




Policy for Safeguarding incorporating Child Protection Annex A

Academy-specific information

Principal B Paull	Sign and Date	 01.09.25
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Committee Responsible	Academy Committee – approval date: 15.09.25

Change History

Version	Date	Change Description	Stored
1			
2			
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**Howard
Junior School**

Policy for Safeguarding incorporating Child Protection Annex A

Academy-specific information

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. We will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our academy will be able to talk freely to any member of staff if they are worried or concerned about something.

Our Curriculum

The curriculum at Howard Junior School is used to promote safeguarding by teaching pupils how to identify risks, stay safe and how to protect themselves from harm. This is achieved through our comprehensive and informative Relationships, Sex and Health Education (RSHE) curriculum using the 'Jigsaw' scheme of work. Jigsaw is a spiral curriculum that ensures the following six themes are revisited regularly: personal education, social education, health education, emotional literacy, social skills and spiritual development. Furthermore, our computing curriculum teaches our pupils about Digital Literacy. They learn about the impact of technology on our lives and society; how to be competent, safe and an efficient user, during their autumn term E-safety units. During the spring term, our pupils will participate in the National Safer Internet Day themes to further develop their understanding of how to behave online, how to identify risks and how and when to seek support.

Alongside standalone pieces of work and messages delivered through other curriculum areas and whole school assemblies/workshops, children will be provided with age-appropriate skills, knowledge and understanding to help them recognise and respond to issues such as consent and healthy relationships. Children will also learn about the wider safeguarding curriculum, which includes road safety, anti-bullying and knowing how to seek support when needed. The school will ensure the curriculum promotes an understanding of the values needed to live within a democratic society including the rule of law and individual liberty.

Staff and Volunteers

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff and volunteers 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 and volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff and volunteers must always act in the best interests of the child.

To ensure staff and volunteers are fully up to date with regards to safeguarding pupils and their roles and responsibilities as set out in Part One of Keeping Children Safe in Education, there is annual in-house training led by a qualified designated safeguarding lead. The training is delivered using the core whole school package provided by Norfolk County Council. In addition, staff are regularly updated with key information through staff meetings, emails (including e-courier and pupil awareness memos as appropriate), and EMAT / school safeguarding newsletters. Staff members are also provided with the following documents, which they must read and sign for annually:

- Part One of Keeping Children Safe in Education
- Annex B of Keeping Children Safe in Education
- EMAT Policy for Safeguarding Incorporating Child Protection
- EMAT Code of Conduct
- Howard Junior School Behaviour Policy

Filtering and Monitoring

The Department for Education's statutory guidance 'Keeping Children Safe in Education' obliges schools and colleges in England to "ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or college's IT system however, schools will need to be careful that over blocking does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding." Whilst internet filtering has always been provided by schools, it is the 'strengthened measures' that are now a key part of Ofsted online safety during inspections. It is important to recognise that no filtering systems can be 100% effective and need to be supported with good teaching and learning practice and effective supervision.

DSL responsible for filtering and monitoring the IT system at Howard Junior School: Ben Paull (Principal and DSL).

Visitors, Temporary Staff and Volunteers

Visitors to the academy are provided with a safeguarding leaflet, which details actions to take should they have any concerns about a child. Temporary staff and volunteers have a safeguarding induction, covering how to report concerns, signs to be aware of and how to deal with a child's disclosure prior to starting work at the academy.

Throughout the academy, there are safeguarding posters that have photos, names and details of all the DSLs.

Attendance

In the event of a child being absent from school there is a clear policy to follow – our attendance policy can be found on the academy website. If a child has not come into school and there has been no information from parents/carers then the Attendance Officer or the Office Assistant who is also a DSL will call parents/carers to ascertain the reason for absence. If the first contact person is unavailable then the second or third contact will be telephoned.

Should the Academy become concerned about a child's absence the Academy Attendance Officer will conduct a home visit with a member of the DSL team and then identify further actions if needed. Attendance of all children is reviewed regularly and where it is a cause for concern parents/carers will be expected to attend an attendance improvement panel meeting with a member of the DSL team and the pupils class teacher. The Academy has a robust policy to reduce the possibility of a child going missing in education. Where we are advised that a child is transferring to a new school contact is made with that school to ensure the child has attended for their first day.

