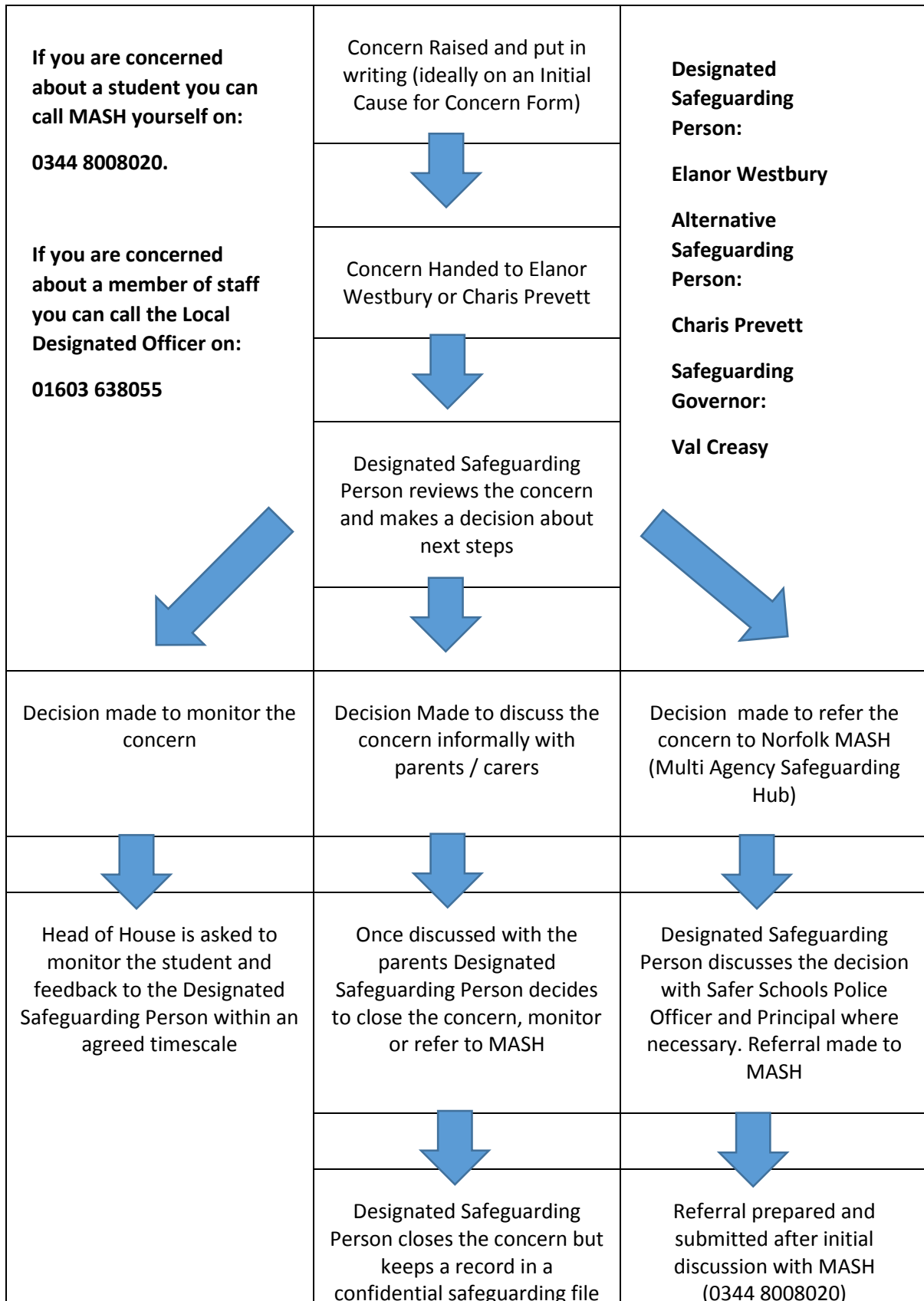
