

SAFEGUARDING PROCEDURE 2026/2027

Walton-on-Trent CofE Primary and Nursery School



Implementation: September 2026
Procedure owner: (Daniel Wildman)
Next review date: September 2027

Please ensure that you share your procedure with your governing body alongside the full JTMAT Policy.

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1.Key Contacts

Role in school	Name	Date and level of safeguarding training
Headteacher	Kathy Dingle	Level 4
Designated Safeguarding Lead (DSL)	Kathy Dingle	Level 4
Deputy Designated Safeguarding Lead(s) (DDSL)	Daniel Wildman Jack Andrea	Level 4 Level 2 (Staffs)
Nominated Governor for Safeguarding	Matt Booth	Level 1 NSPCC Governor Training
Chair of Governors	Matt Booth	Level 1 NSPCC Governor Training
Designated teacher for Looked After Children	Kathy Dingle	Level 4 DSL
Prevent Lead	Kathy Dingle	Level 4 DSL
Mental Health Lead	Daniel Wildman	May 2025

2.Links to other procedures and agencies

This procedure should be read in conjunction with other safeguarding procedures, including:

- Online Safety Procedure
- Extremism and Radicalisation Procedure
- Attendance and Punctuality Procedure
- Anti-bullying Procedure
- Off-sites Visits Procedure
- First Aid and Medicines Procedures

All school procedures may be found on our website: [Policies & Procedures | Walton-onTrent CE \(C\) Primary and Nursery School \(walton-on-trent-primary.co.uk\)](#)

We also ensure we adhere to the latest in safeguarding advice through additional safeguarding information from:

Andrew Hall

- Safeguarding Network

Further Guidance: -

[After-school clubs, community activities and tuition: safeguarding guidance for providers](#)

3.Ethos and Culture

At Walton-on-Trent CoFE Primary and Nursery School we work hard consistently to promote a positive and pro-active safeguarding culture. In all communications, we highlight safeguarding as everyone's responsibility and this is reinforced regularly to staff and visitors to our school.

Safeguarding posters around school highlight key responsibilities and roles of staff especially those within the designated safeguarding team. This is highlighted to visitors through our electronic sign-in system as well as in our visitors booklet.

4.Safeguarding Training for Staff

We regularly update our safeguarding training for all staff. This includes:

- An in-person Safeguarding Update to cover KCSiE changes (and any other legislation such as WTTSC 2023) at least annually, including processes for escalation within school and at a multi-agency level
- Level 1 Training as a minimum annually and for new staff within 3 months of employment.
- Asking staff to sign to say that they agree their roles and responsibilities within KCSiE 2024 (Part 1), Working Together 2023 and the JT MAT Safeguarding Policy, as well as within this local procedure
- Annual Prevent Training or refresher for all staff and governors
- Asking members of the Local Governing Board to sign to say that they agree their roles and responsibilities within KCSiE 2024 (Part 4), Working Together 2023 and the JT MAT Safeguarding Policy, as well as within this local procedure
- Updates in meetings and in emails on contextual safeguarding information (such as what issues are most prevalent)
- Details of the NSPCC Whistleblowing Advice Line is on display in key areas for staff

5.Roles and Responsibilities of the DSL/DDSL

At Walton-on-Trent CoFE Primary and Nursery school, we ensure that our DSL/DDSLs access regular training opportunities to ensure they remain up to date and informed. This includes:

- DSL Briefings with the JT MAT
- Networking with other DSLs

- Reading statutory guidance and local guidance from the Local Authorities

Out of term-time

We ensure that we make arrangements for cover out of term time. This includes:

- A DSL being designated on call for trips
- Out of office signposting emails during school closure periods
- Information to parents and students for signposting at the end of each term available on the school website
- A DSL being on-call cover for holiday club provision

DSL and DDSL supervision and case management is provided through termly safeguarding meetings. External support is booked regularly for the DSL and for the DDSLs as required.

As a DSL Team we work hard to engage with the local community to help understand the local risks through:

- Links with Police including regular PCSO visits and sessions with the children (such as on country lines in Year 6)
- Attending locality/partnership meetings as required

7. Local Governing Body

At Walton-on-Trent CofE Primary and Nursery School, our Governing Body carry out their duties diligently to assure themselves that duties are carried out appropriately in school. They achieve this through:

- Termly visits by safeguarding governor to check SCR and staff files
- Checking the Safeguarding Audit has been completed
- Ensuring there is a safeguarding priority on the School Improvement Plan
- Challenging safeguarding statistics, analysis and actions in safeguarding

8. Working with Parents/Carers

In our school setting, we work hard to keep parents/carers up to date with Safeguarding. This is achieved through:

- Sharing safeguarding information through newsletters and on our school website
- Having an open-door policy where parents feel they can report and discuss concerns with the SLT

Monthly on-line safety articles within the parent newsletter

9. Specific Safeguarding Risks Training

Training on specific safeguarding issues, outlined in Section 12 of the JTMAT Policy, is completed on a three-year rolling programme for all staff and delivered through a mixture of online and face-to-face training. If a specific local issue is identified then relevant training may be brought forward.

All staff training is recorded in our safeguarding training matrix that is maintained by the DSL.