Appropriate Children Missing in Education forms are completed for all children who leave the school and are forwarded to the local authority.

Safeguarding Referrals

Should any adult have a safeguarding concern within the school, they are asked to follow these reporting procedures:

- Any safeguarding concern should be reported to a DSL as soon as possible and recorded on the school's safeguarding system – CPOMS – and assigned to the safeguarding team.
- Visitors, temporary staff and volunteers who do not have a login for CPOMS, must inform a DSL immediately using **Appendix 1: Draft Recording Form for Safeguarding Concerns for Visitors to the academy.**
- Appendix 1: Draft Recording Form for Safeguarding Concerns for Visitors to the academy are located in the office, in the staff room and on the academy website.
- The next steps of follow up will be lead by the DSLs, which may include pupil and parent meetings or information gathering activities such as Feelings and Wishes.
- DSLs will then use the Norfolk Continuum of Needs Guidance to determine what level of action is required, most notably whether the external advice from Children's Advice and Duty Service (CADS) is sought.
- In this case, such contact can only be made without parental consent if there is sufficient evidence to feel that a child will be harmed by waiting or through seeking this permission.
- In addition, any member of staff or member of the public can make a referral to children's services on 0344 800 8020 if they feel that a child is at risk of immediate serious harm outside of normal school hours.

Roles and Responsibilities

All staff – including temporary staff, contractors, agency staff and volunteers – are responsible for:

- Maintaining an understanding of this policy;
- Implementing this policy consistently;
- Agreeing and adhering to the terms of the EMAT E-safety policy;
- Working with the DSLs to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy;
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'.

This list is not intended to be exhaustive.

Key Contact Details

During term time the designated safeguarding lead (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Out of hours designated safeguarding leads are Ben Paull and Sophie Hopkins who can be contacted on their school email.

Role	Name	Contact Details
Designated Safeguarding Lead	Ben Paull	01553 774511 ben.paull@hjs.eastern-mat.co.uk
Deputy Safeguarding Lead	Sophie Hopkins Luke Smith Alicia Ketteringham McCourt Karen Leadley	01553 774511 Sophie.hopkins@hjs.eastern-mat.co.uk Luke.smith@hjs.eastern-mat.co.uk Alicia.Ketteringham-McCourt@hjs.eastern-mat.co.uk Karen.Leadley@hjs.eastern-mat.co.uk
Named person for Filtering and Monitoring the IT system	Ben Paull	01553 774511 ben.paull@hjs.eastern-mat.co.uk
Principal	Ben Paull	01553 774511 ben.paull@hjs.eastern-mat.co.uk
Deputy Principal	Sophie Hopkins	01553 774511 Sophie.hopkins@hjs.eastern-mat.co.uk
Academy Committee Chair	Jonathan Rice	01493 728223 executivehead@caisterprimaryfederation.org

The Academy Safeguarding Team meets every half term to discuss safeguarding throughout the Academy. The Safeguarding Team remains in constant contact via CPOMS which links them all directly to concerns raised, actions and outcomes.