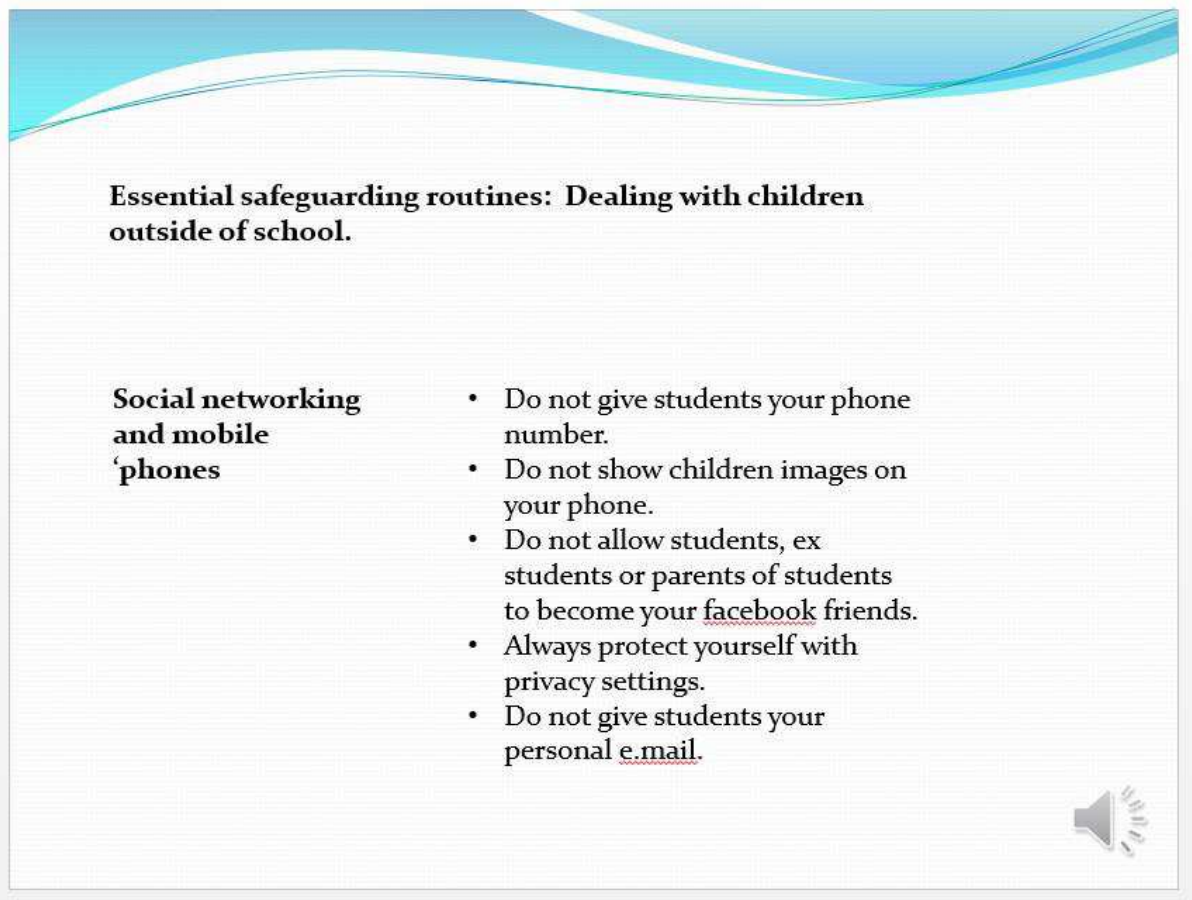


