Beverley St Nicholas Local School Protocols for Safeguarding and Child Protection

Key Contacts List September 2025

Role / Agency	Name and Role	Contact Details
School Designated Safeguarding Lead (DSL)	Terri Turton Headteacher	msturton@bevstnicks.co.uk
School Deputy DSL (DDSL)	Jonny Horsley DHT Andrea Hince SBM Jenny Hamlyn Nurture manager	mrhorsley@bevstnicks.co.uk mrshince@bevstnicks.co.uk misshamlyn@bevstnicks.co.uk
Key Pastoral Staff – if applicable	Terri Turton Jonny Horsley Jenny Hamlyn	As above
SENDCO	Linda Fraser	bsnsenco@bevstnicks.co.uk
Designated Safeguarding Governor	David Elvidge	delvidge@bevstnicks.co.uk
Chair of Governors	David Elvidge	As above
Lead Governor – Filtering and Monitoring	David Elvidge	As above
Lead Governor – AP		
CLA Designated Teacher	Terri Turton Headteacher	As above
E-Safety Coordinator	Melanie Harrington Computing Lead	mrsharrington@bevstnicks.co.uk
Safeguarding and Partnership Hub	Child Protection Request for Service (RFS) Immediate Concerns Line T/c Contact with ASW	Mon – Thurs 8.30am – 5.30pm Friday – 8.30am, – 4.30pm 01482 395500 RFS should be sent to safeguardingchildrenshub@eastriding.gov.uk
Children's Emergency Duty Team	Urgent CP concerns outside of office hours when a child is at risk of or suffering significant harm	01482 393939
Family Help Hub	Early Help RFS	01482 391700 All RFS to be sent to ehphub@eastriding.gov.uk
Family Help School and Community Team Managers	North East West West	Debbie Sturdy – deborah.sturdy@eastriding.gov.uk Carol Vine – carol.vine@eastriding.gov.uk Poppy Dean – poppy.dean@eastriding.gov.uk Emma Stow – emma.stow@eastriding.gov.uk
Local ER Safeguarding Children Team	Beverley	01482 395500
Local ER Safeguarding Children Team Manager		
Safeguarding in Education Team Manager	Chris Hamling General strategic and operational safeguarding advice	chris.hamling@eastriding.gov.uk **Please always use the SiET Inbox to initiate contact SiET** safeguardingineducation@eastriding.gov.uk
ERYC LADO	Jayne Hammill Lisa Breene Referral of allegations against staff and volunteers	**Please always use the LADO email to initiate contact with LADO** LADO@eastriding.gov.uk
NSPCC Whistleblowing	NSPCC advice line is available here for staff who do not feel able to raise concerns regarding	0800 028 0285 from 8am to 8pm, Monday to Friday or via email help@nspcc.org.uk

	child protection failures internally	
School critical incident, bomb threats etc & Educational Visit Emergencies (not Child Protection)	24 hour guidance and support	01482 392999
Humberside Police	Protecting Vulnerable People Unit	01482 220809
Humberside Police	Non-Emergency / Hate Crime Incident Reporting / Information Sharing	Telephone – 101 https://www.humberside.police.uk/ro/report/hate-crime/triage/v1/report-hate-crime/ https://www.humberside.police.uk/ro/report/ocr/af/how-to-report-a-crime/ https://www.humberside.police.uk/partners/partner-services/community-partner-intelligence/v2/share-community-partnership-intelligence/share-community-partnership-intelligence/
ERSCP	General strategic and operational Safeguarding and CP advice and multi-agency training	https://www.erscp.co.uk/ ERSCP.enquiries@eastriding.gov.uk ERSCP.training@eastriding.gov.uk
Hull N Yorks N Lincs NE Lincs	Out of County – Children's Social Care	01482 448879 EDT 01482 300304 0300 131 2 131 EDT 01609 780780 01724 296500 EDT 01724 296555 01472 326292 EDT 01472 326292
ERYC Child Exploitation	Making a Change Team	makingachangeteam@eastriding.gov.uk
Prevent	Humberside Police ERYC	101 / 0800 011 3764 (National Police Prevent Advice) https://www.humberside.police.uk/advice/advice-and-information/t/prevent/prevent/beta/prevent-team-referral/ prevent@eastriding.gov.uk

Section 5.2 Children's Concerns

The school's reporting mechanism is promoted via regular updates and the school follows guidance from Part Five of KCSiE 2025. Any child on child abuse concerns should be logged In the usual way on CPOMS using the correct ' child on child abuse' category. These matters should then be dealt with In line with School Behaviour policy.

Safe school procedures including Child Protection matters will be discussed by the Pupil Parliament and through school surveys etc. to gather children's opinions about the support systems in place. In turn this will inform the ongoing development of support structures and safeguarding procedures.

Section 6.5 Attendance – Children with unexplainable and/or persistent absences from education and commissioning and oversight of Alternative Provision

Children absent from education, particularly persistently or for prolonged periods, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation

– particularly County Lines. It can also be a precursor for children becoming missing from education in the future. A robust response to children absent from education will support the identification of such abuse and may help prevent the risk of children going missing in the future. Relevant statutory guidance will be followed.

We will endeavour to obtain and maintain at least 2 emergency contact phone numbers for each pupil and make all reasonable efforts to ensure that parents are reminded to update the school on number or contact changes. Parents who have not provided 2 contact numbers or updated school will be contacted and asked to provide the contacts. All such attempts to obtain this information will be recorded.