Outside of School Hours

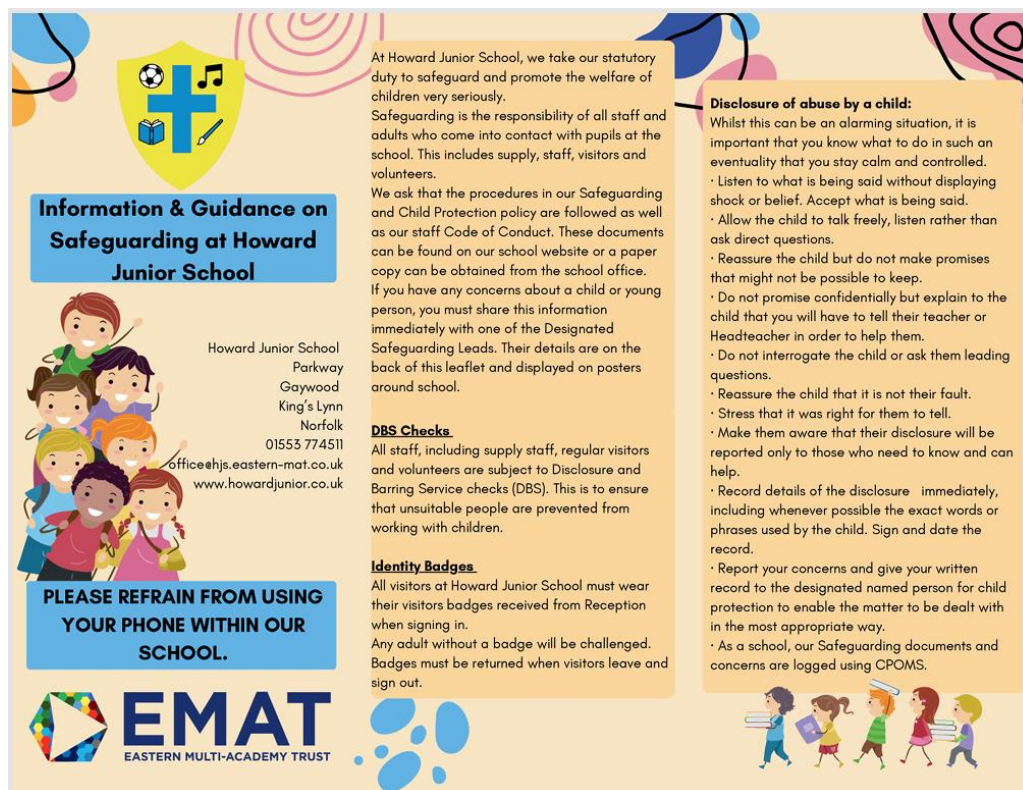
Out of hours designated safeguarding leads are Ben Paull and Sophie Hopkins who can be contacted on their school email.

If you need assistance outside of school hours, at a weekend or during a school holiday you can contact the National Society for the Prevention of Cruelty to Children (NSPCC) 24 hours a day. You can do this via their website at: NSPCC, by telephone: 0808 800 5000, by text: 88858 or by email: help@nspcc.org.uk.

Alternatively, you can contact CADS. The Children's Advice and Duty Service is the service for people to raise a concern about the safety or welfare of a child. If a member of the public, including a parent, wishes to speak to someone about a concern over a child, you can do this by phoning the customer service centre on 0344 800 8020. They will want to know why you have a concern, what you may know about the child and any other relevant information.

If you think a child is in immediate danger, do not delay: CALL 999 straight away.

Information for visitors to Howard Junior School



The leaflet features a yellow shield logo with a cross, a book, a pencil, and a musical note. It includes a group of diverse children's illustrations and the EMAT logo at the bottom. The text is organized into sections with headings and bullet points.

Information & Guidance on Safeguarding at Howard Junior School

Howard Junior School
Parkway
Gaywood
King's Lynn
Norfolk
01553 774511
office@hjs.eastern-mat.co.uk
www.howardjunior.co.uk

At Howard Junior School, we take our statutory duty to safeguard and promote the welfare of children very seriously. Safeguarding is the responsibility of all staff and adults who come into contact with pupils at the school. This includes supply, staff, visitors and volunteers. We ask that the procedures in our Safeguarding and Child Protection policy are followed as well as our staff Code of Conduct. These documents can be found on our school website or a paper copy can be obtained from the school office. If you have any concerns about a child or young person, you must share this information immediately with one of the Designated Safeguarding Leads. Their details are on the back of this leaflet and displayed on posters around school.

DBS Checks
All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service checks (DBS). This is to ensure that unsuitable people are prevented from working with children.

Identity Badges
All visitors at Howard Junior School must wear their visitors badges received from Reception when signing in. Any adult without a badge will be challenged. Badges must be returned when visitors leave and sign out.

Disclosure of abuse by a child:
Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality that you stay calm and controlled.

- Listen to what is being said without displaying shock or belief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you will have to tell their teacher or Headteacher in order to help them.
- Do not interrogate the child or ask them leading questions.
- Reassure the child that it is not their fault.
- Stress that it was right for them to tell.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Record details of the disclosure immediately, including whenever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the designated named person for child protection to enable the matter to be dealt with in the most appropriate way.
- As a school, our Safeguarding documents and concerns are logged using CPOMS.

PLEASE REFRAIN FROM USING YOUR PHONE WITHIN OUR SCHOOL.

