



Discovery Trust School Safeguarding Local Arrangements

Addendum 2026–2027

This addendum must be completed by each Discovery Trust school and read alongside the Discovery Trust Safeguarding and Child Protection Policy 2026–2027. It records local safeguarding contacts, referral routes, contextual safeguarding concerns and site-specific arrangements. It must be reviewed at least annually and sooner where local arrangements change.

A. School details

School name	Badgerbrook Primary School
Headteacher	Jo Andrews
School address	Badger Drive, Whetstone, Leicester, LE8 6ZW
Main school telephone number	0116 275 2353
Age range / phase	Primary; 4–11 years
Date addendum approved locally	21.09.26
Next review date	September 2027, or sooner if local arrangements change

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Jo Andrews	School office: 0116 275 2353; out of hours: dsl@dsatbadgerbrook.org
Deputy DSLs	Vanessa Toon; Alex Samuel; Steph Holland; James Atkinson	Via school office: 0116 275 2353
Designated teacher for looked-after and previously looked-after pupils	Donna Kirby	Via school office: 0116 275 2353
SENCO	Donna Kirby	Via school office: 0116 275 2353
Safeguarding link Advisory Board member	To be confirmed by school	Via school office: 0116 275 2353
Chair of Advisory Board	Laura Bisiker	Via school office: 0116 275 2353
School attendance lead	Vanessa Toon	Via school office: 0116 275 2353
Online safety / filtering and monitoring lead	James Atkinson	Via school office: 0116 275 2353
Out-of-hours safeguarding contact arrangements	DSL team / designated cover	Email dsl@dsatbadgerbrook.org. If a child is in immediate danger call

		999; urgent social care concerns: First Response 0116 305 0005.
--	--	---

C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicestershire and Rutland Safeguarding Children Partnership; follow the Leicester, Leicestershire and Rutland multi-agency procedures.
Children's social care referral route	Urgent concerns: First Response Children's Duty Team, 0116 305 0005 (24 hours). Professionals submit the Leicestershire Multi-Agency Referral Form; where significant harm is suspected, telephone immediately and submit the written referral within 24 hours.
Emergency duty team / out-of-hours route	First Response Children's Duty Team: 0116 305 0005 (24-hour service).
LADO contact details	Leicestershire LADO / Allegations Line: 0116 305 4141; CFS-LADO@leics.gov.uk. Outside office hours use First Response on 0116 305 0005.
Family help / early help arrangements	Family Help requests are made through the Leicestershire MARF with parental consent where appropriate. Early Help consultation line: 0116 305 8727; school's DSL usually coordinates assessment and multi-agency planning.
Prevent / Channel referral route	Raise concerns with the DSL/Prevent SPOC. Channel / Prevent advice is accessed via Leicestershire Police on 101 and the local Prevent team; call 999 where there is immediate danger.
Police contact route for non-emergency safeguarding concerns	Leicestershire Police 101 for non-emergency crime or safeguarding concerns; 999 if a crime is in progress or a child is in immediate danger.
Local escalation / professional challenge route	Follow the Leicester, Leicestershire and Rutland procedure for resolving practitioner disagreements and escalation of concerns. Record each stage, use direct practitioner/manager discussion, escalate through agency safeguarding leads where unresolved, and never allow disagreement to delay action to protect the child.

D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	Priorities include neglect, domestic abuse, parental mental ill health or substance misuse, persistent absence or children missing education, child-on-child abuse, harmful sexual behaviour, exploitation, online harm, and the additional vulnerability of

Public version: this document is intended for publication on school websites and must not include case-specific, sensitive or confidential safeguarding information.

	pupils with SEND or a social worker. Staff remain alert to changes in behaviour, attendance, presentation and family circumstances and report concerns promptly.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Risk is assessed case by case. Staff are alert to grooming, unexplained money or gifts, missing episodes, changes in peer groups, coercion, transport routes and online contact. Concerns are recorded on CPOMS and escalated to the DSL; the CCE/CSE consultation line (0116 305 9521), First Response or police is used as appropriate.
Community safety concerns	Road safety outside school, safe arrival and collection, unknown adults, community incidents and children's journeys to and from school are monitored. Concerns are shared with families and relevant agencies; supervision and risk assessments are adjusted when needed.
Online or social media trends affecting pupils	Pupil use of WhatsApp and other age-restricted social media, group-chat conflict, cyberbullying, sharing images, harmful or misleading content, online grooming and unsafe contact are recurring risks. Online incidents affecting school are recorded and investigated, pupils receive age-appropriate education and parents are reminded to supervise devices and accounts.
Transport, parks, shops, estates or other local places of concern	Staff remain alert to road-safety risks, unsupervised gatherings, bullying, antisocial behaviour, grooming or exploitation indicators, and concerns linked to journeys between home, school and community venues. Relevant information is recorded on CPOMS and shared promptly with the DSL, parents, police or children's social care as appropriate; immediate danger is reported via 999.
Local partnership responses	The school works with Leicestershire Children's Social Care, Family Help, Leicestershire Police, health services, the local authority attendance service, Prevent/Channel and other relevant agencies. The DSL shares information lawfully, contributes to strategy discussions, child protection conferences, core groups and Team Around the Family meetings, and follows agreed multi-agency plans. Emerging contextual concerns are recorded on CPOMS, reviewed for patterns and escalated through First Response, police or the Leicester, Leicestershire and Rutland professional challenge procedure where required. Actions and outcomes are documented, and support is coordinated with pupils and families wherever it is safe and appropriate to do so.

