

Thorpedene Primary School & Nursery



CHILD PROTECTION & SAFEGUARDING APPENDIX

<i>Review date</i>	<i>September 2025</i>
<i>Reviewed by</i>	<i>S. Frost</i>
<i>Next review date</i>	<i>September 2026</i>

5.2 The designated safeguarding lead (DSL)

The DSL for Thorpedene Primary School and Nursery is Mrs Stephanie Frost.

Thorpedene Primary and Nursery recognises its responsibilities for safeguarding children and protecting them from harm and understands the importance of trained DSL's.

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Steph Frost Headteacher	office@thorpedene.secat.co.uk
Deputy DSL	Lorraine Wenn Pupil Welfare Officer	office@thorpedene.secat.co.uk
Deputy DSL	Ian Hamilton Deputy Headteacher	office@thorpedene.secat.co.uk
Deputy DSL	Jenny Jackson-Mayo Assistant Headteacher	office@thorpedene.secat.co.uk
Deputy DSL	Sally Carter SENCo	office@thorpedene.secat.co.uk

6.0 Confidentiality

At Thorpedene Primary School and Nursery we are committed to safeguarding and promoting the welfare of all our pupils. In the course of your work or visit, you may become aware of personal, sensitive, or confidential information relating to children, families, or staff. It is essential that this information is handled with the utmost care and discretion.

Key Principles of Confidentiality in Safeguarding:

- Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Information relating to child protection or welfare concerns must only be shared with appropriate professionals on a need-to-know basis.
- Confidential information must never be discussed in public areas or with individuals who do not have a professional role in safeguarding.
- Records and documentation relating to safeguarding must be kept securely and in accordance with data protection laws (including GDPR).
- Breaching confidentiality may put children at risk and could result in disciplinary action.

This statement supports our wider safeguarding and child protection policies and procedures, which all staff and volunteers are expected to read and follow.

7.0 Approach to recognising abuse

At Thorpedene Primary School and Nursery, we are committed to creating a safe and supportive environment where children are protected from harm. All staff, volunteers, and adults working in or on behalf of the school have a responsibility to recognise signs of abuse and take prompt, appropriate action in line with statutory guidance and school procedures.

Recognising Abuse

Abuse can take many forms, including:

- **Physical abuse** – hitting, shaking, burning, or otherwise causing physical harm.

- **Emotional abuse** – persistent emotional maltreatment that impacts a child’s emotional development.
- **Sexual abuse** – forcing or enticing a child to take part in sexual activities.
- **Neglect** – persistent failure to meet a child’s basic physical or emotional needs.

Staff and volunteers will be trained to identify the signs and indicators of each type of abuse, including more specific safeguarding issues such as child-on-child abuse, domestic abuse, online exploitation, and radicalisation.

Taking Action

If any member of staff, volunteer, or visitor has a concern about a child’s welfare or believes a child may be at risk of harm, they must:

1. **Act immediately.** Never assume someone else will take action.
2. **Report concerns without delay** to the Designated Safeguarding Lead (DSL) or Deputy DSL.
3. **Record concerns clearly and factually** using the school's safeguarding reporting system CPOMS.
4. **Never promise confidentiality** to a child – explain that you may need to share the concern with someone who can help.

In cases of immediate danger or risk of serious harm, staff should contact emergency services or children’s social care directly and inform the DSL as soon as possible.

We believe that safeguarding is everyone’s responsibility. All concerns, no matter how small they may seem, must be taken seriously and dealt with appropriately to protect the safety and well-being of our pupils.

7.1 Making a referral

At Thorpedene Primary School and Nursery anyone can make a referral if needed, the details of the contacts are available on our Designated Safeguarding Lead posters which are on display in every room.

NO DSL – NO PROBLEM
Any adult can call MASH to raise a concern: 01702 215 007 / 0345 606 1212
NSPCC: 0808 800 5000 CHILD LINE: 0800 11 11

Our team of DSL’s have details of specific contacts where referrals need to be made dependent on the nature of the referral.

