



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	Farndon Fields Primary School
Headteacher	Ms Simone Harrison
School address	Argyle Park, Market Harborough, LE16 9JH
Main school telephone number	01858 464744
Age range / phase	3 – 11
Date addendum approved locally	
Next review date	

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Simone Harrison	dsl@dsatfarndonfields.org
Deputy DSLs	Danielle Barton Vicky Harrison Terri Burningham Pat Raxworthy (preschool) Tracey Batson (Preschool)	Via school office office@dsatfarndonfields.org 01858 464744 Or CPOMS alert group
Designated teacher for looked-after and previously looked-after pupils	Mrs Danielle Barton	Via school office
SENCO	Mrs Vicky Harrison	Via school office
Safeguarding link Advisory Board member	Mrs Verina Wenham	Via school office
Chair of Advisory Board	Mrs Verina Wenham	Via school office
School attendance lead	Simone Harrison	Via school office
Online safety / filtering and monitoring lead	Online Safety Lead: Victoria Douglas	Via school office

Out-of-hours safeguarding contact arrangements	DSL / Headteacher or DDSL rota	Urgent concerns follow local authority emergency duty route and emergency services where immediate risk is present
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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 Procedures
Children's social care referral route	Concerns are discussed with the DSL and referred through the local authority children's social care in line with local threshold guidance. First Response Children's Duty 24/7 01163050005 MARF form for Early Help and Social Care services Report abuse or neglect of a child Leicestershire County Council
Emergency duty team / out-of-hours route	Out-of-hours safeguarding concerns are escalated to the local emergency duty team. First Response Children's Duty 24/7 0116 3050005 If a child is at immediate risk of harm, staff call 999.
LADO contact details	Allegations or concerns about adults working with children are reported to the Headteacher or Trust Phase Lead LADO referral form cfs-lado@leics.gov.uk 01160305 4141
Family help / early help arrangements	Early help is considered where emerging needs are identified. The DSL records decisions, seeks consent where appropriate and coordinates support with the family and relevant partners. MARF form for Early Help and Social Care services
Prevent / Channel referral route	Prevent concerns are discussed with the DSL and referred through the local Prevent / Channel pathway where threshold is met. Police 101 LCC Prevent Prevent.team@leicestershire.pnn.police.uk
Police contact route for non-emergency safeguarding concerns	Non-emergency concerns are shared through the local police safeguarding route or by calling 101. Immediate risk is escalated via 999.

Local escalation / professional challenge route	Where there is a professional disagreement about safeguarding decisions, the school follows the LLRSCB procedures .
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D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	Current local priorities include attendance, County Lines, substance misuses, domestic abuse and online harm.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Market Harborough's location and transport links mean County Line is a key risk locally. Staff remain alert to changes in behaviour, unexplained gifts, association with older peers, missing episodes, coercion, grooming and concerns linked to criminal or sexual exploitation.
Community safety concerns	Known areas of concern are reviewed through pupil voice, parent/carers and community information, police updates, pastoral records.
Online or social media trends affecting pupils	Online trends are monitored through lessons, filtering and monitoring alerts, information from safeguarding partners and parent / carer and community information.
Transport, parks, shops, estates or other local places of concern	Staff use professional curiosity where pupils raise concerns about journeys to and from school, parks, shops, transport routes or other community spaces.
Local partnership responses	The school works with parents and carers, police, social care, health, attendance services, Family Wellbeing, Early Help and Discovery Trust safeguarding colleagues where concerns require a coordinated response.

E. School-specific safeguarding procedures

Procedure	Local arrangements
How pupils report concerns	Pupils can speak to any trusted adult, use class worry boxes, the Green button on the school website, speak to the pastoral/safeguarding team or contact a member of the safeguarding team. Pupil-friendly safeguarding information is displayed around school, including Phase specific 'People who Keep me Safe' posters.
How colleagues record concerns	All concerns are recorded on CPOMS as soon as possible and before the end of the same working day. Urgent concerns are noted with time and date, reported verbally to the DSL immediately and then recorded on CPOMS
CPOMS categories or local recording expectations	Colleagues use agreed CPOMS categories consistently and include factual information, the