E. School-specific safeguarding procedures

Procedure	Local arrangements
How pupils report concerns	Speak to a member of staff, use the worry box in each class,
How colleagues record concerns	Speak to a DSL (urgent), report on CPOMS.
CPOMS categories or local recording expectations	All safeguarding and welfare concerns are recorded promptly on CPOMS using the most appropriate category, with clear factual information, dates, actions taken and the DSL/deputy DSL alerted. Urgent concerns must be shared verbally with a DSL immediately and recorded on CPOMS as soon as possible. Body maps, chronology entries, attendance concerns, behaviour linked to safeguarding, online safety, child-on-child abuse, domestic abuse, neglect, mental health, exploitation, Prevent and SEND vulnerability are recorded in line with school CPOMS expectations.
Internal safeguarding meeting arrangements	The DSL team meets regularly to review new concerns, open cases, chronologies, attendance and emerging patterns. Higher-risk cases are discussed more frequently as needed. Actions, decisions, referrals and outcomes are recorded on CPOMS, and relevant information is shared with staff on a need-to-know basis to support pupil safety.
DSL supervision arrangements	The DSL and deputy DSLs access safeguarding supervision through planned discussion with the Headteacher, Trust safeguarding lead and/or external safeguarding professionals as appropriate. Supervision is used to review complex cases, decision-making, workload, wellbeing and learning from practice. Records of supervision discussions and agreed actions are kept securely and followed up through the DSL team.
Pupil voice and safe reporting arrangements	Pupils are taught how to seek help through the curriculum, assemblies, class discussions and trusted-adult messages. They can speak to any member of staff, use class worry boxes, raise concerns through pupil voice activities or ask for help privately. Staff act on pupil voice, record safeguarding concerns on CPOMS and ensure pupils know they will be listened to and supported.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	SENSO
Monitoring provider or process	SENSO
Who reviews alerts	SENSO and DSLs

Frequency of alert review and system checks Evidence of annual review of filtering and monitoring, including coverage of web, app, image, video, audio, user-generated, dynamic, personalised and AI-generated content	Daily system checking – ongoing
Local escalation process	Email or phone call from Senso. DSL speaks to class teacher or pupil.
Online safety education	Regular weekly online safety lessons plus additional lessons as necessary.
Mobile and smart technology arrangements	No mobiles allowed for staff or pupils when in school.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	None currently in place/NA
Pre-placement checks	None currently in place/NA
Attendance monitoring arrangements	None currently in place/NA
Named school lead for AP oversight Minimum expectation: review at least half-termly, and more frequently where risk, attendance, SEND, safeguarding concern or placement instability requires it	None currently in place/NA
Frequency of review or visit	None currently in place/NA
Information-sharing arrangements	None currently in place/NA
Action if safeguarding concerns arise	None currently in place/NA

H. Site-specific and extended provision arrangements

Area	Local arrangements
Breakfast clubs, after-school clubs and wraparound provision	School-run breakfast and after-school provision follows the school safeguarding policy. Staff are appropriately checked and receive safeguarding induction; registers, collection passwords/authorised collectors, medical information and emergency contacts are maintained. Concerns are reported immediately to the DSL and recorded on CPOMS.
Holiday clubs or extended provision	Trust-run holiday provision follows Discovery Trust safeguarding, safer recruitment, first aid and emergency procedures. The provider confirms named safeguarding leads, staff suitability checks, registers, collection arrangements and information-sharing routes with Badgerbrook before provision begins.
Educational visits and residential trips	Visits are approved and risk assessed through the school's educational visits process. Staffing and supervision reflect pupils' age, needs and SEND;

	emergency contacts, medical information, consent and safeguarding arrangements are confirmed. The visit leader briefs all adults and reports concerns immediately to the DSL.
Visitors and volunteers	All visitors sign in at reception, wear identification and receive a safeguarding briefing. Identity and DBS status are checked where required. Unchecked visitors are supervised at all times. Volunteers are recruited, checked, inducted and supervised in line with safer recruitment requirements, with concerns reported to the DSL.
Contractors	Contractors sign in, show identification, wear a visitor badge and receive site safeguarding information. The school confirms appropriate vetting with the contractor or employer. Those without suitable checks are supervised and work is planned to minimise contact with pupils and disruption to safe routes.
Lettings and use of premises by external organisations	External organisations using the premises must provide safeguarding and child protection arrangements, insurance, risk assessments and evidence of appropriate staff checks. The letting agreement identifies a safeguarding lead, emergency and reporting routes, site boundaries, supervision and collection arrangements; concerns are shared promptly with the school DSL.
Site-specific supervision arrangements	Duty staff supervise entrances, exits, playgrounds, corridors and transitions, with enhanced arrangements for pupils with additional needs or individual risk assessments. Gates and access points are controlled during the school day. Arrival, collection and road-safety concerns are monitored, and any unexplained absence or collection concern is escalated promptly.
Split-site, shared-site or transport arrangements	Not applicable: Badgerbrook operates from a single site and does not use routine school transport. Any exceptional transport or off-site movement is individually risk assessed, with authorised handover, attendance, emergency contact and safeguarding arrangements confirmed.

I. Annual confirmation

Confirmation	Yes / No / Notes
The addendum has been reviewed against the Trust policy.	Yes
Local contact details are accurate.	Yes
DSL and deputy DSL details are published and visible in school.	Yes
Local safeguarding arrangements have been shared with colleagues.	Yes
Headteacher signature and date	J Andrews 11.9.26

Public version: this document is intended for publication on school websites and must not include case-specific, sensitive or confidential safeguarding information.

DSL signature and date	J Andrews 11.9.26
Advisory Board safeguarding link signature and date	L Bisiker 21.09.26