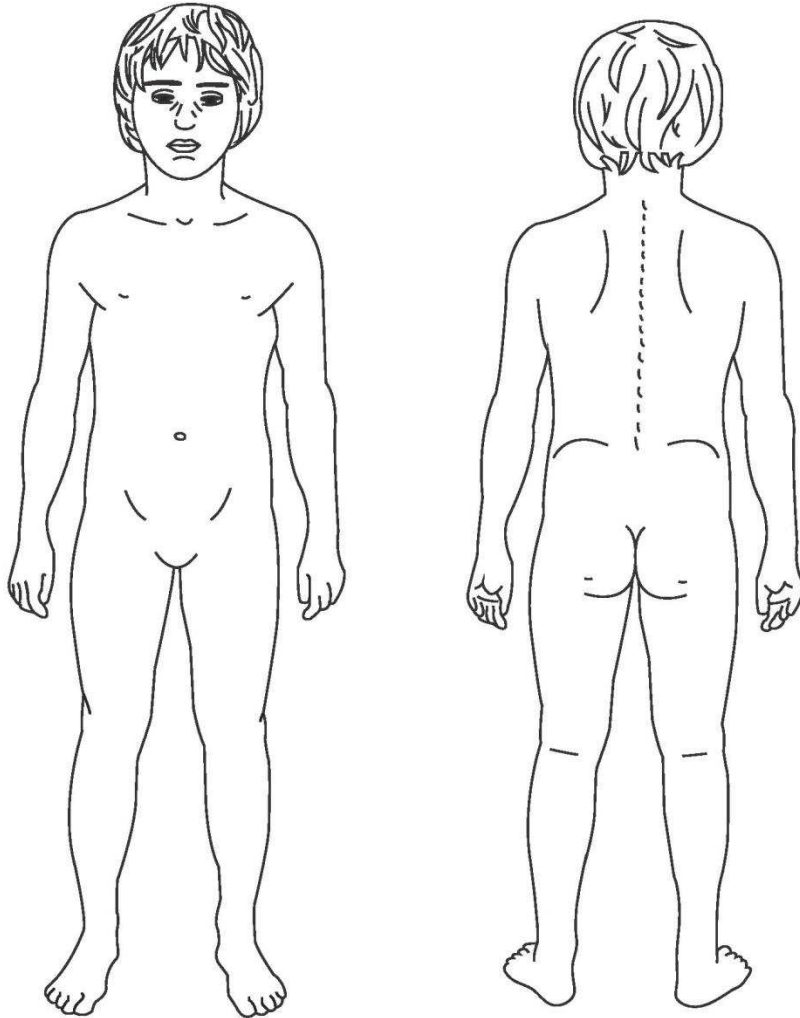
Actions Taken		
Date	Person taking action	Action

Please pass this form to the Designated Safeguarding Lead without delay

# Body Chart

**This chart must be used together with the Concern Form**  
Show clearly the location of your concern and label with a number and a brief description, eg. '1. Burn about 4cm.' On the Concern Form refer to the injury using the same number and description.

Child's Name \_\_\_\_\_



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Observations made by \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Once completed attach this body chart to the Concern Form

## Appendix 2: Guidance on completing concern forms

It is important that concern forms are fully completed in a timely way. The details are important. To help the safeguarding team respond appropriately, please following the guidance below.

- Enter all the admin details, including date of birth (we are asked for this when we report a concern to Children's Services or the police)
- Include your full name (not initials)
- Make sure the concern is given in detail, preferably in the child's own words
- Don't report what other people have told you - they must write their own concern form
- Only write about one child on each concern form (use a separate form for each child)
- Remember that concern forms are used in court cases and inquests as primary documents, so they must be complete and accurate.
- Make sure you use a Concern Form to record your concern. Do not use other any other form or piece of paper. Writing on the back of other forms can cause confusion and error.
- If you jotted your notes down on a piece of paper whilst talking to the student or immediately afterwards, attach that to the concern form.
- If there are no Concern Forms available in the box, please:
  - Photocopy the blank master copy at the bottom of the box
  - Ask Rachel in reprographics, who has a master copy and will print one for you
  - Look on the network in the P: drive in the 'Safeguarding Forms' folder
  - Finally, contact a member of the safeguarding team
- Do not use email to send your concern, complete a hard copy concern form instead. Emails get missed, go to the wrong person and cannot be signed.
- Concerns must be either passed by hand to someone on the safeguarding team or put in the box in the staff room. (Do NOT put them in staff pigeon holes - they are not checked regularly). The Safeguarding Concerns' box is checked several times each day.
- Please alert the safeguarding team to concerns as soon as possible. It can take several hours to deal with even urgent concerns and the earlier we start the better.
- Finally, please sign, date and time the concern form.