10.Site Security

Site security is key to ensuring that all of our pupils and staff are kept safe. We maintain site security through:

- Using the electronic gates to ensure that all visitors to school are identified before they are admitted
- Staff and visitors required to sign-in and out through the electronic sign-in system
- Visitors are required to show ID and DBS clearance before admittance to school if working in an unsupervised capacity
- All visitors in school being identifiable through visitor badges

11.Safeguarding Induction Checklist



Walton-on-Trent CofE Primary and Nursery School

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 school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (Kathy Dingle) or Deputy Designated Safeguarding Leads (Dan Wildman and Jack Andrea).

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 Safeguarding Leads and provide them with a written/electronic record of your concern. A copy of the form to complete is attached to this and others can be obtained from the staff room or school office. Please ensure you complete all sections as described.

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

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Head teacher. If an allegation is made about the Head teacher, you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer at Derbyshire through: [Allegations \(ddscp.org.uk\)](https://www.ddscp.org.uk)

The people you should talk to in school are:

- Designated Safeguarding Lead: Kathy Dingle
Location of office: Behind main office
Contact Number: 01283 716 151
- Deputy Designated Safeguarding Lead: Daniel Wildman
Location of office: Badgers Classroom

Contact Number: 01283 716 151

- Chair of Governing Body:
Contact: Matt Booth m.booth@lgb.jtmat.co.uk

12. Specific Safeguarding Risks

12.1 Domestic Abuse- Operation Encompass (Staffs)/ Derbyshire Police Notifications

We are an Operation Encompass and also work with reference to Derbyshire Police Notifications. We act appropriately when we receive an alert to support the children in our school.

12.2 Mental Health and Wellbeing

At Walton-on-Trent CofE Primary and Nursery School, we are committed to educating our children about mental health, what good mental health is, how to promote good mental health and how to access support if things are not right. We achieve this through our PHSE curriculum, our collective worship programme and ongoing pastoral support.

Our Designated Mental Health Lead is our Deputy Headteacher, Daniel Wildman.

However, additional mental health support at our school is provided by:

- SENDCos – Jack Andrea
- SLT and Heads of School – Caroline Williams and Megan Matthews

12.3 Online Safety

Our school specific online safety procedure can be found on our school website:

[Online Safety | Walton-on-Trent CE \(C\) Primary and Nursery School \(walton-on-trentprimary.co.uk\)](https://www.walton-on-trentprimary.co.uk)

12.4 Radicalisation and Extremism

The SPOC for our school is Kathy Dingle (Head/ DSL).

Our school will monitor online activity within the school to ensure that inappropriate sites are not accessed by students or staff. This is best done using specialist online monitoring software, which in this school is called Securus.

Our Online Safety Lead, Daniel Wildman, monitors Securus for flags created by pupils.

Our Headteacher, Kathy Dingle, monitors Securus for flags created by staff.

12.5 Child on Child Abuse

In the cases of reported incidents of Child-on-child abuse, we implement Safety Plans and individual Risk Assessments to support our school response.

These are logged and logs maintained by the Head Teacher, Kathy Dingle.

12.6 Children Missing from Education

At Walton-On-Trent Primary School, we are committed to ensuring that all pupils receive a full-time education which maximises opportunities for each child to realise their full potential. Regular attendance is essential for children to achieve and thrive.

Children Missing in Education (CME) are children of compulsory school age who are not registered at a school and are not receiving suitable education elsewhere (e.g. elective home education or alternative provision). These children are at significant risk of underachievement, harm, and social isolation.

Persistent Absence is defined as a pupil missing 10% or more of their possible school sessions, whether the absences are authorised or unauthorised. This level of absence can seriously affect a child's academic progress and wellbeing.

Severe Absence refers to pupils who are absent for 50% or more of school sessions. This is a critical concern and requires immediate and coordinated intervention to support the child and their family.

12.7 Child Sexual and Criminal Exploitation

At Walton-On-Trent Primary School, we recognise that Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are serious forms of abuse that can have a devastating impact on children and young people. Exploitation occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate, or deceive a child into sexual or criminal activity, often in exchange for something the child needs or wants, or for the gain of the perpetrator. This can happen even if the child appears to consent. In Derbyshire, the Children at Risk of Exploitation (CRE) Toolkit is used by practitioners to assess the level of risk and to ensure a consistent, timely, and effective response. The toolkit supports early identification, safeguarding action, and the development of safety and disruption plans tailored to the child's individual needs.

All concerns about exploitation are treated seriously and referred to the appropriate safeguarding agencies in line with local procedures.

13. Opportunities to Teach Safeguarding

At Walton-On-Trent Primary School, safeguarding is embedded across the curriculum through a strong focus on **preventative education**. Children are taught how to recognise risks, stay safe, and seek help through carefully planned lessons in **Relationships, Sex and Health Education (RSHE)**, **online safety**, and **personal development**. Our approach is age-appropriate and builds year on year, helping pupils to understand healthy relationships, consent, respect, and how to protect themselves from harm both offline and online. Online safety is integrated into computing lessons and reinforced through whole-school initiatives such as Safer Internet Day. We use resources aligned with national guidance and local safeguarding priorities to ensure children are equipped with the knowledge and confidence to make safe choices and speak out if they feel unsafe.

14. Responsibilities of all Staff

We regularly update our safeguarding training for all staff. This includes:

- an in-person Safeguarding Update to cover KCSiE changes (and any other legislation such as WTTSC 2023) at least annually, including processes for escalation within school and at a multi-agency level
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- Updates in meetings and in emails on contextual safeguarding information (such as what issues are most prevalent)
- Details of the NSPCC Whistleblowing Advice Line is on display in the staffroom