



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.

WORKING DRAFT: Cells shaded pale yellow require local verification before approval. No case-specific or confidential information is included.

A. School details

School name	
Headteacher	Antony Corbett
School address	Claydon Road, Leicester, LE5 0PL
Main school telephone number	0116 276 7708
Age range / phase	Junior school / Key Stage 2; Years 3 to 6; ages 7 to 11
Date addendum approved locally	TO BE CONFIRMED following local review and Advisory Board approval.
Next review date	September 2027, or sooner if local arrangements change.

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Antony Corbett, Headteacher and DSL	Via school office: 0116 276 7708; acorbett@dsatmerrydale.org
Deputy DSLs	Ben Arnell; Gemma Bryans; Kate Hodgkinson; Nikita Grant	Via school office: 0116 276 7708; barnell@discoverytrust.org gbryans@dsatmerrydale.org khodgkinson@dsatmerrydale.org
Designated teacher for looked-after and previously looked-after pupils	Gemma Bryans	gbryans@dsatmerrydale.org

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Role	Name	Contact details
SENCO	Gemma Bryans	gbryans@dsatmerrydale.org
Safeguarding link Advisory Board member	Karen Ludden.	kludden@dsatmerrydale.org
Chair of Advisory Board	Karen Ludden.	kludden@dsatmerrydale.org
School attendance lead	Kate Hodgkinson	khodgkinson@dsatmerrydale.org
Online safety / filtering and monitoring lead	Antony Corbett, Headteacher and DSL, with Ben Arnell as the school IT contact; provider	Discovery Trust IT Service Desk barnell@discoverytrust.org acorbett@dsatmerrydale.org
Out-of-hours safeguarding contact arrangements	School website safeguarding information and school emergency contact arrangements. During activities outside normal hours, the named DSL/DDSL cover is communicated to colleagues. Leicester City Duty and Advice Service is available 24/7 on 0116 454 1004. In an emergency call 999.	School website safeguarding page; Leicester City Duty and Advice Service 0116 454 1004; emergency 999

C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicester, Leicestershire and Rutland Safeguarding Children Partnership; school follows the published LLR safeguarding procedures and Leicester City arrangements.
Children's social care referral route	Leicester City Council Children's Social Care / Duty and Advice Service: 0116 454 1004. Contact first to discuss concerns and complete the online Multi-Agency Referral Form (MARF) when advised. Immediate danger: 999.
Emergency duty team / out-of-hours route	Leicester City Duty and Advice Service: 0116 454 1004, open 24 hours a day, 7 days a week, all year. Immediate danger: 999.
LADO contact details	Leicester City Council LADO: 0116 454 2440; lado-allegations-referrals@leicester.gov.uk . Concerns about a person in a position of trust are discussed promptly and before speaking to the person of concern.
Family help / early help arrangements	Leicester City Early Help / Family Help route via 0116 454 1004 and the online MARF, following the local threshold guidance. The DSL normally coordinates school involvement and records actions and outcomes on CPOMS.
Prevent / Channel referral route	School Prevent SPOC: Antony Corbett. Discuss concerns with the DSL. Leicester Police Prevent Team via 101 and the current Prevent referral route; Leicester City Prevent Education Officer contact details are available through the local safeguarding resources page. Emergencies: 999.
Police contact route for non-emergency safeguarding concerns	Leicestershire Police: 101. Emergency or immediate danger: 999.
Local escalation / professional challenge route	Follow the LLR safeguarding partnership resolving professional differences / escalation procedure. The DSL records challenge,

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Local arrangement	Details to be completed by school
	response, follow-up and outcome; unresolved concerns are escalated through line management, Trust safeguarding and the relevant agency.

D. Local contextual safeguarding concerns

Area	Local details, concerns or procedures
Key local safeguarding concerns	Current school evidence highlights neglect, attendance and persistent absence, domestic abuse, mental health and emotional wellbeing, SEND/EAL-related barriers to disclosure, child-on-child concerns, online safety, and vulnerability linked to disadvantage or family circumstances. Trends are reviewed through CPOMS, attendance information, pupil voice and DSL discussion.
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Colleagues remain alert to grooming, unexplained gifts or money, changes in friendship groups, missing episodes, travel patterns, coercion, criminality, serious violence and online contact. Concerns are reported immediately to a DSL, recorded on CPOMS and referred to social care/police in line with thresholds.
Community safety concerns	Local risks include anti-social behaviour and safety concerns affecting pupils beyond the school gate. The school works with families, police and safeguarding partners where concerns arise and communicates risk-reduction messages as appropriate.
Online or social media trends affecting pupils	Password and account security, cyberbullying, privacy, inappropriate content or contact, misinformation and AI-generated content. Emerging concerns are addressed through teaching, assemblies, family communication, filtering/monitoring and DSL follow-up.
Transport, parks, shops, estates or other local places of concern	No single current hotspot was identified in the records reviewed. Any intelligence about local routes, parks, shops or estates is logged, risk-assessed and shared appropriately with families, police and partners.
Local partnership responses	Children's social care, Early Help/Family Help, police, health, education welfare, Operation Encompass and Trust safeguarding support are used according to need. Translators and accessible communication support engagement with families where required.

E. School-specific safeguarding procedures

Procedure	Local arrangements
How pupils report concerns	Pupils can speak to a trusted adult, class teacher, pastoral colleague or DSL/DDSL. Worry boxes and digital reflection/wellbeing tools provide additional reporting routes. Adults listen, reassure, explain next steps and act promptly.
How colleagues record concerns	Urgent or serious concerns are reported directly to the DSL or an available DDSL without waiting for an electronic response. A factual, timely record is made on CPOMS, including the child's own words, actions taken, referrals, follow-up and outcome.