## Annex A – King’s Lynn Academy

### Flowchart for Raising Safeguarding Concerns About a Child at KLA




## Contact with students outside normal working hours:



**Essential safeguarding routines: Dealing with children outside of school.**

**Social networking and mobile 'phones**

- Do not give students your phone number.
- Do not show children images on your phone.
- Do not allow students, ex students or parents of students to become your facebook friends.
- Always protect yourself with privacy settings.
- Do not give students your personal e.mail.



Source: Whole Staff Safeguarding Briefing 2017 / Induction for all new staff / volunteers 2017/18

## Safeguarding Record of Concern:

Staff can find blank copies of the form in the following areas:

- Reception
- Student Services (with Joanne Hoare)
- DSL office
- Electronic versions to be printed on Staff Share – CAT – KLA –Teaching Resources – Safeguarding **do not complete the form electronically, please print and complete by hand**

## Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to **ELANOR WESTBURY** or **CHARIS PREVETT** if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

### Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Was there an injury? Yes / No

Did you see it? Yes / No

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?

Yes / No

Was anyone else with you? Who?

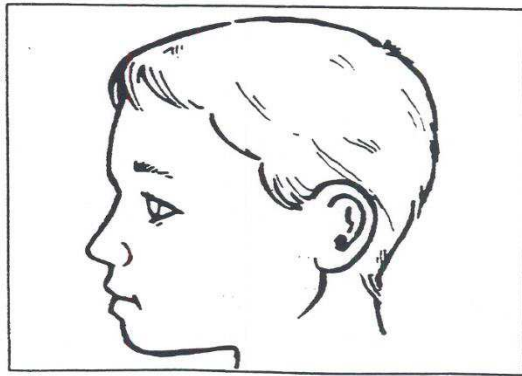
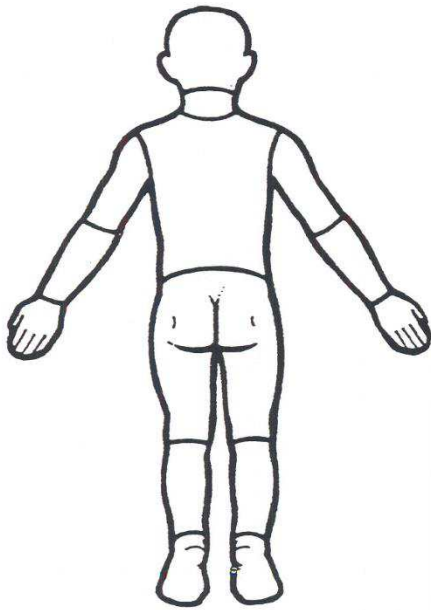
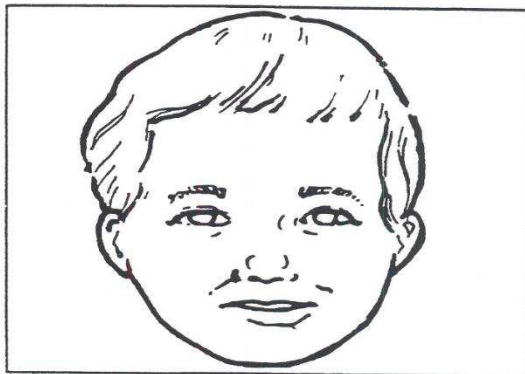
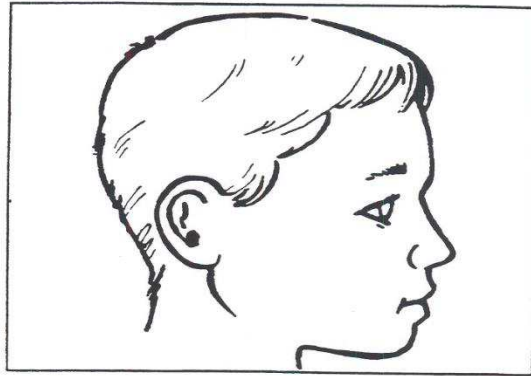
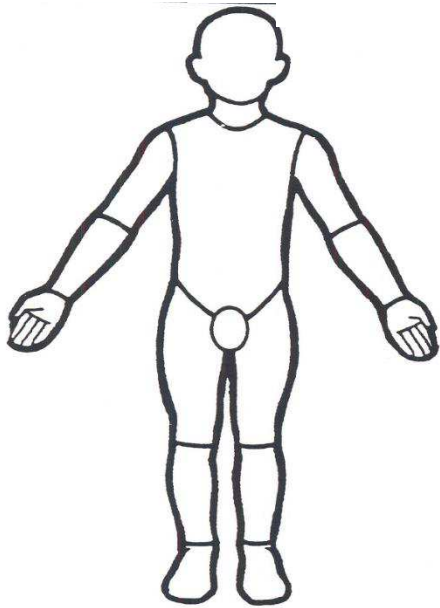
Has this happened before?

Did you report the previous incident?

Who are you passing this information to?



Older Child



All adults working in, or on behalf of the school have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm.

**All staff, visitors and volunteers have a responsibility to take appropriate action, working with services as needed.**

Staff induction will include expectation of all staff regarding safeguarding and child protection. They will receive information about systems within the school which support safeguarding. This includes the child protection/safeguarding policy, the role of the designated safeguarding lead (DSL) and the name of the designated governor. In addition all staff receive copies of Keeping Children Safe in Education and Guidance for Safe Working Practice.

**Staff identity badges and visitor badges have the contact details of:**

Designated Safeguarding Lead (DSL) – Elanor Westbury 07468 697729  
Alternative DSL – Charis Prevett 01553 779654  
Safeguarding Governor Val Creasy 07770 581500  
MASH 03448008020  
LADO 01603 638055

**The DSL – Elanor Westbury**

An appointed member of staff on the academy's leadership team is given authority, time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters. In addition she had dedicated time to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children. This is explicit in the job description for Assistant Principal for Behaviour and Attendance.

**Alternative DSL –Charis Prevett**

To undertake the role and responsibility outlined above when DSL is absent from the site.

**Safeguarding Governor:**

The governing body is accountable for ensuring that the school has effective policies and procedures in place in accordance with DfE guidance [\*'Keeping Children Safe in Education'\*](#) (2016). At King's Lynn Academy there is a termly meeting between the Principal, the DSL and the Safeguarding Governor the outcomes of which are reported to the Behaviour, Safety and Welfare Committee of the Local Governing Body.