

Archbishop Cranmer C. of E. Academy



'Striving for Life in All its Fullness' John 10:10

Child Protection & Safeguarding Policy Addendum 2026-27

Reviewed by: Headteacher	September 2026
Shared with Governing Body	Autumn 2026
Date for next review (or earlier should legislation require it)	September 2027

Our Christian Vision: Jesus said 'I have come that they may have life in all its fullness' John 10:10.

At Archbishop Cranmer C of E Primary Academy we strive for life in all its fullness, for all our children, staff and school community.

Our Mission Statement

- **For Life in all its Fullness for today...**
 - Archbishop Cranmer is a small, caring Church of England Primary School in Aslockton, Nottinghamshire. We are a family community with Christian Values at the heart, where adults and children genuinely care for one another.
 - We **aspire** to be a high achieving school that provides an outstanding education and **community of opportunity** for all.
 - We believe that every child is unique and valued by God, with their **profound personal development** being at the heart of all we do.
 - We provide a rich and stimulating curriculum that inspires and challenges all to achieve.
 - We foster warm partnerships with parents, the local community, St Thomas's church and local charities.
- **For Life in all its Fullness for the future...**
 - We teach our children to be excellent Christian role models for the future world.
 - We are inclusive, respectful and celebrate global diversity.
 - We provide excellent care, guidance and support to enable our children to keep themselves happy, healthy and safe in their adult lives.
 - We educate children on the importance of their well-being today and in their future.

Our Christian Ethos

Archbishop Cranmer C of E Primary Academy strives to be an inclusive community where children grow, learn and achieve together. Our Take Care Learning Behaviours, held together by our Christian Values, form the essence of our ethos and gives our school its sense of value and drive. We always challenge our school community to consider what our values mean to them. Our Take Care Hand reminds us that we are always:

- Taking Care (forming meaningful relationships with ourselves and others)
- Aspiring to have a go (being creative and curious)
- Acting with Integrity (always doing the right thing)
- Working hard (aspiring to be the best we can be by embracing high challenge, creative work)
- Being proud of ourselves (growing in confidence, knowing what is possible)

Safeguarding is central to our Christian vision and our commitment to every child living life in all its fullness. At Archbishop Cranmer C of E Primary Academy (ABCA), we maintain a vigilant safeguarding culture in which children are known well, concerns are acted upon promptly and the welfare of the child is paramount.

This addendum sets out the academy-specific arrangements that operate alongside the Aspire & Shine Education Trust Child Protection & Safeguarding Policy. It does not replace or duplicate the Trust policy. The Trust policy remains the principal policy and must be read with this addendum.

These local arrangements apply to all ABCA staff, governors, volunteers and visitors. They identify our designated safeguarding personnel, reporting and recording systems, pupil reporting routes, local partnership arrangements and site-specific safeguarding procedures.

Contents

Section	Page
1. Purpose and status of this addendum	3
2. Academy safeguarding team	3
3. Reporting and recording concerns	3
4. How pupils can report concerns	3
5. Family Help, Early Help and multi-agency working	4
6. Operation Encompass	4
7. Attendance and safeguarding	4
8. Online safety, filtering and monitoring	4
9. Staff induction and safeguarding compliance	4
10. Visitors, volunteers and shared-site providers	5
11. Concerns or allegations about adults	5
12. Local safeguarding contacts	5
13. Monitoring and review	6

1. Purpose and status of this addendum

This academy addendum must be read alongside the Aspire & Shine Education Trust Child Protection & Safeguarding Policy 2026-27 and Keeping Children Safe in Education 2026. Where the Trust policy sets out the Trust-wide safeguarding framework, this addendum records the local arrangements in place at Archbishop Cranmer C of E Primary Academy (ABCA).

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff maintain an attitude of "it could happen here" and act in the best interests of the child. Nothing in this addendum prevents any member of staff from making a direct referral to Children's Social Care where necessary.

2. Academy safeguarding team

Role	ABCA designated person
Designated Safeguarding Lead (DSL)	Mrs Melanie Stevens - Headteacher
Deputy Designated Safeguarding Lead	Mrs Eleanor Hodgson - Assistant Headteacher and SENCO
Deputy Designated Safeguarding Lead	Miss Ell Robinson - Assistant Headteacher
Chair of Governors	Dr Richard Bullock
Safeguarding Governor	Dr Amy Taylor
Designated Teacher for LAC/PLAC	Mrs Eleanor Hodgson
Senior Mental Health Lead	Mrs Eleanor Hodgson
Prevent Single Point of Contact (SPOC)	Mrs Melanie Stevens
Online Safety Lead	Miss Ell Robinson
Attendance Lead	Mrs Melanie Stevens

The DSL has lead responsibility for safeguarding and child protection including online safety and understanding the filtering and monitoring systems and processes in place. The Deputy DSLs are trained to the same standard and provide cover when the DSL is unavailable.

