

# Fonthill Primary Academy



# Safeguarding Arrangements

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1. Introduction
2. Roles & Responsibilities
3. What Must be Reported
4. How Reports Must be Made
5. How the School will Respond to Reports
6. Child Protection Files
7. Other Important Contacts
8. Monitoring and Review



## **1 Introduction**

- 1.1 At Fonthill we commit to following the Endeavour Academy Trust Safeguarding Policy at all times. This document outlines the specific safeguarding arrangements at Fonthill Primary Academy and should be read in conjunction with the Trust's overarching policy (and associated policies) for a comprehensive overview of the school's approach to child protection and safeguarding.

## **2 Roles and Responsibilities**

### **2.1 Head Teachers**

The Head Teacher has specific safeguarding responsibilities as outlined in the Trust's Safeguarding Policy. In particular, they must ensure that the safeguarding arrangements at Fonthill Primary Academy are consistent with Trust policy.

### **2.2 Named Governor for Child Protection**

The named governor for child protection is responsible for overseeing and auditing safeguarding arrangements at the school and is the link between the Local Governing Body and school leadership. S/he can be contacted via the school's front office.

### **2.3 Designated Safeguarding Lead (DSL)**

The DSL is Kathryn Absalom (Head Teacher). She leads on safeguarding strategy across the school. She is responsible for overseeing the effective implementation of the Trust's Safeguarding Policy and is the key decision maker with regards to safeguarding matters. The DSL will deliver, or ensure delivery of, safeguarding training for all newly appointed staff at the school and will provide top-up training to existing staff as required and at least annually.

### **2.4 Deputy Designated Safeguarding Lead**

The Deputy DSL assumes the day-to-day safeguarding responsibilities alongside the DSL and in her absence. The Deputy DSL is Claire Pringle (Assistant Head Teacher).

### **2.5 Teachers (and some support staff)**

Teachers must be aware of their specific legal responsibilities as outlined by the Teachers Standards. In addition, all teachers and some members of support staff have access to CPOMS and must use CPOMS to report safeguarding concerns to the DSL (see below). If a member of staff who does not have access to CPOMS reports a concern to a member of staff

who does have access, s/he must report that concern on CPOMS, making it clear the name of the individual who raised the original concern.

## **2.6 All staff**

Safeguarding is the responsibility of all staff who come into contact with children and their families and must ensure that they read and understand their responsibilities under the Trust's Safeguarding Policy. If any member of staff feels unsure about what is expected of them or how to discharge their duties effectively they must speak to the DSL or Deputy DSL

## **3 What Must be Reported**

3.1 The Trust's Safeguarding Policy (specifically appendix 1, the Child Protection Flow Chart) outlines when it is appropriate to reports concerns to the DSL. More information can also be found in the school's Staff Handbook. Staff should speak to the DSL or Deputy DSL if they are still unsure about what should be reported.

## **4 How Reports Must be Made**

4.1 Fonthill Primary Academy uses an electronic child protection online management system: CPOMS. CPOMS securely stores information about children and ensures that only authorised individuals have access to sensitive information. The DSL manages access to CPOMS.

4.2 All safeguarding concerns must be made using CPOMS. Members of staff with access to CPOMS must report their concerns ensuring that only facts are recorded and that opinion/personal judgements are avoided wherever possible. Staff should be aware that once made, a report on CPOMS cannot be deleted.

4.3 Members of staff who do not have access to CPOMS should report their concerns to the child's class teacher or to their line manager immediately and support the teacher/line manager with the exact wording of the report on CPOMS if necessary.

4.4 As with all records about children at the school, CPOMS reports can be requested by parents in line with data protection legislation.

## **5 How the School will Respond to Reports**

- 5.1 The DSL and Deputy DSL monitor CPOMS for reports daily and will respond to reports in line with Trust policy at all times. Depending on the nature of the concern, the member of staff who raised the concern may be informed of subsequent action taken. The child's class teacher will usually be informed where outside agencies are involved. This enables the class teacher to provide care and support for the child in question.

## **6 Child Protection Files**

- 6.1 All child protection files are stored on CPOMS in line with the Trust's Data Retention Policy. When a child leaves the school, their child protection records will be released via CPOMS to the child's new school if it also uses CPOMS. When the receiving school does not have CPOMS the child's child protection records will be printed and a paper file will be sent by recorded delivery/delivered by hand to the receiving school. The receiving school must sign to confirm receipt of the paperwork and return that signed confirmation to the DSL, which will be stored on CPOMS against that particular child.

## **7 Other Important Contacts**

### **North Bristol First Response (0117 903 6444)**

If a member of staff is concerned that a child may be at risk of harm and has followed the school's reporting procedure but does not feel that the school has responded appropriately, they must contact First Response directly for advice.

### **Prevent Referrals and Advice (01278 647 466)**

If a member of staff is concerned that a child may be at risk of radicalisation and has followed the school's reporting procedure but does not feel that the school has responded appropriately, they must contact Prevent directly for advice.

### **Local Authority Designated Officer (0117 903 7795)**

Bristol City Council's Local Authority Designated Officer, Nicola Laird, should be called if a member of staff has reported an allegation against a member of staff/a volunteer but feels that the school has not responded appropriately.

### **Police (999/101)**

Staff must contact the police directly if they are concerned that a child is at risk of Female Genital Mutilation and has followed the schools' reporting procedure but does not feel that the school has responded appropriately. The police must also be contacted immediately in the case of emergencies.

## **8 Monitoring and Review**

- 8.1 Fonthill Primary Academy's safeguarding arrangements will be reviewed at least annually and/or where changes have been made to legislation, best practice or school staffing.