EMAT
EASTERN MULTI-ACADEMY TRUST

We are committed to safeguarding and meeting the needs of all our children. Everyone is responsible to make sure that children at Howard Junior School are safe.

Designated Safeguarding Lead
Mr. Ben Paull (Principal)

In their absence please enquire at the school office. If the concerns are about the Executive Headteacher please inform the Chair of the Academy Committee - contact details can be obtained from the school office.

Members of the public can report issues of safeguarding via a phone call directly to Norfolk County Council by calling: 0344 800 8020, or in an urgent situation by calling the Police on 101 or 999.

If you have any concerns regarding staff members or volunteers please contact the Local Authority Designated Officer (LADO) on 01603 223473.

SAFEGUARDING

				
Ben Paull Principal Designated Safeguarding Lead	Sophie Hopkins Deputy Principal/MEICo Designated Safeguarding Lead	Luke Smith Year 5/6 Leader Designated Safeguarding Lead	Alice Ketteringham-McCourt Year 3/4 Leader Designated Safeguarding Lead	Karen Leadley Office Assistant Designated Safeguarding Lead

E-Safety

All visitors and volunteers are asked to follow our acceptable use policy. We must ask you to adhere to the following guidelines:

- Camera/mobile phones must be switched off while you are in school and not to be kept in areas where children are. (Pigeon holes are available). If you need to be contacted please give the school's number: 01553 774511, and the office staff will inform you of any phone call.
- DO NOT open up attachments on the internet that you are not sure of - they may leave a virus or be downloading inappropriate material.
- Internet browsing is not permitted unless permission is gained from the Executive Headteacher or Head of School. Deliberate access to inappropriate materials any adults is unacceptable and will be reported.
- DO NOT take photographs/videos of the children unless directed to do so by a member of school staff.
- DO NOT discuss issues or refer to any pupil or member of school staff on a Social Networking site.

Health and Safety

Howard Junior School is a safe place for our visitors, pupils and staff. Everyone has a responsibility to keep the school a safe place for all. Your actions should maintain a safe environment and your actions should not endanger others in the school, including the students.

First Aid

If you come across an accident, a child who appears to need first aid or who asks for help with a medical condition, please refer immediately to the main school office. The office staff will then take the appropriate action e.g. offer help from a qualified first aider or contact the emergency services.

FIRE SAFETY

If the alarm sounds:

- Stop immediately.
- Leave the building by the nearest exit.
- Walk quickly and calmly to the playground.
- Staff will take a register.

DO NOT RE-ENTER THE BUILDING UNTIL THE HEADTEACHER OR A REPRESENTATIVE ADVISES THAT IT IS SAFE TO DO SO.



Mental Health

A key area within safeguarding is the health and wellbeing of our pupils. We have a number of members of staff that have taken on the role of Mental Health Lead and Mental Health first aider.

Senior Mental Health Lead: Sophie Hopkins

Mental Health First Aiders: Karen Leadley and Jenny Mullin

In addition, the academy works with the King's Lynn Mental Health Support Team, who allow the school to refer pupils onto their service where necessary. They provide workshops, transition activities and parental support with regard to children's mental health.

As an academy, we also provide support through the Benjamin Foundation's, Time for You provision, as well as participating in Equine facilitated learning and Forest School.

Visits

All visits to external venues and activities involving external agencies undertaken on academy premises will have thorough risk assessments undertaken and shared with adults and children involved in these activities. Risk assessments will also be logged using the Norfolk County Council Evolve portal.

Operation Encompass

The Academy is part of a jointly run operation between Norfolk County Council, Norfolk Police and our Academy, which is called Operation Encompass. Operation Encompass has been set up to help schools to provide support to children who have been present at incidents of domestic violence. We know that children can be significantly physically and emotionally harmed when they are involved in, present or witness to domestic violence.

Details of external agencies Howard Junior School works with

Access Supporting migrants

ACCESS exists to help migrants settle into their local communities.

<https://www.accessmigrantsupport.org.uk/>

Telephone: 01553 773905

Early Help

If you have difficulties in your family or are worried about your children, there are people who can offer help and support.

Early Help is for children of any age (0-17) and their family. It's about getting information, advice and guidance to prevent family worries escalating into bigger issues.

