



Discovery Trust School Safeguarding Local Arrangements

Addendum 2026–2027

This addendum sits alongside the Discovery Trust Safeguarding and Child Protection Policy 2026–2027. It sets out the key local safeguarding contacts, referral routes, contextual safeguarding information and school-specific arrangements for Fossebrook. It will be reviewed annually, or sooner if any local arrangements change.

A. School details

School name	Fossebrook Primary School
Headteacher	Sarah Evans
School address	Holmfield Avenue West, Leicester Forest East, Leicester, Leicestershire, LE3 3FF
Main school telephone number	0116 308 7966
Age range / phase	Primary, ages 4 to 11
Date addendum approved locally	September 2026
Next review date	September 2027, or sooner if arrangements change

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Sancha Wallis	0116 308 7966 / swallis@dsatfossebrook.org
Deputy DSLs	Sarah Evans; Kara Cragg; Abbie Hunt; Becca Findlay	0116 308 7966 / sevens@dsatfossebrook.org ; kcragg@dsatfossebrook.org ; ahunt@dsatfossebrook.org ; rfindlay@dsatfossebrook.org
Designated teacher for looked-after and previously looked-after pupils	Sancha Wallis	0116 308 7966 / swallis@dsatfossebrook.org
SENCO	Sancha Wallis	0116 308 7966 / swallis@dsatfossebrook.org
Safeguarding link Advisory Board member	Sam Williams	swilliams@dsatfossebrook.org
Chair of Advisory Board	Erica Dodd	Edodd@dsatfossebrook.org
School attendance lead	Sarah Evans	sevens@dsatfossebrook.org
Online safety / filtering and monitoring lead	Sarah Evans	0116 308 7966 / sevens@dsatfossebrook.org
Out-of-hours safeguarding contact arrangements		DSL Email inbox: dsl@dsatfossebrook.org

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C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicestershire and Rutland Safeguarding Children Partnership
Children's social care referral route	Concerns are referred through Leicestershire First Response Children's Duty Team on 0116 305 0005, using the Leicestershire MARF / online referral route where appropriate.
Emergency duty team / out-of-hours route	Out-of-hours safeguarding concerns are directed through Leicestershire First Response Children's Duty Team on 0116 305 0005.
LADO contact details	New LADO referrals are made through the Leicestershire online referral route. For open matters, contact CFS-LADO@leics.gov.uk or leave a message on 0116 305 4141 during office hours.
Family help / early help arrangements	Early help advice and consultation can be accessed on 0116 305 8727 or through earlyhelpreferrals@leics.gov.uk. We use local Early Help and MARF routes when this is the right level of support.
Prevent / Channel referral route	Any concerns about radicalisation are discussed with the DSL / Prevent lead and referred through Leicestershire Police / Prevent routes as needed. If a child is at immediate risk, we contact First Response or the emergency services.
Police contact route for non-emergency safeguarding concerns	For non-emergency safeguarding concerns, we contact Police on 101. In an emergency, we call 999.
Local escalation / professional challenge route	Where concerns are not resolved, we follow the Leicestershire and Rutland Safeguarding Children Partnership escalation / professional challenge procedures, alongside Discovery Trust escalation routes.

D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	The main themes we continue to monitor locally are child and adult mental health, parenting capacity, neglect, parent/carer relationship difficulties, online safety and poverty.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Exploitation indicators remain low, but staff stay alert to changes in behaviour,

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	unexplained gifts, older peer associations, missing episodes, coercion, grooming and any signs linked to criminal or sexual exploitation.
Community safety concerns	Community concerns are considered through pupil voice, information from families, police updates, safeguarding records and wider local intelligence. Any emerging patterns are discussed by the DSL team and shared with colleagues where appropriate.
Online or social media trends affecting pupils	Online safety is an ongoing area of awareness for school. Current themes include online behaviour, gaming, inappropriate searches and social media use. We respond through online safety teaching, filtering and monitoring, staff vigilance and communication with parents when needed.
Transport, parks, shops, estates or other local places of concern	Staff use professional curiosity when pupils raise concerns about journeys to and from school, parks, shops, transport routes or other community spaces.
Local partnership responses	Where a coordinated response is needed, we work with parents, police, social care, health, attendance services, Early Help and Discovery Trust safeguarding colleagues.