If a child does not arrive at school for the close of register, the office will attempt to make contact via telephone. If there is no response, the office will text/email and then call each contact in turn. If we are unable to make contact, we will inform the parents via a text that a home visit will be made.
Edukos Trust will only remove children from the register if the statutory grounds for doing so are met and will inform the LA of the intention to do so. In the case of children absent from or missing from education, school will make all reasonable efforts to locate the child/ren as required by the guidance.

The LA EWO will be informed if any pupil fails to attend without permission for a continuous period of 10 days or more and will refer children whose attendance has fallen below the agreed level to the EWS. The 10 day 'threshold' will be regarded as a maximum period, with earlier notification in the event of increased safeguarding concerns and / or clear evidence from school/college efforts that a child has relocated and whereabouts unknown. Similarly, we will work with the EWS in relation to the monitoring of potential Pupils Missing Out on Education.

If a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, does not attend school without a verified valid reason, the DSL will contact the assigned social worker or CST duty desk if unavailable.
If a child who is not open to CSC, that the school has concerns about, does not attend school, the school will, in accordance with the Effective Support Guidance, consult with or place a request for service with SaPH, the EWS and / or the Police depending on the circumstances.

Edukos Trust will ensure that they know the attendance of any children educated off site. The school has an agreed process in place, with its alternative provisions for first day absence calling. The school retains responsibility for the attendance of any child attending an offsite provision and will monitor and act as required.

If a child absconds from the site, the school will make an initial search and contact the parent / carer or other emergency contact (and Social Worker if open to CSC). If after that search, the child is not located, the school will contact the Police within 20 minutes of the alert or sooner in extreme circumstances.

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Section 8.8 Responding to concerns

Staff must use the CPOMS system to record their concerns. The system will then send the concern to the DSL and DDSL who will action the concern. If this is of an urgent nature, staff should also verbally inform the DSL/DDSL.

'Never Do Nothing – Do the basic things well – It can happen here'

- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the DSL **immediately** as outlined in (Appendix A).
- Staff do not need 'proof' of abuse and should not 'investigate' concerns.
- This information must be recorded on CPOMS (Appendix B).
- Concerns relating to marks or injuries must also be recorded on a 'Body Map'
- If using a body map injuries or marks must be described, in addition to locating on the body map.
- Photographs must not be taken of any marks or injuries.

Staff are issued with the School CP procedures and regularly reminded to maintain an 'It could happen here' attitude and **not to:**

- dismiss concerns or disclosures as insignificant, they may provide a vital link to other information;
- keep such concerns to themselves;
- investigate or seek proof;
- **promise secrecy** to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially
- ask closed questions that lead a child into a particular answer but if they need to clarify aspects of a disclosure by or about a child use only 'TED' type questions i.e. Tell me...., Explain...., Describe...
- **delay** recording or passing concerns to the DSL;
- Discuss with parents or carers.

Staff are made aware that it is unacceptable legally, professionally and morally for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. (See Section 24) and that any such failures will be regarded as potential disciplinary matters.

Each case will be considered by the DSL who will decide what information to share with which staff. Electronic records will be password protected and

Individual child or if appropriate, family CP files are stored electronically on CPOMS under 'Child Protection' category and this can only be accessed by DSL/DDSL.

Section 9 –Online Safety and Filtering and Monitoring

KCSiE 2025, outlines the need for staff and Governors to receive training covering online safety (including Filtering and Monitoring) and it is essential that there is a whole school approach towards online safety, spanning training, curriculum content and teaching, communication with parents/carers and school IT resources / devices / network (appropriate filtering and monitoring etc). The Governing Body will retain strategic oversight of this and ensure that appropriate processes and procedures are established and maintained.

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The filtering and monitoring system is checked and breached regularly.

The Governing Body will

- Make sure that the school has appropriate filtering and monitoring systems in place and review their effectiveness
- Review the DfE's filtering and monitoring standards, and discuss with IT staff and service providers about what needs to be done to support the school to meet these standards
- Make sure the DSL takes lead responsibility for understanding the filtering and monitoring systems in place as part of their role
- Make sure that all staff undergo safeguarding and child protection training, including online safety and that such training is regularly updated and is in line with advice from the safeguarding partners
- Make sure staff understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training

In relation to filtering and monitoring, we will adhere to DfE filtering and monitoring standards on school devices and school networks, and in so doing will:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet their safeguarding needs

The school use Smoothwall which is constantly monitored and breaches reported daily. The system is tested weekly by Wavenet.

Beverley St Nicholas Primary School has established mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Smoothwall is installed on all computers. An automatic message is sent to the DSL for any identified breaches. Staff must be aware that they should also report any breaches by either email or in person to either the Head Teacher or Deputy Head Teacher.

Adherence to the standards will be regularly reviewed (at least annually) and involve discussion with IT staff and service providers and the nominated Governor and SLT member for this area of safeguarding as well as the DSL (who will lead and retain responsibility for this). This will be supported by an annual risk assessment that considers and reflects the risks faced by our school community.

As part of their oversight role, our Governing body will ensure staff safeguarding and child protection training includes online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Filtering breaches or concerns identified through internal monitoring will be recorded and reported to the DSL, who will review and respond as appropriate.

Any identified breaches will be referred to Wavenet as soon as possible to rectify the problem. If the breach constitutes a safeguarding concern, this will be dealt with by referring in the same manner as detail previously.

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Section 12.1 Access to documentation

Where staff require access to information detailed in the policy i.e. latest versions of policy and procedures, these can be found:

Google Drive - staff shared - policies - safeguarding - 2025-26