<https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>

Hanseatic Union

The Hanseatic Union was set up ten years ago to help the community in King's Lynn and West Norfolk to find the support they need – even if English isn't their first language.

<https://www.hanseaticunion.co.uk/>

Just One Norfolk

Call Just One Number or text Parentline with any questions or concerns about your child's health, wellbeing or development.

<https://www.justonenorfolk.nhs.uk/>

Just One Number 0300 300 0123

Parentline 07520 631590

Nelsons Journey

Nelson's Journey supports children and young people in Norfolk who've experienced the death of a significant person.

<https://nelsonsjourney.org.uk/>

General enquiries: enquiries@nelsonsjourney.org.uk

Telephone: 01603 431788

Other Useful Sites

The NSPCC – offering support and advice if you have concerns about a child

www.nspcc.org.uk/

Talk PANTS – toolkit and information for parents on teaching children how to keep safe. We use this in school.

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/

The NSPCC has created a video in British Sign Language with subtitles and aim to teach deaf children about the Underwear Rule and encourages them to share secrets that upset them with a trusted adult.

You can find the video here:

<https://youtu.be/lvD74L86Mr8>

MASH – Multi agency safeguarding hub

www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/mash

Norfolk Safeguarding Children Partnership
www.norfolklscb.org

Norfolk Threshold Animation – this is a useful video clip, 3 minutes long, to show families and children the support available and how the process works

www.youtube.com/watch?v=3d657F9xfx8

Appendix 1: Draft Recording Form for Safeguarding Concerns



Howard Junior School

Staff, volunteers, and regular visitors are required to complete this form and pass it to Ben Paull if they have a safeguarding concern about a child in our academy.

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

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:

Who are you passing this information to?

Name:

Position:

[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]

[Make it clear if you have a raised a concern about a similar issue previously]

Your signature:

Time form completed:

Date:

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance
Lead

Police

Just One
Norfolk

CADS

PSA

Other

Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Teacher

Child

Person who recorded disclosure

Further Action Agreed:

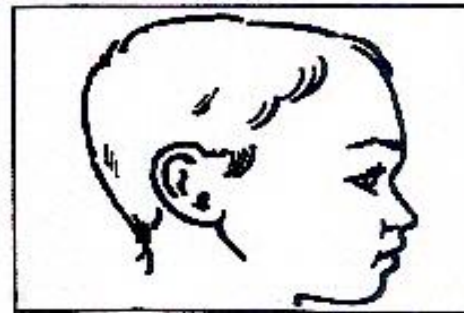
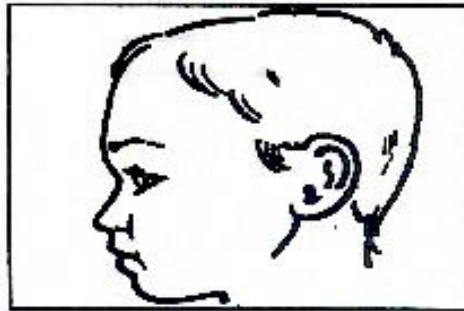
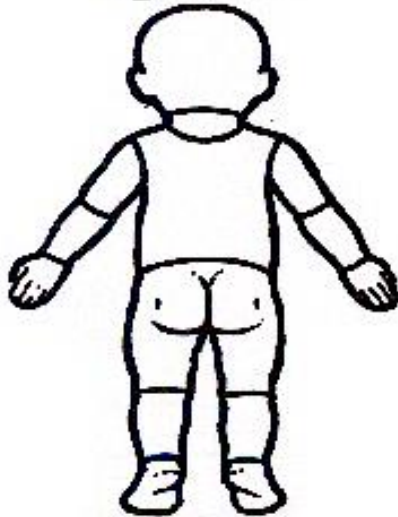
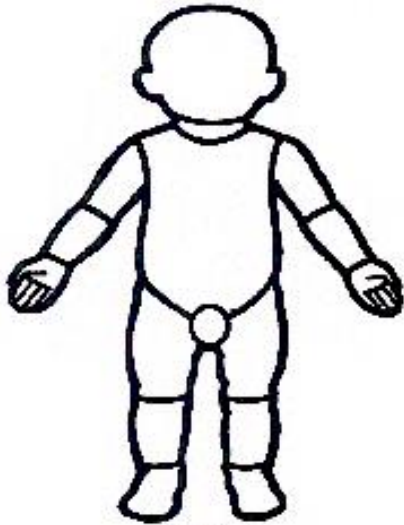
e.g. Academy to instigate an Early Help Assessment Plan, assessment by Children's Services.

