

Child Protection and Safeguarding Policy

Policy owner	<i>Jo Hale</i>
Current version	V1
Document Status	Approved
Date Last approved	N/A
Date of next review	September 2027
Review frequency	Annually
Policy type (cross-trust or school specific)	Trust Policy with Local Arrangement form
Approval route	Audit and Risk Committee
Statutory Y/N	Yes
Appendices	Yes
Distribution (Trust website, School website, SharePoint etc)	Trust and School website
Communication with staff (method and date)	All trust staff emailed
Training requirements for staff	Safeguard, Prevent and FGM training all staff and Governors Prevent lead training

Version control			
Version	Date	Author	Changes
V1	1 September 2026	<i>Jo Hale</i>	Publish Safeguarding Local Arrangement

Local Safeguarding Arrangements

Appendix 3 Site Specific information

Important contacts

Role/organisation	Name	Contact details
Designated safeguarding lead (DSL)	Rachel Elliott	safeguarding@westovergreenschool.org.uk relliott@westovergreenschool.org.uk
Deputy DSL	Jo Hale Emma keitch Tracey Pople Rose Webb	jhale@westovergreenschool.org.uk ekeitch@westovergreenschool.org.uk tpople@westovergreenschool.org.uk rwebb@westovergreenschool.org.uk
Local authority designated officer (LADO)	Anthony Goble	0300 123 2224 SDinputters@somerset.gov.uk
Integrated care boards (previously known as clinical commissioning groups) for an area within the LA		https://nhssomerset.nhs.uk/?scrlybrkr
The Chief Police Officer for the LA	Sarah Crew PCC for Avon and Somerset is Clare Moody PCSO-Sam Green	01278 646188 07849308073
Designated Teacher for looked after and previously looked after children	Rose Webb	rwebb @westovergreenschool.org.uk
Chair of governors	Sarah Chen	schen@westovergreenschool.org.uk
Filtering and monitoring lead	Jo Hale	jhale@westovergreenschool.org.uk
How can an individual make a safeguarding referral to the LA	EHA to CSC	0300 123 2224
How to refer to the police	Online referral PCSO Sam Green	101
Channel helpline		020 7340 7264

NSPCC helpline		0808 800 500
DFE extremism helpline		020 7340 7264
Anti-terrorism report line		0800 789 321

Trust contacts	Name	Contact details
Strategic Safeguarding lead	Dean Anderson	hdyer@futuralearning.co.uk
Trust Lead Designated Safeguarding Lead (DSL)	Greg Lyle	glyle@sblacademy.org.uk
Safeguarding Trustee	John Purcell	jpurcell@futuralearning.co.uk

Designated Safeguarding Lead and contact details

Site specific	
DSL can be contacted during school hours by	01278422943 safeguarding@westovergreenschool.org.uk
Our DSL is	Rachel Elliott
Our Deputy DSL IS	Jo Hale Emma Keitch Tracey Pople Rose Webb
State what your cover arrangements are if both DSL and Deputy DSL are absence	Safeguarding team of 1 DSL and 4 DDSL's

Important links

Site specific	link	
School Online safety policy	To school website	
Behaviour and anti-bullying policy	To school website	
Complaints policy	Complaints procedure	
Whistleblowing policy	Whistleblowing policy	
Data protection handbook	Data protection handbook policy	
Safeguarding concerns and allegations policy	Safeguarding concerns and allegations policy	
Recruitment and selection Policy	Recruitment and selection policy	

Early Years

Site specific

Details on how mobile phone and camera use is monitored

Mobile Phones, Cameras and Electronic Devices

The welfare and safety of children in our setting is paramount. We recognise that mobile phones, cameras and other electronic devices can present a safeguarding risk if not used appropriately. This policy outlines the measures in place to protect children from harm and to ensure their privacy and dignity are respected at all times.

Staff Use of Mobile Phones

- Staff must not use personal mobile phones in areas where children are present.
- Personal mobile phones must be stored securely in a designated staff area during working hours.
- Staff may only use personal mobile phones during designated breaks and away from children.
- Smart watches with photographic, recording or communication capabilities must not be used to take photographs, make recordings or access messages while supervising children.
- Staff must never use personal devices to photograph, record or store images of children.

Use of Cameras and Recording Devices

- Only setting-owned cameras, tablets or other authorised devices may be used to take photographs or videos of children.
- Images will only be taken for legitimate educational, assessment or promotional purposes and in accordance with parental consent permissions.
- All images and recordings will be stored securely

Visitors, Volunteers and Students

- Visitors, volunteers, students and contractors must not use mobile phones or personal recording devices in areas accessed by children.
- Visitors may be asked to switch off devices or store them securely during their visit.
- Any photographs taken by visitors during events must be authorised by the Headteacher or setting manager and must not compromise the safety or privacy of any child.

Parents and Carers

- Parents and carers are reminded that any images containing children other than their own must not be shared on social media or other public platforms without the consent of the relevant families.

Monitoring and Concerns

- Any misuse of mobile phones, cameras or recording devices by staff, volunteers, students, parents or visitors will be treated as a safeguarding concern and will be managed in accordance with the setting's safeguarding procedures.
- Concerns regarding inappropriate use of technology will be reported immediately to the Designated Safeguarding Lead (DSL).
- Serious breaches may result in disciplinary action, referral to external agencies, or involvement of the Local Authority Designated Officer (LADO) where appropriate.

Online Safety

- The setting promotes safe and responsible use of technology.
- Staff receive regular safeguarding and online safety training, including guidance on the appropriate use of mobile phones, cameras and digital devices.
- Procedures are reviewed regularly to ensure they remain effective and compliant with current EYFS requirements.