Where none of the academy's trained DSLs is physically on site, the most senior member of staff present will act as the immediate point of contact and will contact one of the academy DSLs for advice. This person does not become the DSL by virtue of being the most senior person on site. In an emergency, staff must take immediate action including contacting Children's Social Care or the police where required.

3. Reporting and recording concerns

- All safeguarding concerns, disclosures, incidents and actions are recorded on CPOMS as soon as possible.
- A CPOMS entry does not replace speaking directly to the DSL or a Deputy DSL where a child may be at risk, where a disclosure has been made or where urgent action may be required.
- Staff record facts, observations and the child's own words accurately. They do not investigate, ask leading questions or promise confidentiality.
- Concerns are reported to the DSL or Deputy DSL as soon as possible and by the end of the day at the latest. Urgent concerns are reported immediately.
- If a member of staff believes that appropriate action has not been taken, they must escalate the concern in accordance with the Trust policy and may make a direct referral themselves.

Safeguarding records are confidential and are accessed only by those who need the information to safeguard the child. Relevant safeguarding information is transferred securely when a child moves school in accordance with the Trust policy.

4. How pupils can report concerns

ABCA provides a culture in which children are taught that they can speak to any trusted adult and that concerns will be listened to and taken seriously. Children may speak directly to their class teacher, teaching partner, a member of the safeguarding team or another adult they trust.

- Worry boxes are available in classrooms as an additional route for children to raise worries or request support.
- Staff remain alert to children who may find it difficult to communicate a concern and make reasonable adjustments for age, SEND, communication needs or other vulnerabilities.

- Pupil voice, wellbeing work, RSHE, online-safety education and the wider curriculum reinforce how and where children can seek help.

5. Family Help, Early Help and multi-agency working

ABCA works with children and families at the earliest appropriate stage. The DSL coordinates academy involvement in Family Help/Early Help and multi-agency support including assessments, Team Around the Family meetings and referrals to relevant services.

Where needs cannot be met through universal or school-based support, the academy will seek advice and/or make referrals through Nottinghamshire pathways. Consent will normally be sought for Family Help/Early Help unless doing so would place a child at increased risk or there is another lawful basis to share information without consent.

The academy works with Children's Social Care, health services, the School Nurse, Mental Health Support Team, CAMHS, Educational Psychology and other agencies as appropriate. Safeguarding information is shared lawfully, proportionately and on a need-to-know basis.

6. Operation Encompass

ABCA participates in Operation Encompass. The Headteacher/DSL, Mrs Melanie Stevens, receives notifications from the police relating to domestic abuse incidents where an ABCA pupil may have been affected. Information is handled confidentially and shared only with staff who need to know in order to provide appropriate safeguarding and pastoral support.

7. Attendance and safeguarding

Attendance is treated as a safeguarding matter as well as an educational priority. Mrs Melanie Stevens is the academy Attendance Lead. Staff monitor absence, persistent absence, lateness and unexplained changes in attendance and consider whether patterns may indicate abuse, neglect, exploitation, mental health need, children missing education or other safeguarding concerns.

Safeguarding and attendance information is considered together. Concerns are recorded and escalated through CPOMS and local authority procedures where appropriate.

8. Online safety, filtering and monitoring

Online safety is an integral part of safeguarding at ABCA. Miss Ell Robinson is the Online Safety Lead. The DSL retains lead safeguarding responsibility for online safety and works with the Online Safety Lead, senior leaders, governors and the academy's IT provider.

- Filtering and monitoring arrangements are reviewed at least annually and following significant incidents or changes to systems.
- Regular checks are documented and the academy considers whether systems are effective across school-managed devices and services.
- All staff receive online-safety updates and understand their responsibility to report concerns and any suspected filtering or monitoring failures.
- The academy responds to the four areas of online risk: content, contact, conduct and commerce and to emerging risks including generative AI, manipulated or AI-generated sexual content/deepfakes, online misogyny or misandry, sextortion, grooming, exploitation and harmful online challenges.
- Safeguarding concerns arising online are recorded on CPOMS and managed under the Trust safeguarding policy and the academy's behaviour and online-safety arrangements.

