



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	Captains Close Primary School
Headteacher	Natalie Willcock
School address	Saxelby road, Asfordby, LE143TU
Main school telephone number	01664812630
Age range / phase	3-11
Date addendum approved locally	9.9.2026
Next review date	9.9.2027

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Natalie Willcock	nwillcock@dsatcaptainsclose.org
Deputy DSLs	Liam Collins Katie Calvert Vikki Chapman Kelly Bartram Abbie Elphick Jo Coombe	llcollins@dsatcaptainsclose.org kcalvert@dsatcaptainsclose.org vchapman@dsatcaptainsclose.org kbartram@dsatcaptainsclose.org aelpick@dsatcaptainsclose.org jcoombe@dsatcaptainsclose.org
Designated teacher for looked-after and previously looked-after pupils	Vikki Chapman	vchapman@dsatcaptainsclose.org
SENCO	Vikki Chapman	vchapman@dsatcaptainsclose.org
Safeguarding link Advisory Board member	Emma Boulderson	ebolderson@dsatcaptainsclose.org
Chair of Advisory Board	Claire Howe	chowe@dsatcaptainsclose.org
School attendance lead	Natalie	nwillcock@dsatcaptainsclose.org

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

	Willcock Abbie Elphick	aelphick@dsatcaptainsclose.org
Online safety / filtering and monitoring lead	Liam Collins	lcollins@dsatcaptainsclose.org
Out-of-hours safeguarding contact arrangements	Natalie Willcock DSL team	dsl@captainsclose.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)
Children's social care referral route	Telephone: 0116 305 0005 Email: childrensduty@leics.gov.uk
Emergency duty team / out-of-hours route	Emergency Duty Team (EDT): 0116 305 0005 (24-hour line for urgent safeguarding concerns). If a child is at immediate risk of harm, call 999 .
LADO contact details	CFS-LADO@leics.gov.uk (email for referral forms) 0116 305 4141 (available Mon-Thu 8.30am-5.00pm, Fri 8.30am-4.30pm)
Family help / early help arrangements	Family Help / Early Help Consultation Line: 0116 305 8727. Schools should consult Early Help when concerns emerge and consider completing an Early Help Assessment where appropriate.
Prevent / Channel referral route	Concerns regarding radicalisation should be reported via Leicestershire Police Prevent Team. Telephone 101 ext. 2541, National Prevent Advice Line 0800 011 3764, or online Prevent referral. Urgent concerns should be reported via 999. The First Response Children's Duty Team should also be informed where concerns relate to a child.
Police contact route for non-emergency safeguarding concerns	Leicestershire Police: 101. Emergency: 999. Online reporting available via

	Leicestershire Police. Where concerns relate to child protection, children's social care should also be informed.
Local escalation / professional challenge route	Use the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP) Escalation and Professional Challenge procedures where there is disagreement between agencies or concerns regarding decision-making, thresholds, or safeguarding response. Escalation should first be attempted between practitioners and managers before being progressed through formal safeguarding partnership procedures

D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	Domestic abuse, mental health concerns, persistent absence, neglect, parental substance misuse, online safety, child-on-child abuse, harmful sexual behaviour, family vulnerability and poverty-related concerns.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Although Captains Close serves a largely rural community, children can still be vulnerable to exploitation through social media, gaming platforms and contact with older peers. Staff remain alert to indicators of county lines activity, grooming, criminal exploitation, coercion and inappropriate online relationships.
Community safety concerns	Road safety on routes to and from school, anti-social behaviour within the wider Melton area, vaping,

	involvement with older peer groups, and community tensions arising from social media use.
Online or social media trends affecting pupils	Exposure to inappropriate content, live-streaming platforms, messaging apps, AI-generated content, cyberbullying, online grooming, sharing of images, harmful online challenges and unsafe gaming interactions. Online safety education is provided through curriculum activities and assemblies.
Transport, parks, shops, estates or other local places of concern	Staff remain mindful of pupil activity around local parks, recreational areas, village meeting points, shops and transport routes connecting Asfordby with Melton Mowbray. Any emerging local concerns are monitored through safeguarding meetings and liaison with parents, police and partner agencies.
Local partnership responses	School works closely with Family Help, Children's Social Care, Health Services, Police, SEND services, the Discovery Trust, the Leicestershire and Rutland Safeguarding Children Partnership and other agencies to provide coordinated support for children and families. Concerns are recorded on CPOMS and reviewed regularly through DSL meetings.

E. School-specific safeguarding procedures

Procedure	Local arrangements
How pupils report concerns	Pupils are encouraged to

	talk to any trusted adult. Concerns may be raised directly with the DSL, Deputy DSLs, class teachers, LSAs, ELSA, mentors or other school staff. Children are regularly reminded through assemblies, PSHE, Crew discussions and classroom displays about how to seek help. Pupils within The Nest have access to additional visual communication supports.
How colleagues record concerns	All safeguarding concerns, disclosures, welfare concerns, behavioural incidents with safeguarding implications and low-level concerns are recorded promptly on CPOMS. Staff record factual information, actions taken and any conversations held on the same day wherever possible. Concerns requiring an immediate response are reported verbally to a DSL before being entered onto CPOMS.
CPOMS categories or local recording expectations	Staff use agreed safeguarding categories including Child Protection, Early Help, Attendance, Behaviour, Bullying, Child-on-Child Abuse, Online Safety, Mental Health, Medical, SEND Vulnerability, Family Circumstances, Domestic Abuse, Radicalisation, Exploitation and Physical Intervention. Records must be factual, dated, signed and include professional rationale for actions taken.

