



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	Leighfield Primary School
Headteacher	Sarah Eaton
School address	Newtown Road, Uppingham, LE15 9TS
Main school telephone number	01572 823489
Age range / phase	3 - 11
Date addendum approved locally	September 2026
Next review date	September 2027

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Sarah Eaton (HT)	seaton@dsatleighfield.org
Deputy DSLs	Steph Wallace (DHT)	swallace@dsatleighfield.org
	Carissa Laird (ELSA)	claird@dsatleighfield.org
	Alison Fogg (WAC)	afogg@dsatleighfield.org
	Julie Hopkins (Pre School)	jhopkins@discoverytrust.org
Designated teacher for looked-after and previously looked-after pupils	Steph Wallace	swallace@dsatleighfield.org
SENCO	Becky Oakley	roakley@dsatleighfield.org
Safeguarding link Advisory Board member	Chris Bishop	cbishop@dsatleighfield.org
Chair of Advisory Board	Claire Cuncliffe	ccuncliffe@dsatleighfield.org
School attendance lead	Sarah Eaton	seaton@dsatleighfield.org
Online safety / filtering and monitoring lead	Sarah Eaton	seaton@dsatleighfield.org
Out-of-hours safeguarding contact arrangements		dsl@dsatleighfield.org

C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicestershire and Rutland Safeguarding Children Partnership (LRSCP). The partnership oversees multi-agency safeguarding arrangements across Leicestershire and Rutland
Children's social care referral route	Rutland Children's Social Care. Telephone: 01572 758407 . Email: ChildrensReferrals@rutland.gov.uk . Online referrals can also be made via Rutland County Council
Emergency duty team / out-of-hours route	Children's Emergency Duty Team on 0116 305 0005 . If a child is at immediate risk of harm, call 999 .
LADO contact details	Telephone: 01572 758454 Email: lado@rutland.gov.uk .
Family help / early help arrangements	Where concerns do not meet statutory social care thresholds, an Early Help Assessment should be considered. Early Help and family support should be coordinated through local authority services using the Rutland threshold and referral process.
Prevent / Channel referral route	Leicestershire Police Prevent Team • Telephone: 101, extension 2541 • National Prevent Advice Line: 0800 011 3764 (confidential advice and referral) National Prevent Advice Line: 0800 011 3764 Rutland Community Safety Team (Prevent): communitysafety@rutland.gov.uk
Police contact route for non-emergency safeguarding concerns	Contact Leicestershire Police via 101 for non-emergency safeguarding concerns. In an emergency or where a child is at immediate risk, call 999 .
Local escalation / professional challenge route	Follow the LRSCP Escalation and Resolution Procedure where professional disagreement exists regarding safeguarding decisions

D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	The school recognises that safeguarding concerns within Rutland may include neglect, domestic abuse, mental health and emotional wellbeing concerns, attendance difficulties, online harms, peer-on-peer abuse, contextual

	safeguarding risks, exploitation, substance misuse within families and vulnerability linked to isolation in rural communities. Concerns should be reported to the DSL without delay and, where appropriate, referred to Rutland Children's Social Care on 01572 758407 or ChildrensReferrals@rutland.gov.uk. Out-of-hours concerns should be referred to the Emergency Duty Team on 0116 3050005. Where a child is at immediate risk of harm, staff must contact the police via 999.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Staff are alert to indicators of child criminal exploitation (CCE), child sexual exploitation (CSE), county lines activity, serious violence, grooming and coercion. Although Rutland is predominantly rural, children may still be vulnerable to exploitation through transport links, social media and contact with individuals from outside the local area. Concerns should be discussed immediately with the DSL who may seek advice from Children's Social Care (01572 758407), police via 101, or make a safeguarding referral where appropriate. Immediate risks should be reported via 999
Community safety concerns	The school recognises that children may experience safeguarding risks relating to anti-social behaviour, domestic abuse, substance misuse, risky peer relationships, hate incidents and unsupervised time within the community. Staff remain professionally curious about changes in behaviour, attendance and presentation. Concerns may be discussed with Children's Social Care, Early Help services, health professionals or the police as appropriate.
Online or social media trends affecting pupils	Children increasingly access online content through social media, gaming platforms and internet-enabled devices. Risks may include cyberbullying, online grooming, sextortion, exposure to harmful content, radicalisation, misinformation and exploitation through online platforms. Concerns regarding radicalisation should be reported to the DSL. The DSL may seek advice from the Leicestershire Police Prevent Team via 101 (extension 2541), the National Prevent Advice Line (0800 011 3764), or the Rutland Community Safety Team at communitysafety@rutland.gov.uk. Where thresholds are met, a referral may be made into

	the Prevent/Channel process.
Transport, parks, shops, estates or other local places of concern	Staff remain alert to concerns arising from locations accessed by pupils before and after school, including transport routes, parks, recreational facilities, shops, online spaces and other community settings. Any concerns raised by pupils, families, staff or partner agencies will be considered through the school's safeguarding procedures and, where necessary, shared with external agencies.
Local partnership responses	The school works closely with Rutland Children's Social Care, the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP), health services, police, education providers, Early Help services and other agencies to safeguard children.