7.3 FGM

All staff are aware of how to report FGM – online, telephone or in person at a police station.

Report to Southend Children’s Services - 01702 215 007 / Out of Hours 0845 606 1212

[How to report FGM | Essex Police](#)

7.4 Early Help Assessment and Referral

At Thorpedene Primary School and Nursery we ensure that we provide early help support as soon as it is identified. We liaise with other professionals to lead Team Around the Family meetings to provide plans of support alongside external agencies to ensure we are supporting our families with early intervention.

7.9 Referring to the Police

If appropriate, we will refer any incidences to the local police by calling 101 or using the online reporting system.

7.10 Reporting Systems

At Thorpedene Primary School and Nursery we use CPOMS as our online reporting system for Safeguarding. All information is stored securely on this system for every pupil in our school. All staff have access to this system to report clearly and concisely. Notifications are instant to our DSL's who will action any report as necessary.

We recognise the importance of ensuring pupils feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this we have:

- › Worry boxes in place in each class for children to share concerns.
- › Senior staff on duty every lunchtime who pupils can come and talk to.
- › Key contact posters in every room in the school, with photos of DSLs/DDSLs.
- › All staff trained in the use of CPOMS to report and record concerns.
- › A member of SLT on gate duty at the beginning and end of every school day.
- › Regular safeguard training throughout the year with weekly email updates sent to all staff

8.0 Online Safety and Mobile Phone use

At Thorpedene Primary School and Nursery, we recognise that technology plays an important role in children's learning and development. However, we are also aware of the potential risks associated with online activity and the use of mobile devices. We are committed to promoting safe and responsible use of technology both in school and at home.

Online Safety

Online safety is a key part of our safeguarding approach. We:

- Teach pupils how to use the internet and digital technologies safely and responsibly through our curriculum.
- Use filtering and monitoring systems to safeguard pupils when accessing online content in school.
- Educate children about the risks of online bullying, inappropriate content, grooming, and the sharing of personal information.
- Work in partnership with parents to raise awareness of online safety and provide guidance for safe internet use at home.

Staff are trained to recognise signs of online abuse or exploitation and will report concerns in line with our safeguarding procedures.

Mobile Phone Use

To ensure a safe and focused learning environment, pupils are not permitted to bring mobile phones into school.

Exception: Pupils in Years 5 and 6 who walk to and from school independently may bring a mobile phone for safety reasons. In these cases:

- The phone must be handed in to the main school office upon arrival.
- It will be securely stored during the school day and returned at home time.
- Pupils are not permitted to use their phones during school hours or on school premises.

Staff and visitors are also expected to follow our acceptable use policies regarding mobile phones and electronic devices to protect pupil privacy and maintain professional standards.

10.0 Support for pupils with SEN, Disabilities or Health needs

We recognise that pupils with SEND or certain health conditions can face additional safeguarding challenges and are 3 times more likely to be abused than their peers. Additional barriers can exist when recognising abuse and neglect in this group. Additional support is available for these pupils via:

- › The Inclusion Team, including a SENCO, Pupil Welfare Officer, Learning Mentors and SEND LSAs.
- › Worry boxes in the classrooms.
- › Allocated safe spaces, out of class, for pupils to talk and share in informal spaces
- › Use of individual support where necessary, which will be identified on health care plans/ISPs.
- › Use of social stories and adapted resources to support pupils understanding and communication.

12.0 Designated teacher

The Designated Teacher for Thorpedene Primary School and Nursery is Mrs Sally Carter.

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- › Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements.
- › There is a named designated teacher for supporting LAC / Post LAC pupils (DSL/AHT).
- › This lead works alongside social services to ensure all pupils have appropriate support and that PEP / LAC reviews take place within appropriate time frames.
- › The designated teacher also works alongside the DSL / DDSL's to ensure that any safeguarding concerns regarding these pupils are quickly and effectively responded to as well as ensuring that they are recorded and passed into the appropriate external services.
- › The DSL has details of children's social workers and relevant virtual school heads.