Internal safeguarding meeting arrangements	Daily communication between DSL team members as required. Weekly safeguarding review meetings are held to discuss open cases, attendance concerns, vulnerable pupils and agency involvement. Termly safeguarding meetings review trends, CPOMS analysis, Early Help cases and statutory safeguarding requirements.
DSL supervision arrangements	The DSL and Deputy DSLs meet regularly to review safeguarding cases and decision-making. External advice is sought from Children's Social Care, Early Help, LADO, Health and other agencies as required. Complex safeguarding cases are reviewed jointly to ensure oversight and challenge.
Pupil voice and safe reporting arrangements	Pupil voice is gathered through School Council, Crew discussions, PSHE lessons, pupil surveys, ELSA sessions and safeguarding conversations. Worry boxes, trusted adults, pastoral support and visual reporting systems support pupils who find verbal communication difficult. Children in The Nest have additional communication supports available.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	Internet filtering provided through Discovery Schools Trust managed network services. Senso

Monitoring provider or process	Senso.cloud monitoring platform alongside staff supervision and safeguarding oversight.
Who reviews alerts	Headteacher (DSL), Deputy DSLs and authorised safeguarding staff.
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	Alerts reviewed daily during term time and immediately where high-risk alerts are received.
Local escalation process	Annual filtering and monitoring review completed in line with DfE Filtering and Monitoring Standards and recorded through safeguarding and online safety audits.
Online safety education	Online safety is taught through the computing curriculum, PSHE, assemblies, themed events and Project Evolve resources. Parents receive online safety information through newsletters, workshops and website resources.
Mobile and smart technology arrangements	Staff use mobile devices in accordance with the Staff Code of Conduct and Acceptable Use Policy. Pupils do not routinely use personal mobile phones during the school day. Any pupil devices brought to school are securely stored and managed in accordance with school procedures. Smart technology used within school is filtered and monitored where applicable.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	Captains Close does not routinely use alternative provision. Where individual placements are required, these are agreed on a case-by-case basis and approved by the Headteacher.
Pre-placement checks	Safeguarding arrangements, DBS requirements, health and safety, attendance systems, insurance, quality assurance documentation and provision suitability are checked before placement begins. A commissioning agreement and risk assessment are completed where required.
Attendance monitoring arrangements	Daily attendance is monitored and shared with the school. Unexplained absences are followed up immediately. Attendance patterns are reviewed regularly by school leaders.

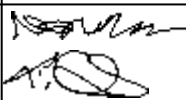
Named school lead for AP oversight Minimum expectation: review at least half-termly, and more frequently where risk, attendance, SEND, safeguarding concern or placement instability requires it	Natalie Willcock (Headteacher and DSL) with support from the SENDCo and Deputy DSLs as appropriate.
Frequency of review or visit	All placements are formally reviewed at least half-termly and more frequently where attendance, SEND, behaviour, safeguarding concerns or placement stability require additional monitoring. Initial visit prior to placement where appropriate, followed by regular communication and review meetings. Monitoring visits are conducted according to assessed risk and pupil need.
Information-sharing arrangements	Safeguarding, attendance, behaviour, SEND and wellbeing information is shared appropriately between the school and provider. Information is exchanged in accordance with GDPR and safeguarding responsibilities.
Action if safeguarding concerns arise	Concerns are reported immediately to the DSL. Appropriate referrals are made to Children's Social Care, Police or other agencies as required. Placements are reviewed without delay and suspended if necessary to safeguard the child.

H. Site-specific and extended provision arrangements

Area	Local arrangements
Breakfast clubs, after-school clubs and wraparound provision	Breakfast Club and after-school activities operate under school safeguarding procedures. Registers are maintained, attendance monitored and safeguarding concerns reported through CPOMS.
Holiday clubs or extended provision	Any holiday provision operating on the school site must comply with safeguarding, safer recruitment and health and safety requirements. External providers must have appropriate safeguarding procedures in place.
Educational visits and residential trips	All visits follow the Educational Visits Policy. Risk assessments, emergency procedures, safeguarding arrangements and staffing ratios are considered for every visit. Residential visits include enhanced safeguarding planning and information sharing with staff.
Visitors and volunteers	All visitors sign in via the school office, wear identification and follow visitor procedures. Volunteers

	are risk assessed and receive safeguarding information. Appropriate DBS checks are undertaken where required.
Contractors	Contractors sign in and are supervised when appropriate. Safeguarding expectations are communicated through visitor information and site management procedures.
Lettings and use of premises by external organisations	Organisations using the site must provide safeguarding assurances, appropriate insurance and comply with school safeguarding expectations. The school reserves the right to refuse use where safeguarding standards are not met.
Site-specific supervision arrangements	Duty staff supervise pupils before school, during breaktimes, lunchtimes, throughout transitions and at the end of the school day. High-risk pupils may have individual risk assessments and enhanced supervision arrangements.
Split-site, shared-site or transport arrangements	Captains Close operates on a single site. Transport arrangements for educational visits are risk assessed and only approved providers are used. Specific transport arrangements for individual pupils are managed through risk assessments where required.

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	 27.9.26
DSL signature and date	
Advisory Board safeguarding link signature and date	