



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	Greystoke Primary School
Headteacher	Ronnie Richardson
School address	Thornton Drive, Narborough, Leicester, LE19 2GX
Main school telephone number	0116 2862286
Age range / phase	Primary & Preschool, ages 3-11
Date addendum approved locally	September 2026
Next review date	September 2027, or sooner if local arrangements change

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Ronnie Richardson	dsl@dsatgreystoke.org
Deputy DSLs	Lizzie Whitmore, Kerry Bishop, Diane Resende	Via school office of CPOMS alert group
Designated teacher for looked-after and previously looked-after pupils	Lizzie Whitmore	Via school office
SENCO	Kerry Bishop	kbishop@dsatgreystoke.org
Safeguarding link Advisory Board member	Sam Belson	Via school governance contact route
Chair of Advisory Board	Paul Meredith	Via school office
School attendance lead	Ronnie Richardson Anne Williams	rrichardson@dsatgreystoke.org office@dsatgreystoke.org

Public version: this document is intended for publication on school websites and must not include case-specific, sensitive or confidential safeguarding information.

Online safety / filtering and monitoring lead	Lizzie Whitmore	lwhitmore@dsatgreystoke.org
Out-of-hours safeguarding contact arrangements	Headteacher Ronnie Richardson	Urgent concerns follow local authority emergency duty route and emergency services where immediate risk is present.

C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicestershire and Rutland Safeguarding Partnership
Children's social care referral route	Concerns are discussed with the DSL and referred through the local authority children's social care front door in line with local threshold guidance.
Emergency duty team / out-of-hours route	Out-of-hours safeguarding concerns are escalated to the local emergency duty team. Leicestershire First Response Children's Duty Team. Tel: 0116 305 0005 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 Chair of Governors, and advice is sought from the LADO in line with local procedures. 0116 305 4141 CFS-LADO@leics.gov.uk .
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. Family Help Service Triage Team 0116 305 8727
Prevent / Channel referral route	Prevent concerns are discussed with the DSL and referred through the local Prevent / Channel pathway where threshold is met.
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 professional disagreement, the DSL follows the local escalation policy and records actions, rationale and outcomes on CPOMS.

D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	Current local priorities include attendance, online harms, neglect indicators and contextual risks linked to unsupervised time in the community.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	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, parental information, police
Online or social media trends affecting pupils	updates, attendance patterns and pastoral records. Specific sensitive locations are not listed in this public version.
Transport, parks, shops, estates or other local places of concern	Online trends are monitored through lessons, pupil voice, filtering and monitoring alerts, parent reports and local intelligence shared by safeguarding partners.
Local partnership responses	Staff use professional curiosity where pupils raise concerns about journeys to and from school, parks, shops, transport routes or other community spaces.
	The school works with parents, police, social care, health, attendance services, 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 or speak to ELSA/family support worker. Pupil-friendly safeguarding information is displayed around school and discussed through assemblies, PSHE lessons and online safety.
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 reported verbally to the DSL immediately and then recorded.
CPOMS categories or local recording expectations	Colleagues use agreed CPOMS categories consistently and include factual information, the child's voice where available, actions taken, and any referrals or advice received. DSLs will then categorise any concern with an appropriate sub-

	category and prompt further actions if/where needed.
Internal safeguarding meeting arrangements	The DSL team meets half termly to review open concerns, attendance, pupils with social care involvement, early help, vulnerable groups and emerging contextual themes.
DSL supervision arrangements	DSL supervision is provided through scheduled reflective supervision, 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, class assemblies, school council, ELSA worry box and targeted check-ins. 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 (SENSO) solution managed centrally with local DSL oversight.
Monitoring provider or process	Monitoring alerts are reviewed by the online safety DSL and escalated where they indicate potential harm, risk or vulnerability.
Who reviews alerts	Online Safety DSL (Lizzie Whitmore).
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 when filtering system flags a critical concern. 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 by staff to the DSL 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.
Mobile and smart technology arrangements	Mobile phones are only allowed for Year 5&6 pupils as many walk to and from school independently. They are collected at the start of the day and stored securely in the office. Children collect them at the end of the school day. They are not used onsite.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	No routine alternative provision currently used. Any previous/ future placement has been/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 and information-sharing agreement.
Attendance monitoring arrangements	Attendance is checked daily by the school attendance lead. Any unexplained absence is followed up immediately with the parent/carer or provider. If there is no communication a home visit is conducted on day 3.
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 Kerry Bishop
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. This is recorded on CPOMS.
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 the trust extended services colleagues who all have completed safeguarding training. The lead is a DSL. Registers are maintained and concerns are reported to the DSL, shared with the school DSL and

	escalated to the extended services lead where necessary.
Holiday clubs or extended provision	As above
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. (different coloured lanyards indicate this) Volunteers follow safer recruitment and induction procedures and all have DSB checks in place.
Contractors	Contractors sign in, provide identification and are supervised where required. 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 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.

I. Annual confirmation

Confirmation	Yes
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	 17.9.26
DSL signature and date	 17.9.26
Advisory Board safeguarding link signature and date	Sam Belson 17.9.26