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Procedure	Local arrangements
CPOMS categories or local recording expectations	Use the most accurate category and sub-category; record facts rather than opinion; identify the source; include chronology, action, referral outcome and review/closure. DSLs quality assure CPOMS at least half-termly and address inconsistency in categorisation and outcome recording.
Internal safeguarding meeting arrangements	Safeguarding is considered in leadership discussions and through DSL review of vulnerable pupils, attendance, behaviour and CPOMS themes. Decisions and actions should be minuted, allocated and followed through. Formal meeting frequency is weekly locally before approval.
DSL supervision arrangements	Support and challenge are available through the Trust Head of Safeguarding and Trust QA processes. The January 2026 audit action is to embed recorded termly professional safeguarding supervision for DSLs and deputies.
Pupil voice and safe reporting arrangements	Pupil discussions, surveys, worry boxes and digital reflection tools are used. Reporting routes are adapted for SEND, EAL, communication and SEMH needs through trusted adults, visual prompts, repetition, translators and supported reporting.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	SENSO
Monitoring provider or process	TO BE CONFIRMED locally with Discovery Trust IT before approval. Safeguarding alerts and concerns must be routed to the DSL team and recorded where appropriate.
Who reviews alerts	Antony Corbett as DSL, supported by authorised DDSLs and Trust IT.
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	High-risk alerts are reviewed promptly. SENSO will e-mail the head teacher and Deputy and these are investigated immediately. If the head teacher is not in the building these e-mails are also sent to Deputy and SENDCo
Local escalation process	Serious or urgent concerns are taken directly to the DSL/DDSL, recorded on CPOMS and escalated to Trust safeguarding, Trust IT, the data-protection route, social care or police as appropriate. System gaps or over/under-blocking concerns are raised with Trust IT and tracked to resolution.
Online safety education	Taught progressively through Computing, PSHE/RSHE and the wider curriculum, reinforced through assemblies and safeguarding updates. Topics include password security, privacy, cyberbullying, safe communication, harmful content, misinformation and AI-related risk. Year 6 risk education includes Warning Zone.
Mobile and smart technology arrangements	Pupils do not routinely access mobile phones or smart watches for communication, recording or internet use during the school day. Personal devices are not used to photograph pupils. Any medical/SEND exception is agreed, documented and reviewed by the Headteacher/DSL and SENDCo.

G. Alternative provision local arrangements

Area	Local arrangements
Alternative provision currently used	Currently the school are not using an AP
Pre-placement checks	Before placement: suitability and safeguarding due diligence, registration status where applicable, policies, DSL contacts, safer recruitment assurance, site/risk assessment, curriculum/provision, attendance and information-sharing arrangements. Trust AP processes are used and checks are recorded.
Attendance monitoring arrangements	Daily attendance information is required from the provider. Absence or non-attendance is followed up immediately with the pupil, family and provider and escalated as a safeguarding concern where appropriate.
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	Headteacher/DSL, with the SENDCo and attendance lead as relevant. Named operational owner for any individual placement must be recorded before it starts.
Frequency of review or visit	At least half-termly, and more frequently where risk, attendance, SEND, safeguarding concern or placement instability requires it. Review includes pupil voice, attendance, progress, welfare and continued suitability.
Information-sharing arrangements	Secure, proportionate two-way sharing before and throughout placement, including safeguarding, SEND, medical, attendance, behaviour, risk and emergency contacts. Actions, decisions and confirmation of receipt are recorded.
Action if safeguarding concerns arise	Provider contacts the school DSL immediately and follows its own safeguarding procedures. The school records the concern on CPOMS, considers referral to social care/police/LADO, reviews placement safety and informs Trust safeguarding as appropriate.

H. Site-specific and extended provision arrangements

Area	Local arrangements
Breakfast clubs, after-school clubs and wraparound provision	Delivered by school employees who follow the same safeguarding policy, code of conduct, induction, reporting and CPOMS expectations. A named DSL/DDSL cover arrangement, registers, collection arrangements and emergency contacts are maintained.
Holiday clubs or extended provision	Where provided by the school or an external body, safeguarding responsibility, DSL contacts, safer recruitment assurance, registers, collection, first aid, information sharing and allegation routes are agreed in writing before provision begins.
Educational visits and residential trips	Trust/school educational-visit approval and risk assessment processes apply. Pupil medical, SEND and safeguarding information is shared on a need-to-know basis; supervision, emergency contacts and DSL escalation are planned.

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	Personal phones are not used to photograph pupils.
Visitors and volunteers	Identity and purpose are checked on arrival; visitors sign in, wear identification and are supervised according to status. Volunteers complete appropriate safer recruitment and induction checks and know how to report concerns.
Contractors	Identity, safeguarding status and work area are checked. Contractors sign in, wear identification and are supervised or segregated from pupils according to risk. Concerns are reported to the Headteacher/DSL.
Lettings and use of premises by external organisations	Safeguarding requirements are a condition of hire. The school seeks assurance of appropriate child-protection policies, safer recruitment, insurance, DSL and allegation arrangements; non-compliance may lead to termination of the agreement.
Site-specific supervision arrangements	Duty rotas, controlled access, registers, handover/collection procedures and staff deployment support safe supervision. Known vulnerable pupils and areas are considered in risk assessment. Any concern is reported to the DSL and recorded.
Split-site, shared-site or transport arrangements	No routine split-site arrangement is identified. Any shared-site or transport arrangement is risk-assessed with clear handover, supervision, attendance, safeguarding information-sharing and emergency procedures.

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	_____ Date: _____
DSL signature and date	_____ Date: _____
Advisory Board safeguarding link signature and date	_____ Date: _____