E. School-specific safeguarding procedures

Procedure	Local arrangements
How pupils report concerns	Pupils can speak to any trusted adult, their class teacher, the DSL or a deputy DSL. Adults listen carefully, record concerns and pass them to the DSL team without delay.
How colleagues record concerns	All colleagues record safeguarding concerns on CPOMS as soon as possible, using clear, factual language and alerting the DSL team the same day.
CPOMS categories or local recording expectations	Concerns are recorded under the agreed CPOMS categories. Body maps, chronologies, actions and outcomes are completed where relevant. Records are factual, timely and shared only with those who need to know.
Internal safeguarding meeting arrangements	The DSL team reviews safeguarding concerns regularly, with urgent same-day discussions where risk requires this. Patterns, actions and vulnerable pupils are considered through internal safeguarding discussions.
DSL supervision arrangements	DSL supervision is accessed through

	Discovery Trust safeguarding arrangements and local senior leadership oversight. Additional support is sought when safeguarding concerns are complex.
Pupil voice and safe reporting arrangements	We gather pupil voice through day-to-day trusted relationships, curriculum work, pastoral conversations, safeguarding displays, worry boxes and targeted check-ins. Children are reminded regularly who they can speak to if they feel unsafe, and any concerns they raise are recorded and followed up promptly.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	Filtering is managed through the Trust-approved solution, with local oversight from the DSL team.
Monitoring provider or process	Monitoring alerts are reviewed by the DSL team and escalated where there are signs of harm, risk or vulnerability.
Who reviews alerts	DSL / DDSs and Online Safety Lead
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 are checked daily during term time. Filtering and monitoring arrangements are reviewed at least annually, and also after any significant incident, system change or safeguarding concern.
Local escalation process	Concerns are escalated to the DSL immediately. Technical issues are shared with IT, and safeguarding concerns are recorded on CPOMS with actions and outcomes.
Online safety education	Online safety is taught through the curriculum, assemblies, pastoral work and responsive teaching when incidents or trends arise.
Mobile and smart technology arrangements	Mobile phones and smart devices are managed through the school behaviour policy, acceptable use agreements and local risk assessments where individual pupils need additional arrangements.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	No regular alternative provision is currently

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	recorded in this addendum. This section will be updated if any pupil is placed with an external provider.
Pre-placement checks	Before any placement begins, school completes safeguarding, quality assurance, attendance, risk assessment and information-sharing checks in line with Trust and local authority expectations.
Attendance monitoring arrangements	Attendance is checked for every session of any agreed placement. Any non-attendance is followed up immediately and recorded through school safeguarding and attendance systems.
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	Sarah Evans sevens@dsatfossebrook.org Headteacher / DSL oversight is in place, with SENDCo involvement where the placement relates to SEND need.
Frequency of review or visit	Reviews take place at least half-termly, and more often where there are concerns around risk, attendance, SEND, safeguarding or placement stability.
Information-sharing arrangements	Relevant safeguarding, attendance, SEND and contact information is shared securely with the provider on a need-to-know basis before the placement starts, and updated if risks or circumstances change.
Action if safeguarding concerns arise	The provider must inform the named school lead / DSL immediately if a safeguarding concern arises. School records the concern, considers risk, contacts parents/carers where appropriate and follows local referral routes if threshold is met.

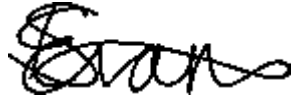
H. Site-specific and extended provision arrangements

Area	Local arrangements
Breakfast clubs, after-school clubs and wraparound provision	Discovery Extended Services provides before and after-school wraparound care on school sites. Delivered in partnership with school and follows school safeguarding procedures. Registers maintained and children supervised by trusted adults. Any concerns shared with the DSL team without delay.

Holiday clubs or extended provision	Discovery holiday camps run during school holidays at Discovery school sites. Open to Reception to Year 6 children, including children from the wider community. Safeguarding concerns for Fossebrook pupils are shared with the relevant DSL / school contact. Concerns are recorded and followed up in line with Trust procedures.
Educational visits and residential trips	Visits and residentials follow school visits procedures. Risk assessment, staffing, consent, medical information and safeguarding planning completed. DSL team consulted where a pupil's needs, vulnerability or safeguarding history need additional planning.
Visitors and volunteers	Visitors and volunteers follow school signing-in, identification and safeguarding arrangements. Checks and supervision level agreed before working with pupils. Concerns about adults reported through safeguarding, allegations or low-level concerns procedures.
Contractors	Contractors managed through school site and safeguarding procedures. Sign in, wear identification and are supervised as appropriate. Concerns about conduct, site safety or pupil welfare reported to the DSL / senior leader. Followed up through the relevant Trust process if needed.
Lettings and use of premises by external organisations	External users expected to follow safeguarding, health and safety and site-use expectations. Lettings clarify supervision, first aid, emergency procedures and reporting concerns. Safeguarding arrangements checked where organisations work directly with children.
Site-specific supervision arrangements	Supervision planned around the school day, wraparound provision and extended activities. Staff maintain appropriate visibility in classrooms, corridors, toilets, playgrounds, entrances and shared spaces. Professional curiosity used where additional supervision may be needed.

Split-site, shared-site or transport arrangements	Fossebrook is a single-site school. Transport arranged only where needed for an individual pupil or activity. Risk assessment, consent, supervision and information-sharing agreed before the arrangement begins. Parents/carers and relevant providers involved where appropriate.
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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	 07.09.2026
DSL signature and date	 07.09.2026
Advisory Board safeguarding link signature and date	