The academy maintains a separate Online Safety Policy and Filtering and Monitoring Standard. These documents should be read alongside this addendum and updated in line with current statutory guidance.

9. Staff induction and safeguarding compliance

All staff receive safeguarding induction appropriate to their role before or as soon as practicable after commencing work. Induction follows the Trust policy and current KCSIE requirements.

- All staff read Part One of Keeping Children Safe in Education 2026 in full and confirm compliance with the academy's safeguarding requirements.

- Staff are made aware of the identity of the DSL and Deputy DSLs, local reporting arrangements, CPOMS procedures, the Staff Code of Conduct, behaviour expectations, online safety, whistleblowing and the procedure for reporting low-level concerns and allegations about adults.
- Safeguarding training is refreshed regularly with updates provided at least annually and whenever emerging risks or changes to local or national guidance require them.
- Volunteers receive safeguarding information appropriate to their role and are subject to the required safer recruitment and DBS arrangements.

10. Visitors, volunteers and shared-site providers

Visitors and volunteers

Visitors report to the school office, follow the academy signing-in and identification procedures and wear the appropriate visitor identification. Visitors who have not been appropriately checked are supervised in accordance with the Trust policy. Volunteers are checked in line with current DBS and safer recruitment requirements and receive safeguarding information appropriate to their role.

Cranmer Preschool and Aslockton Fun Club

Cranmer Preschool and Aslockton Fun Club are independent providers that lease premises on the academy site. Each provider is responsible for its own safeguarding policy, safer recruitment, DBS arrangements, staff safeguarding training and compliance with the statutory framework applicable to its provision.

Some staff employed by these providers work with or have contact with ABCA pupils. Where a provider becomes aware of a safeguarding concern relating to an ABCA pupil, relevant information must be shared promptly with the ABCA DSL in accordance with safeguarding and information-sharing requirements. Likewise, ABCA will share relevant safeguarding information with the provider where this is necessary and lawful to protect a child.

The academy’s co-location with independent providers does not transfer responsibility for their safeguarding compliance to ABCA. The academy will nevertheless maintain clear communication and appropriate information-sharing arrangements so that safeguarding concerns are not lost between provisions.

11. Concerns or allegations about adults

Concerns about the conduct of any adult working in or on behalf of the academy, including supply staff, volunteers, contractors and visitors, must be reported in accordance with the Trust Child Protection & Safeguarding Policy and Staff Code of Conduct.

- Allegations that may meet the harm threshold are reported immediately to the Headteacher, Mrs Melanie Stevens.
- If the concern or allegation relates to the Headteacher, it is reported to the Chair of Governors, Dr Richard Bullock, who acts as Case Manager and follows the Trust policy including liaison with the Local Authority Designated Officer (LADO).
- Low-level concerns are reported and recorded in accordance with the Trust procedure. Staff must not dismiss concerns because they appear minor in isolation.
- Whistleblowing procedures are available where a member of staff feels unable to raise a concern through the usual route.

12. Local safeguarding contacts

Service	Contact
Nottinghamshire MASH	0300 500 80 90
MASH Professional Consultation Line	0115 977 4247
Emergency Duty Team - out of hours	0300 456 4546
Nottinghamshire Early Help Unit	0115 804 1248 earlyhelp@nottscg.gov.uk
Nottinghamshire LADO	0115 804 1272 LADO@nottscg.gov.uk
LA Safeguarding Children in Education Officer	Zain Iqbal zain.iqbal@nottscg.gov.uk
Police - emergency	999
Police - non-emergency	101
NSPCC Whistleblowing Helpline	0800 028 0285

Where a child is in immediate danger or there is an immediate risk of serious harm, staff must contact emergency services without delay. Current local authority contact details in the Trust policy take precedence if any contact information above changes.

13. Monitoring and review

The Headteacher/DSL monitors the implementation of these academy-specific safeguarding arrangements. Safeguarding information, themes and assurance are reported to governors in an appropriately anonymised form. The Safeguarding Governor provides challenge and oversight through the academy's governance arrangements.

This addendum will be reviewed at least annually and earlier where there is a significant change to statutory guidance, Trust policy, local safeguarding arrangements, designated personnel or academy procedures.

This addendum should be read alongside the Aspire & Shine Education Trust Child Protection & Safeguarding Policy, ABCA Online Safety Policy, Filtering and Monitoring Standard, Behaviour Policy Addendum, SEND Policy, Mental Health and Wellbeing Policy, Attendance arrangements, Staff Code of Conduct and Whistleblowing procedures.