E. School-specific safeguarding procedures

Procedure	Local arrangements
How pupils report concerns	At Leighfield, pupils are encouraged to speak up about any concern, worry or unsafe situation. Pupils can report concerns through a range of trusted routes including: • Speaking directly to any trusted adult, including teachers, teaching assistants, midday supervisors and office staff. • Speaking with a member of the safeguarding team. • Accessing support from the ELSA team. • Using classroom Worry Boxes and Talk Boxes. • Through pastoral check-ins and emotional wellbeing interventions. • Through pupil voice activities, circle time, assemblies and PSHE lessons, where children are regularly reminded about how to stay safe and seek help. Safeguarding information, photographs of DSLs and NSPCC Stay Safe, Speak Out posters are displayed around the school.
How colleagues record concerns	All safeguarding concerns, disclosures, incidents and welfare observations must be reported immediately to a Designated Safeguarding Lead (DSL) or Deputy DSL. Colleagues must not investigate concerns themselves. All concerns are recorded on

	CPOMS as soon as possible and always on the same working day. Urgent concerns are reported verbally to a DSL immediately and then recorded on CPOMS. Where a child is believed to be at immediate risk of harm, staff will take appropriate action without delay in accordance with statutory safeguarding procedures.
CPOMS categories or local recording expectations	All staff receive safeguarding induction and regular training on CPOMS recording expectations. Records must be factual, professional and objective. Staff are expected to: • Record concerns promptly and accurately. • Use the child's own words where possible. • Distinguish between fact, opinion and professional judgement. • Include actions taken and any conversations held. • Record low-level concerns and emerging patterns, not only significant incidents. • Attach relevant documentation where appropriate. The DSL team routinely quality assures safeguarding records to ensure consistency and robustness of recording.
Internal safeguarding meeting arrangements	The DSL team meets weekly to review safeguarding concerns, vulnerable pupils, attendance, behaviour, welfare issues, children with social care involvement, children subject to child protection or child in need plans, pupils receiving early help support and any emerging safeguarding themes. Additional meetings are convened immediately where concerns arise. Actions, responsibilities and next steps are recorded and monitored through CPOMS. Safeguarding is also a standing item within senior leadership meetings.
DSL supervision arrangements	Designated Safeguarding Leads participate in Discovery Trust safeguarding networks and updates at least half-termly. DSLs access informal case consultation, peer support and professional challenge through Trust safeguarding colleagues. Additional supervision and support are sought where safeguarding cases are complex, high-risk or

	emotionally demanding.
Pupil voice and safe reporting arrangements	Pupil voice is central to Leighfield's safeguarding culture. Pupils contribute their views through the School Council, wellbeing surveys, safeguarding questionnaires, pupil interviews, circle time activities, anti-bullying work and curriculum activities. Staff actively seek the views, wishes and feelings of children when assessing risk and planning support. Children are regularly taught through the curriculum about trusted adults, healthy relationships, online safety, consent, personal safety, safeguarding, mental health and how to seek help. The school promotes a culture where children feel listened to, respected and confident that concerns will be taken seriously and acted upon.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	Internet filtering is provided through the school's managed network and secure internet filtering systems. Filtering arrangements are designed to protect pupils from accessing inappropriate, harmful or illegal content whilst supporting effective teaching and learning. Filtering systems are reviewed regularly to ensure they remain appropriate to the age range of pupils and emerging safeguarding risks.
Monitoring provider or process	Leighfield uses Senso to monitor activity on school devices and accounts. Monitoring arrangements support the identification of potential safeguarding concerns, including online abuse, bullying, self-harm indicators, harmful content, radicalisation concerns, inappropriate language, online grooming risks and other behaviours that may indicate a child is vulnerable or at risk. Staff also maintain active supervision of pupils' technology use during the school day.
Who reviews alerts	Senso alerts are reviewed by designated members of the safeguarding and leadership team, including the Designated Safeguarding Lead (DSL), Deputy DSLs and other authorised staff as determined by the

