

Annex to Child Protection Policy

Changes to our Child Protection Policy due to closure of school building

December 2025

There have been significant changes within our setting in response to the closure of our school building.

All of our pupils are now being educated at different school sites and staff are also now working at these locations. These are:

- James Peacock Infant School
- Cotgrave Candleby Lane School
- Jesse Gray Primary School
- Millside Spencer Academy

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DSL in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements.

Core safeguarding principles

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests and welfare of children must come first
- Staff must maintain an attitude of "it could happen here" where safeguarding is concerned.
- Everyone has a role to play in safeguarding children. All have a responsibility to help identify concerns, share information appropriately and take prompt action
- All staff take all welfare concerns seriously and encourage pupils to talk to us about anything that worries them.

Reporting arrangements

The school arrangements continue in line with our child protection policy.

The Designated Safeguarding Lead is: Michael Bradley

The Deputy DSLs are: Caroline Houghton, Lisa Allcock and Lucy Baird-Murray

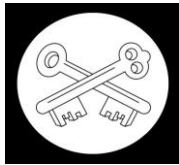
The school's approach ensures the DSL or a deputy is nearly always on one of the multiple school site when the school is open.

James Peacock Infant School – Michael Bradley

Cotgrave Candleby Lane School – Lisa Allcock

Jesse Gray Primary School – Lucy Baird-Murray

Millside Spencer Academy – Caroline Houghton



In the circumstance this is not possible, the DSL and Deputy DSL will be always be contactable via telephone.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior member of staff will assume responsibility for co-ordinating safeguarding on site.

Staff will continue to follow our Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not and record the concern on SafeGuard software.

Should a staff member have concerns regarding non-St Peter's pupils, we still have a duty and responsibility to take prompt action. In these cases, the staff member should inform one of our DSL's and record the concern on the official NCC paper record (see the end of this appendix). Our school DSL will then make immediate contact with the host school's DSL in order to inform them of the concern.

Responding to an allegation about a member of staff

All staff must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately – whether this is a member of our own staff or a staff member from the host school.

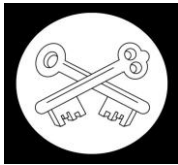
In the case of concerns about a member of staff, governor, visitor or volunteer from St Peter's, please inform Michael Bradley immediately – as per the school policy.

In the case of concerns about a member of staff, governor, visitor or volunteer from the host school, the Headteacher of that school must be informed immediately.

Low level allegations or concerns about a member of staff

All staff working within our school must report any potential low-level concerns about an individual's behaviour towards children and young people immediately to Michael Bradley as per the school policy if this relates to an adult linked to St Peter's or to the host school's Headteacher should it relate to an adult related to their school.

Low-level concerns should be recorded in writing using the form below.



Logging a concern about a child's safety and welfare

Part 1 (for use by any staff)

Pupil's Name:	Date of Birth:	FORM:
Date and Time of Incident:	Date and Time (of writing):	
Name:		
Print	Signature	
Job Title:		
Note the reason(s) for recording the incident.		
Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?		
Professional opinion where relevant (how and why might this have happened?)		
Note actions, including names of anyone to whom your information was passed.		
Any other relevant information (distinguish between fact and opinion).		

Check to make sure your report is clear to someone else reading it.

