

Appendix B – Upwood Primary Academy Safeguarding Practice Document

This document outlines Upwood Primary Academy's local safeguarding arrangements in line with the Trust-wide Safeguarding and Child Protection Policy. It reflects the Academy's specific context and safeguarding offer.

Designated Safeguarding Leads (DSLs)

- Ben Wilson – Principal (Designated Safeguarding Lead)

Deputy Designated Safeguarding Leads (DDSLs) and Safeguarding Officers

- Lindsey Clarke – Vice Principal (Deputy Designated Safeguarding Lead)
- Suzanne Gaunt (Sykes) – Family Liaison Officer (Deputy Designated Safeguarding Lead)

Safeguarding Systems: MyConcern

We use MyConcern, a secure, GDPR-compliant digital platform, to manage all safeguarding and child protection concerns. This system enables:

- Real-time reporting of concerns by any staff member.
- Centralised tracking of all safeguarding cases, ensuring continuity and accountability.
- Secure communication between DSLs, DDSLs, and relevant staff.
- Audit trails for all actions taken, supporting transparency and compliance.
- Integration with external agencies, allowing for timely referrals and updates.

All staff are trained in using MyConcern and understand its importance in maintaining a proactive safeguarding culture. Regular refresher sessions ensure staff remain confident and competent in its use.

Contingency Arrangements (KCSIE Annex C)

In the event that the Academy is closed or DSLs are unavailable, Upwood Primary Academy has a clear contingency plan in place:

An out-of-hours safeguarding contact email — safeguarding@upa.education — is available for urgent safeguarding concerns. This inbox is monitored by:

- Ben Wilson, Principal and DSL
- Lindsey Clarke, Vice Principal and DDSL

This contact method ensures that safeguarding concerns can be raised and responded to promptly outside of normal school hours. The safeguarding@upa.education address is published in school newsletters and on the Academy website to ensure accessibility for pupils, parents, carers, and external agencies.

Alternatively, you are able to contact Mrs Jenny Brassington, TDET Safeguarding Lead, jbrassington@tdet.education.

These arrangements form part of Upwood Primary Academy's commitment to maintaining a robust safeguarding culture at all times, including during holidays, weekends, and emergency closures.

Safeguarding Checks for Alternative Provision

Upwood Primary Academy follows best practice procedures when placing pupils in alternative provision:

- Providers are carefully selected to meet pupils' needs, primarily from the Cambridgeshire County Council approved list.
- Written confirmation is obtained from each provider that all staff have undergone appropriate safeguarding checks. These confirmations are stored on the Academy's Single Central Record (SCR).
- The Academy maintains close communication with alternative providers. Any safeguarding concerns are reported directly to the DSLs at Upwood Primary Academy and logged on MyConcern.

Prevent Duty

- Ben Wilson – Prevent Lead (Prevent Lead Training in progress)

Young Carers

We aim to support our young carers. Details are on the website for parents to read.

Young Carer's Champion Lindsey Clarke is assisted by Suzanne Gaunt (Sykes) (Family Liaison Officer)

Useful Contacts

If you feel that a child is unsafe out of school, then parents can use the following ways to contact help:

- > Call 999 if the child is in immediate danger.
- > Call 101 if there is no immediate risk.
- > Call Social Services on 0345 045 5203 to make a referral.

Or contact school via our emergency email.

Additional Notes Specific to Upwood Primary Academy

This is the first time a localised safeguarding practice document has been created to accompany the Trust-wide policy. As such, this appendix is focused and concise, with no additional Academy-specific procedures at this time.