Full name:

DSL Signature:

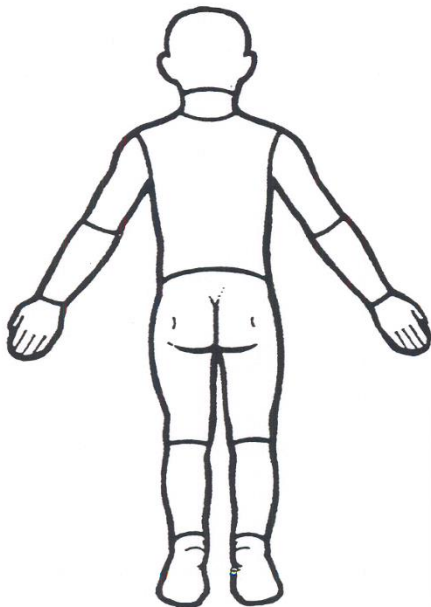
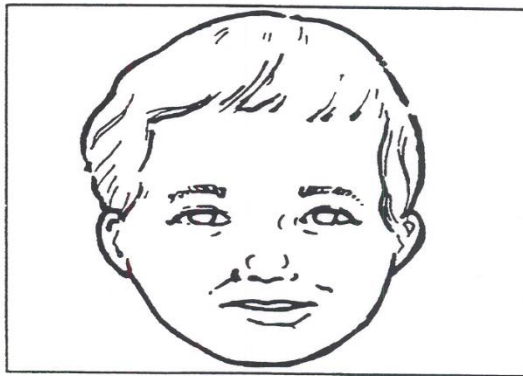
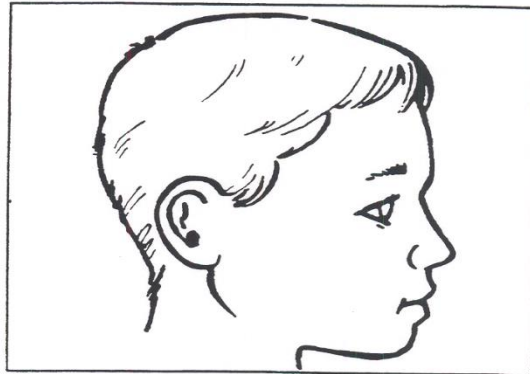
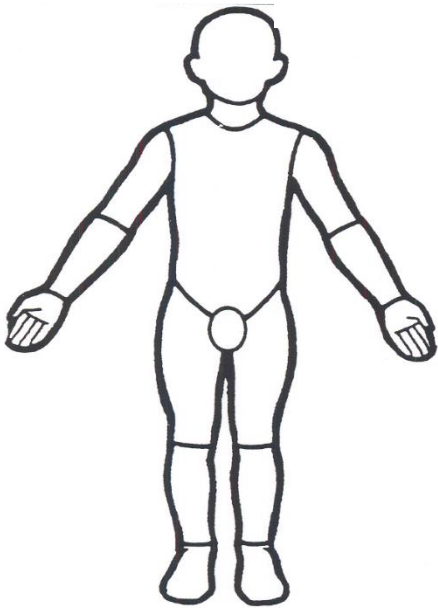
Date:

Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form

Older Child



Indicate clearly where the injury was seen and attach this to the Recording Form



**Howard
Junior School**

Appendix 2: 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 academy we take this responsibility seriously.

If you have any concerns about a child or young person in our academy, you must share this information immediately with our Designated Safeguarding Lead (DSL) 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 school office / staff room / Howard Junior School website. Please ensure you complete all sections as described.

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

Any allegation or low-level concern about 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 Governing Board. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in academy are: Ben Paull, Sophie Hopkins, Luke Smith, Alicia Ketteringham-McCourt, Karen Leadley.