### **Appendix 3: King Edward VII 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 Senior Designated Professional 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 the Staff Room, any member of the safeguarding team or from reprographics. The Safeguarding form can also be found on the server [P:\Safeguarding Forms] Please ensure you complete all sections as described.

If you are unable to locate a member of the Safeguarding Team, ask one of the reception team to find them and ask them to contact you immediately about a confidential and urgent matter.

#### **Allegations or Concerns about adults in King Edward VII Academy**

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

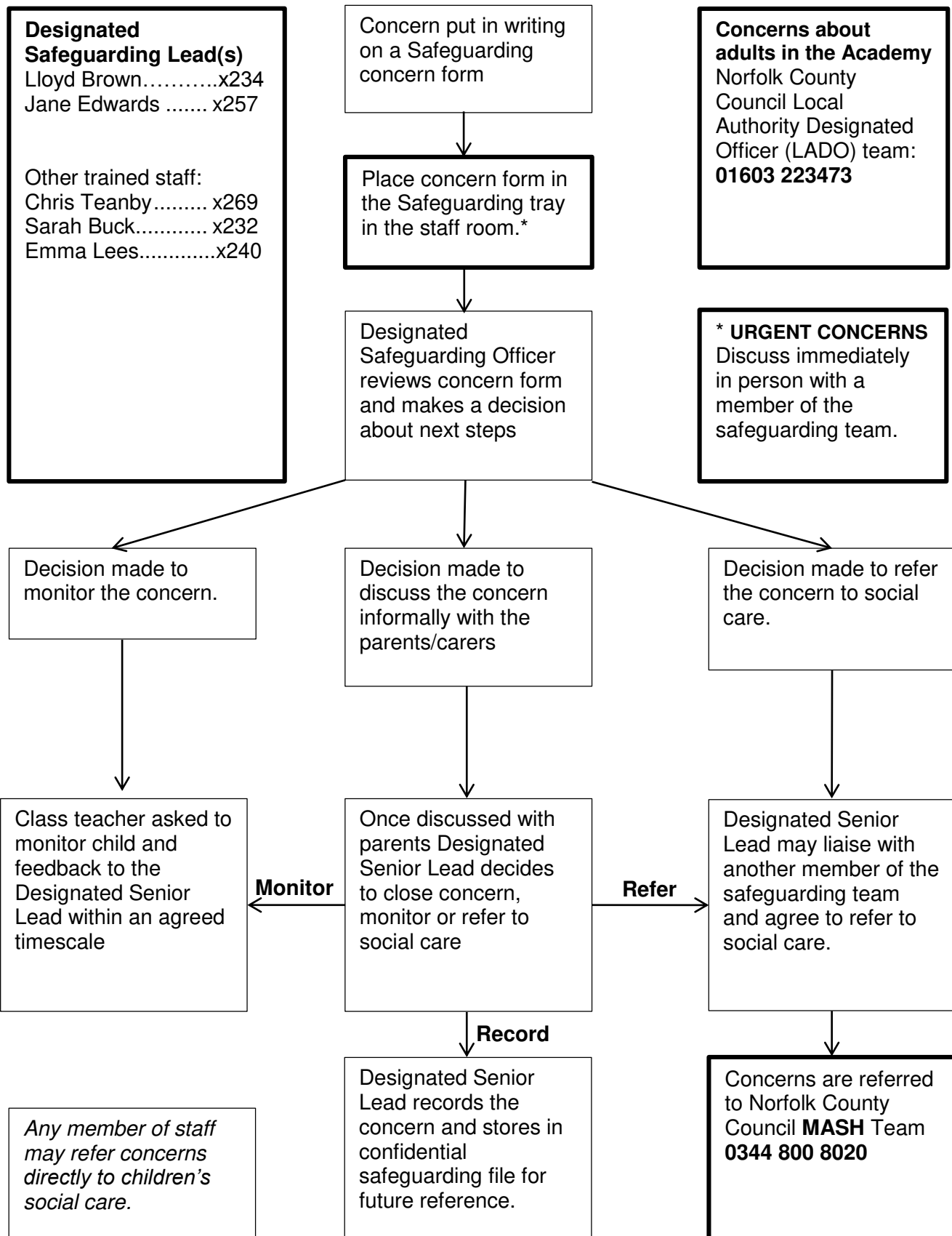
The people you should talk to in school are:

Name	Location	Contact Number
Lloyd Brown	Principal's office	x 234
Chris Teanby	M Block	x 269
Jane Edwards	Attendance Office	x 257
Sarah Buck	Safeguarding office	x 232
Emma Lees	Head of year office	x 240

Local Authority Designated Officer (LADO): 01603 223473

**At King Edward VII Academy we strive to safeguard and promote the welfare of all of our children.**

## Appendix 4: Flow Chart for Raising Safeguarding Concerns about a Student





NHS  
NHS Norfolk  
NHS Great Yarmouth and Waveney



## **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.