Please give this form to your Senior Designated Safeguarding Lead



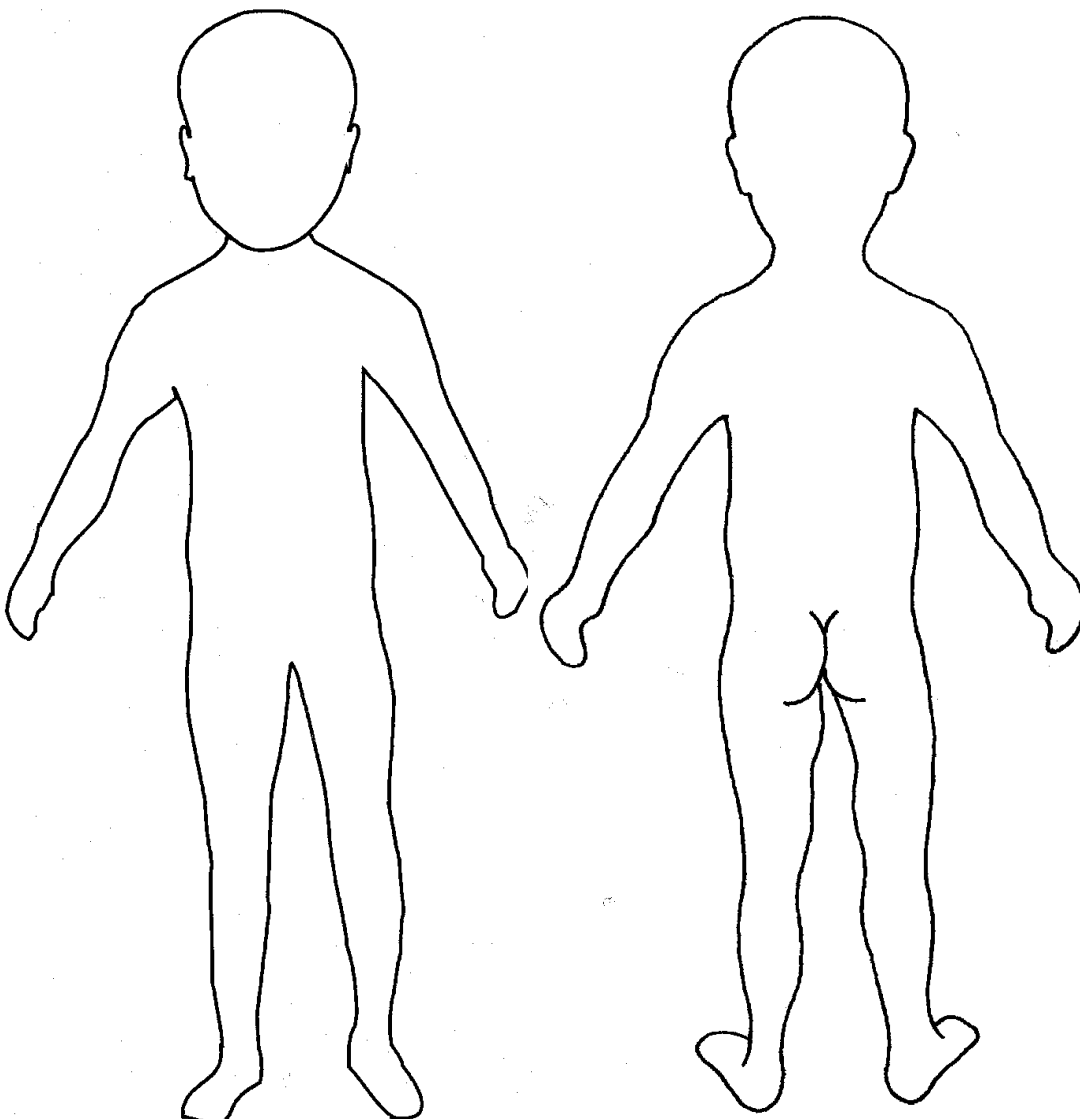
BODYMAP

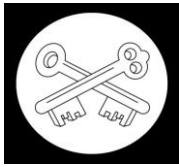
(This must be completed at time of observation)

Names for Child: _____ Date of Birth: _____

Name of Worker: _____ Agency: _____

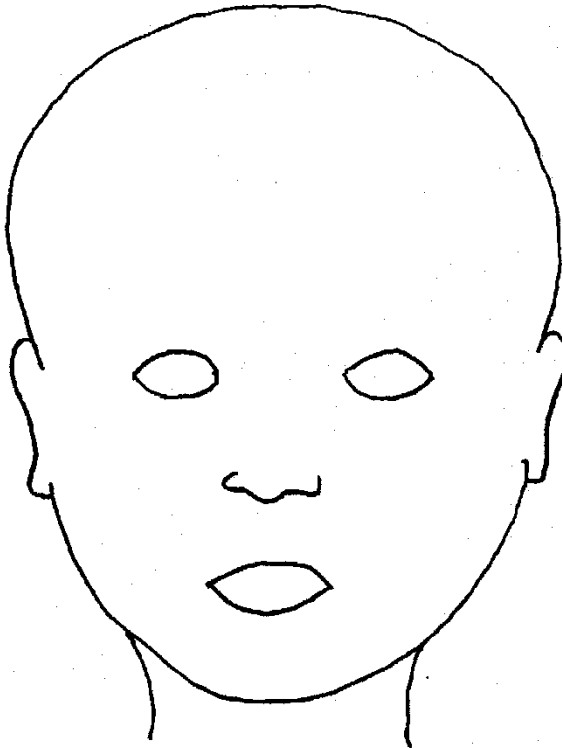
Date and time of observation: _____



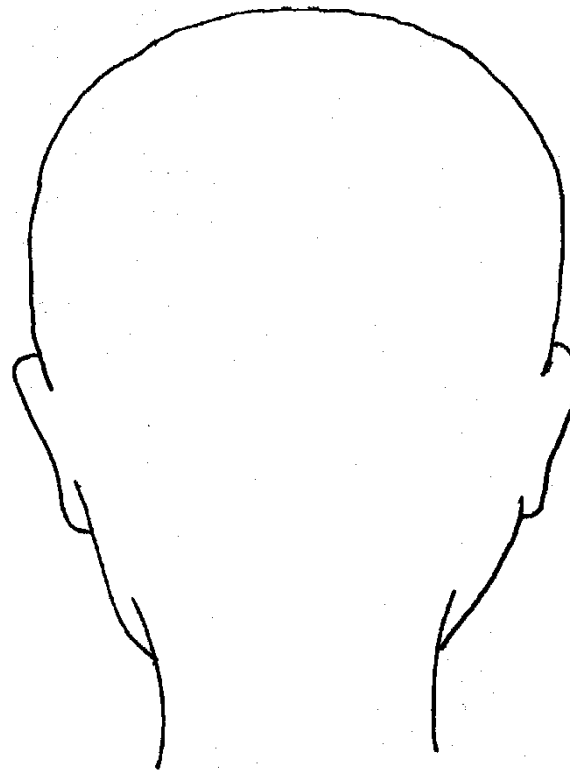


Name of
Child: _____

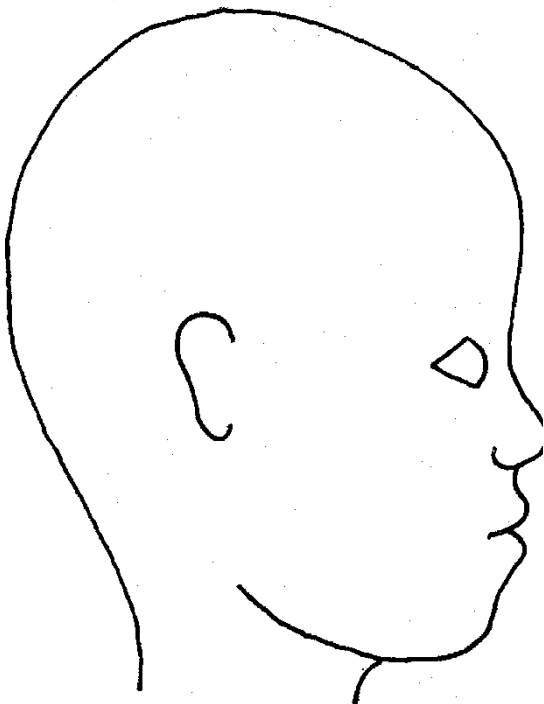
Date of observation: _____



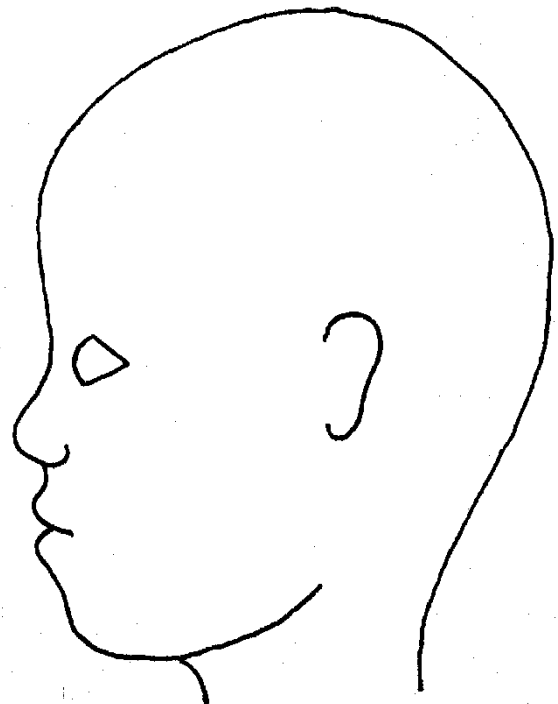
FRONT



BACK



RIGHT

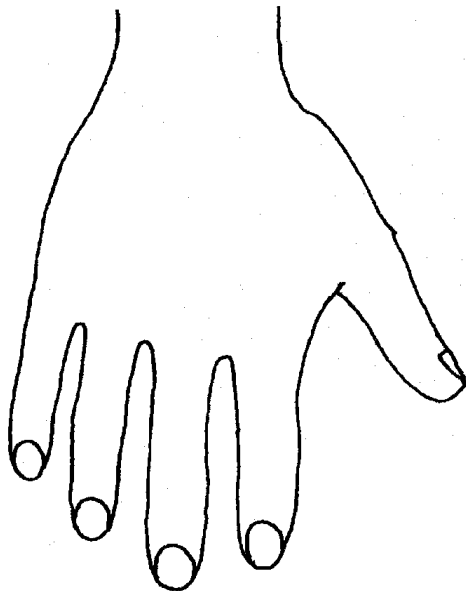


LEFT

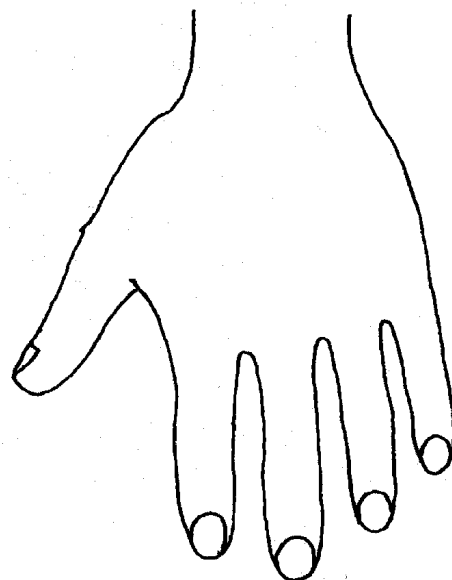


Name of Child: _____

Date of observation: _____



R



L

BACK



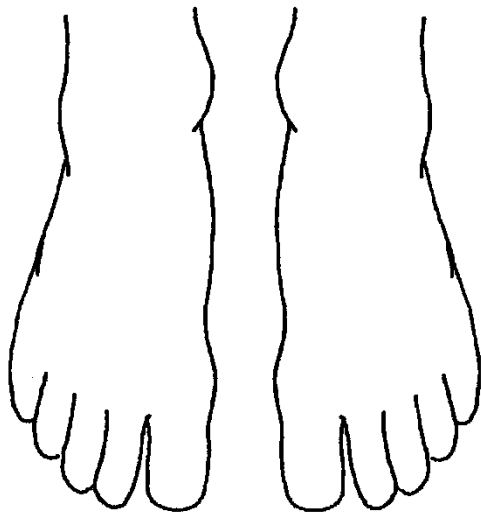
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L