Designated Safeguarding Lead (DSL): Ben Paull

Location of office: Main school corridor

Contact Number: 01553 774511

Deputy Designated Lead: Sophie Hopkins

Location of office: Aspire Suite

Contact Number: 01553 774511

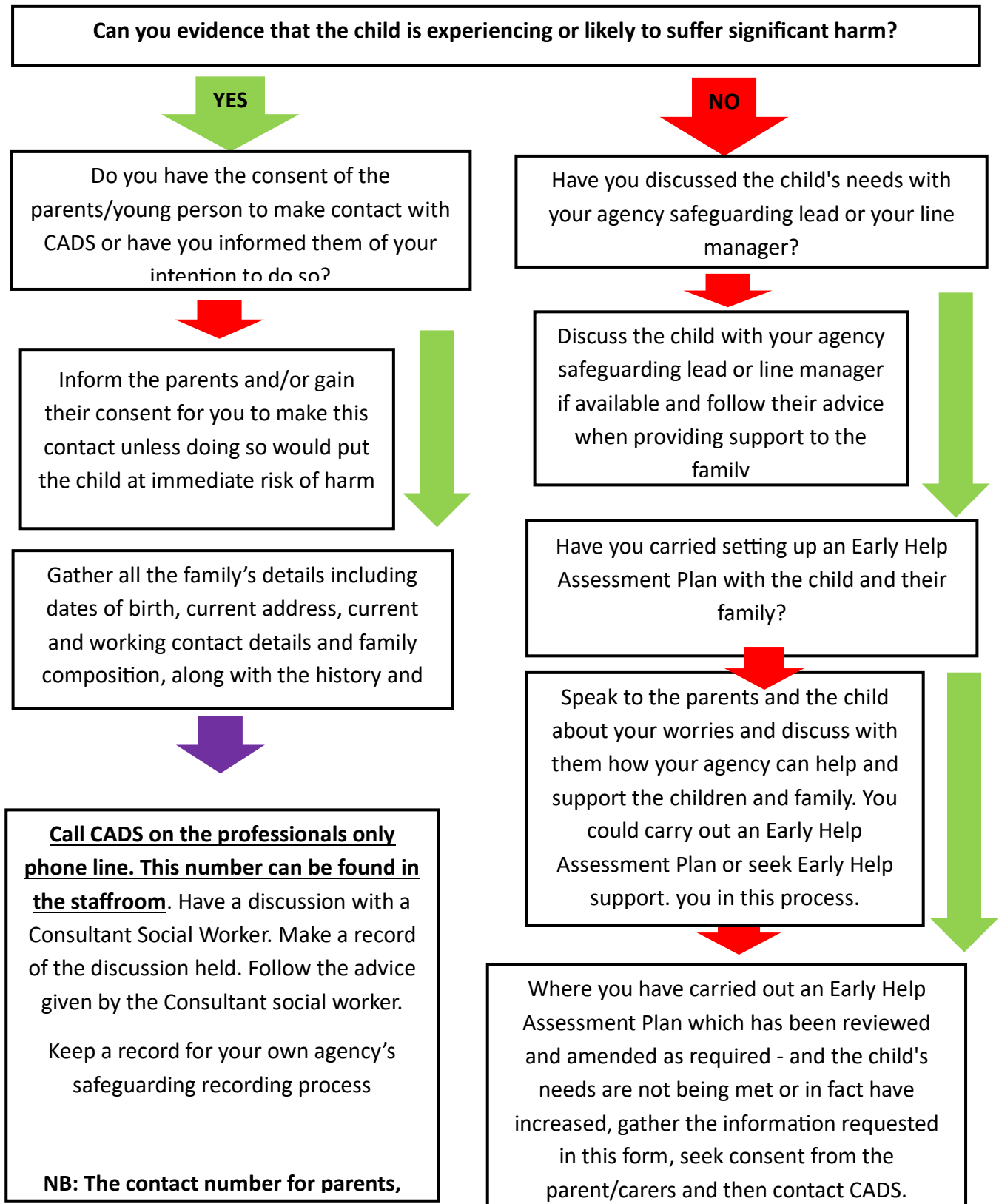
Chair of Governing Board: Jonathan Rice

Contact Number: 01493 728223

At Howard Junior School we strive to safeguard and promote the welfare of all our children.

Appendix 3: Local Safeguarding Procedures Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



Appendix 4: Advice for academies, colleges and alternative education providers where there are concerns about an adult who works within the setting.



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk