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	child's voice where available, actions taken, and any referrals or advice received. DSLs add subcategories where needed.
Internal safeguarding meeting arrangements	The DSL team meets weekly to review open concerns, attendance, pupils with social care involvement, early help, vulnerable groups and any emerging contextual themes.
DSL supervision arrangements	DSL supervision is provided through reflective supervision from the Head of Safeguarding, informal case discussion and Trust safeguarding support where complexity or risk increases.
Pupil voice and safe reporting arrangements	Pupil voice is gathered through curriculum work, pastoral conversations, surveys, worry boxes, the Green Button and targeted check-ins. Any concerns raised by pupils are recorded and followed up promptly.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	Trust-approved filtering solution managed centrally with local DSL oversight.
Monitoring provider or process	Monitoring alerts are reviewed by the DSL team and escalated where they indicate potential harm, risk or vulnerability.
Who reviews alerts	DSL (HT) / Deputy DSL (DHT)
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 following any significant incident, system change or safeguarding concern.
Local escalation process	Concerns are escalated to the DSL / DDSL immediately. Technical concerns 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 following incidents or emerging trends. Information is shared with families by the Family support worker.
Mobile and smart technology arrangements	Mobile phones and smart devices are managed through the school behaviour policy, Parent/carer consents, acceptable use agreements and local risk assessment where individual pupils require additional arrangements.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	No routine alternative provision currently used. Any future placement will be approved through the Trust process before commencement.
Pre-placement checks	Pre-placement checks include suitability, safeguarding policy, safer recruitment assurance, attendance systems, named contact, risk assessment, site visit where appropriate and information-sharing agreement.
Attendance monitoring arrangements	Attendance is checked daily by the school attendance officer who reports this to the Senior attendance lead. Any unexplained absence is followed up immediately with the provider and parent/carers, including a home visit if needed.
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	SENDCO / DDSL, supported by the Deputy Headteacher and attendance lead where relevant.
Frequency of review or visit	At least half-termly, and more frequently where risk, attendance, SEND, safeguarding concern or placement instability requires it.
Information-sharing arrangements	Information is shared securely between the school and provider, including safeguarding concerns, attendance, risk assessments, SEND information and review outcomes.
Action if safeguarding concerns arise	The provider contacts the named school lead immediately. The school DSL records the concern, considers referral thresholds and informs parents/carers unless doing so would increase risk.

H. Site-specific and extended provision arrangements

Area	Local arrangements
Breakfast clubs, after-school clubs and wraparound provision	Provision is staffed by Trust Extended Services colleagues who have completed safeguarding training. Registers are maintained and concerns are reported to the DSL in line with school procedures.
Holiday clubs or extended provision	Provision is staffed by Trust Extended Services colleagues who have completed safeguarding training. Registers are maintained and concerns are reported to the DSL in line with school procedures.

Educational visits and residential trips	Educational visits follow the school visits procedure, with risk assessments, staffing ratios, medical information, safeguarding considerations and emergency contact arrangements in place.
Visitors and volunteers	Visitors sign in, wear identification and are supervised unless suitability checks confirm they may work unsupervised. Green lanyards indicate DBS and checks are in place. Red lanyards indicate a member of staff must supervise at all times. Volunteers follow safer recruitment and induction procedures.
Contractors	Contractors sign in, provide identification and are supervised where required. Green lanyards indicate DBS and checks are in place. Red lanyards indicate a member of staff must supervise at all times. Longer-term contractors are subject to appropriate safeguarding checks and site induction.
Lettings and use of premises by external organisations	Lettings agreements require external organisations to confirm safeguarding arrangements, appropriate insurance, risk assessments and supervision expectations before use of the premises.
Site-specific supervision arrangements	Supervision arrangements are regularly reviewed for arrival, dismissal, breaktimes, lunchtimes, toilets, corridors, playgrounds and any areas that require additional staff visibility.
Split-site, shared-site or transport arrangements	The school is a single-site school. Where transport is arranged for individual pupils, risk assessments and information-sharing arrangements are agreed with parents/carers and relevant providers.

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 – during August safeguarding training and documents shared with staff
Headteacher signature and date	Simone Harrison 1.9.26
DSL signature and date	Simone Harrison 1.9.26
Advisory Board safeguarding link signature and date	