Name of Child: _____

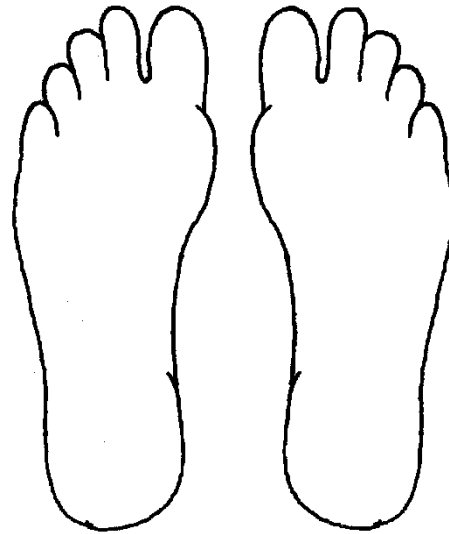
Date of observation: _____



R

TOP

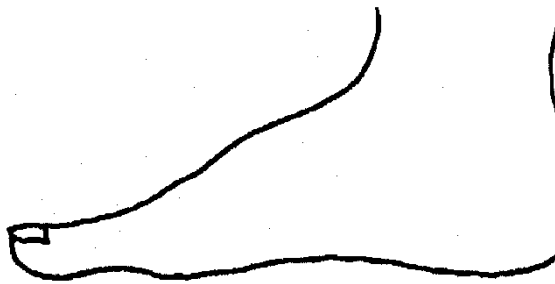
L



R

BOTTOM

L



R

INNER



L



R

OUTER



L

Printed Name and
Signature of worker:

Date:

Time:

Role of Worker

Other information:



Logging a low level concern

Adult's Name:	Job title:
Date and Time of Incident:	Date and Time (of writing):
Name: Print Signature Job Title:	
Details of concern 	
Context in which concern arose 	
Action taken 	

Check to make sure your report is clear to someone else reading it.

Please give this form to the Headteacher