	Headteacher. Where concerns are identified, alerts are investigated promptly and action is taken in accordance with the school's safeguarding procedures.
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	High-priority safeguarding alerts are reviewed as soon as reasonably possible and normally on the same working day. Monitoring systems and reporting arrangements are checked regularly by the safeguarding and IT teams to ensure they remain effective. Significant incidents are recorded on CPOMS and escalated in line with safeguarding procedures.
Local escalation process	An annual review of filtering and monitoring arrangements is undertaken by school leaders, safeguarding leads and Discovery IT support services. The review considers the effectiveness of filtering and monitoring arrangements across websites, applications, search engines, video platforms, image content, audio content, user-generated content, dynamic and personalised content, emerging technologies and AI-generated content. Outcomes of the review are reported through Discovery Trust's safeguarding and governance arrangements, and actions are implemented where improvements are identified. Where filtering or monitoring systems identify a safeguarding concern, the member of staff reviewing the alert will notify a DSL immediately. The DSL will assess the risk, record actions on CPOMS and determine appropriate next steps. This may include discussions with pupils or parents, increased monitoring, pastoral support, referral to Children's Social Care, police involvement or referral to other agencies, depending on the nature and severity of the concern. Where there is an immediate risk of harm, safeguarding procedures are followed without delay.
Online safety education	Leighfield promotes a whole-school approach to online safety. Pupils receive age-appropriate online safety education through the Computing curriculum, PSHE, assemblies, workshops and themed events. Learning

	includes online relationships, cyberbullying, privacy and security, digital footprints, misinformation, scams, healthy screen use, online gaming, social media, consent, image sharing, artificial intelligence and how to report concerns. Parents are supported through newsletters, workshops, curriculum information and safeguarding communications. Staff receive regular online safety and safeguarding updates as part of ongoing professional development.
Mobile and smart technology arrangements	Pupils are not permitted to use mobile phones during the school day unless a specific arrangement has been agreed with school leaders. Any mobile devices brought onto site must be handed to staff and stored securely. Staff are expected to follow the Staff Code of Conduct, Acceptable Use Policy and safeguarding procedures regarding the use of mobile phones, wearable technology, cameras and personal devices. Smart technology used within school supports teaching and learning whilst maintaining appropriate safeguarding, monitoring and data protection controls.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	N/A
Pre-placement checks	N/A
Attendance monitoring arrangements	N/A
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	N/A
Frequency of review or visit	N/A
Information-sharing arrangements	N/A
Action if safeguarding concerns arise	N/A

H. Site-specific and extended provision arrangements

Area	Local arrangements
Breakfast clubs, after-school clubs and wraparound provision	Leighfield's breakfast club, after-school clubs and wraparound provision are delivered by

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	appropriately trained staff who have received safeguarding training, including annual safeguarding updates. Registers are maintained for all sessions and any safeguarding concerns are reported to the DSL or Deputy DSL in line with school procedures and recorded on CPOMS. Alison Fogg, WAC Manager, is a Deputy DSL.
Holiday clubs or extended provision	Leighfield does not routinely operate school-led holiday provision. Where holiday activities take place on site through Discovery Extended Services, appropriate safeguarding training takes place for all employees, DBS requirements are in place, risk assessments, insurance documentation and designated safeguarding contacts are obtained prior to the provision operating. Any concerns arising during activities involving Leighfield pupils will be shared with the school's DSL.
Educational visits and residential trips	Educational visits and residential experiences are planned and approved in accordance with Discovery Trust procedures. Risk assessments are completed where required and consideration is given to safeguarding, SEND, medical needs, behaviour, supervision ratios, emergency procedures and transport arrangements. All trip planning is submitted for approval by the EVC and headteacher on EVOLVE. Staff undertaking visits are familiar with safeguarding procedures, reporting routes and emergency contact arrangements.
Visitors and volunteers	All visitors must report to the school office, sign in using the visitor management system, wear a visitor badge and follow safeguarding procedures while on site. Volunteers are subject to appropriate checks in line with KCSIE and Discovery Trust procedures. Volunteers receive safeguarding information, including the identity of safeguarding leads and reporting procedures. Visitors and volunteers are supervised unless appropriate safeguarding checks permit otherwise.
Contractors	Contractors are required to sign in, wear identification and comply with site safeguarding and health and safety procedures. Contractor presence is risk

	assessed where work may bring them into contact with children. Longer-term contractors and those working regularly within school are subject to appropriate safeguarding checks and site induction arrangements.
Lettings and use of premises by external organisations	External organisations hiring Leighfield premises must comply with Discovery Trust Lettings Policy and provide evidence of appropriate safeguarding arrangements, insurance and risk assessments. Hirers working directly with children must demonstrate safer recruitment and safeguarding procedures. The school reserves the right to refuse use where safeguarding requirements are not met.

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	
DSL signature and date	
Advisory Board safeguarding link signature and date	