



Safeguarding and Child Protection Procedures (Appendix A)

Coldfair Green Primary School

The following pages contain the procedures we follow, in light of our Safeguarding and Child Protection policy. These are specific to each school across Evolution Academy Trust.

Roles and Responsibilities

Role	Name(s)	Contact details
Designated Safeguarding Lead (DSL)	Tracy Sadler	t.sadler@coldfairgreenprimary.org.uk 01728 830649
Designated Safeguarding Lead (DSL)	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Prevent Lead	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Senior Attendance Champion	Tracy Sadler	t.sadler@coldfairgreenprimary.org.uk 01728 830649
Mental Health Lead	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Designated Lead for Looked After Children	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Designated Lead for Young Carers	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Headteacher	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Chair of Governors	Mark Chapman	m.chapman@evolutionacademytrust.org.uk
Named Safeguarding Governor	Mark Chapman	m.chapman@evolutionacademytrust.org.uk
EAT Head of Safeguarding and Attendance	Angie Chusonis	a.chusonis@evolutionacademytrust.org.uk 01603 981213
EAT Director of School Improvement	Katie Lawson	k.lawson@evolutionacademytrust.org.uk 01603 981215

Our Curriculum:

At Coldfair Green Primary School, children are taught a broad and balanced curriculum that equips them with the knowledge, values and skills needed to recognise risks, make informed choices and stay safe, both online and offline. Pupils are supported to understand when and how to seek help for themselves and others from trusted adults and reliable sources.

Relationships Education, Relationships and Sex Education (RSE), Health Education, and PSHE are delivered through our SCARF curriculum in weekly timetabled lessons. SCARF is a comprehensive PSHE scheme of work designed to help pupils develop essential life skills and knowledge that support their personal development, wellbeing and safety.

Through this carefully planned, age-appropriate and progressive programme of learning, pupils explore key themes including emotional wellbeing, healthy lifestyles, positive relationships and personal safety. Interactive lessons, discussions and role-play activities help children develop confidence, resilience and critical thinking skills, enabling them to navigate social situations, recognise and manage risks, and understand their rights and responsibilities in a range of contexts.

Going beyond the statutory curriculum, SCARF supports the development of safe, inclusive learning environments where children can reflect on their experiences, build positive relationships and develop a strong sense of responsibility towards themselves and others. Through this curriculum, pupils are empowered to identify safe and healthy relationships, understand how to protect themselves online and offline, and know where to access support when needed.

Training and Induction:

New staff:

During induction, staff will be introduced to the DSLs who will show them how to record safeguarding concerns using our online platform (CPOMS). In addition, they will be told where they can find paper based safeguarding recording forms, given information on how to complete both reporting measures and informed of the processes to follow.

Temporary staff and visitors

Our safeguarding procedures are shared with temporary staff and visitors upon arrival via our electronic sign-in system. Visitors and temporary staff are also verbally briefed on safeguarding procedures, including who to speak to if they have any concerns about a child or any aspect of safeguarding.

To ensure the safety of our school community, all visitors are issued with a colour-coded lanyard that reflects their DBS status. This enables staff and pupils to easily identify visitors and the level of supervision required while they are on site.

Long-term temporary staff are inducted by the Designated Safeguarding Lead (DSL) and are required to read relevant safeguarding policies and statutory guidance, including *Keeping Children Safe in Education*. This helps to ensure that all adults

working within the school understand their safeguarding responsibilities and the procedures for reporting concerns.

Procedures for Managing Concerns

Staff

We record safeguarding concerns using an electronic system called CPOMs. CPOMs is used to record any safeguarding concerns and is monitored by DSLs throughout the day. Incidents are read and actioned accordingly. Staff speak to a DSL in person before recording concerns on CPOMs to ensure that immediate action can be taken when necessary.

Safeguarding concerns are recorded using CPOMS, our secure electronic safeguarding and wellbeing monitoring system. The system is monitored throughout the school day by our DSLs, ensuring that concerns are reviewed promptly and appropriate action is taken.

Staff are expected to speak directly with a Designated Safeguarding Lead (DSL) before recording concerns on CPOMS. This ensures that any situation requiring an immediate response is acted upon without delay, while maintaining a clear and comprehensive record of safeguarding concerns, actions and outcomes.

Specific Safeguarding Issues

In addition to contextual safeguarding, our current local priorities are online safety and preventing CCE and CSE.

Useful Contacts:

Multi-Agency Safeguarding Hub (MASH): 03456 061 499. This line is available to discuss whether a referral is required and to provide support and advice.

For urgent matters where a child or vulnerable adult is in immediate danger, you should call the Police on 999.

LADO: 0300 123 2044 or LADO@suffolk.gov.uk

