



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	Parkland Primary School
Headteacher	Andrew Hayes
School address	St Thomas Road, South Wigston, LE18 4TA
Main school telephone number	01162782142
Age range / phase	3-11 Primary with Pre-school
Date addendum approved locally	5 th October 2026
Next review date	August 2027

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Andrew Hayes	ahayes@dsatparkland.org
Deputy DSLs	Sarah Phillips Lucy Pears Teresa Butterworth Clare Hill Clare Brienza Aimee Sperry Vanessa Smith Kerry King Helen Brown	sphillips@dsatparkland.org lpears@dsatparkland.org tbutterworth@dsatparkland.org chill@dsatparkland.org cbrienza@dsatparkland.org asperry@dsatparkland.org vsmith@dsatparkland.org kking@dsatparkland.org hbrown@dsatparkland.org
Designated teacher for looked-after and previously looked-after pupils	Clare Hill	chill@dsatparkland.org
SENCO	Clare Hill	chill@dsatparkland.org
Safeguarding link Advisory Board member	Anna Harrington Lauren Charlton	aharrington@dsatparkland.org lcharlton@dsatparkland.org
Chair of Advisory Board	Lauren Charlton	lcharlton@dsatparkland.org
School attendance lead	Sarah Phillips	sphillips@dsatparkland.org

Online safety / filtering and monitoring lead	Lucy Pears	lpears@dsatparkland.org
Out-of-hours safeguarding contact arrangements	Parkland DSL	dsl@dsatparkland.org

C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicestershire and Rutland Safeguarding Children Partnership https://lrsb.org.uk/lrscp
Children's social care referral route	Leicestershire County Council Social Care 0116 3050005 childrensduty@leics.gov.uk https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/multi-agency-referral-form-for-early-help-and-social-care-services-marf
Emergency duty team / out-of-hours route	First response children's duty 24/7 0116 3050005 https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-abuse-or-neglect-of-a-child
LADO contact details	0116 3054141 CFS-LADO@leics.gov.uk https://lrsb.org.uk/lado-local-authority-designated
Family help / early help arrangements	0116 3058727 earlyhelpreferrals@leics.gov.uk https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/early-help
Prevent / Channel referral route	101 Prevent.team@leicestershire.pnn.police.uk https://www.leics.police.uk/advice/advice-and-information/t/prevent/prevent/
Police contact route for non-emergency safeguarding concerns	101
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, pupil mental health, and context risks linked to unsupervised time in the community. Safeguarding data is tracked each half term to identify safeguarding trends. This is shared with all staff with further training provided to support meeting these safeguarding concerns
Exploitation concerns, including CCE, CSE, county lines or serious youth violence	Colleagues have had training on exploitation including CCE, CSE and county lines. They are vigilant towards changes in behaviour, unexplained gifts, association with older peers and missing school. Colleagues will report any concerns on CPOMS to support the building of a picture over time. This information will then be passed onto social care and police as required.
Community safety concerns	Known areas of concern are reviewed through pupil voice, parental information, police updates, attendance patterns. South Wigston is a built-up area with limited green spaces. Specific sensitive locations are not listed in this public version.
Online or social media trends affecting pupils	Pupils are educated on online safety concerns and how to report these concerns to adults. Online trends are monitored through lesson discussions, pupil voice, filtering and monitoring alerts, parent reporting and local intelligence shared by safeguarding partners. Within the last 12 months, online safety concerns have arisen through communication on social media platforms (whatsapp and tiktok) and messaging through online gaming (within private user servers)
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, 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 are encouraged to report any concerns to a trusted adult in school. As part of learning, pupils are taught who a trusted adult is and who they could be in school. Pupils are encouraged to identify 5 trusted adults that they have in school that they can report any concerns to. This is completed as part of retrieval practice at the beginning of assembly each week. Every classroom has a worry box where any concerns can be recorded. These are checked regularly by class teachers and information is passed onto DSLs. Regular check-ins are completed with vulnerable pupils to ensure that
How colleagues record concerns	All safeguarding concerns are recorded using CPOMS. CPOMS is a secure online system used by colleagues to record, report and monitor safeguarding and wellbeing concerns about pupils.
CPOMS categories or local recording expectations	When colleagues are reporting concerns on CPOMS, they will record any concerns under the safeguarding category. DSLs will read the report and add sub-categories that match the concern. This allows school leaders to identify safeguarding trends over time.
Internal safeguarding meeting arrangements	Safeguarding meetings take place every two weeks with the Lead DSL and deputy DSLs. During this meeting, DSL's will discuss current safeguarding concerns, look at safeguarding trends and identify ways to respond/reduce these. They will also quality assure the safeguarding reporting process to ensure that the information shared meets the expectations set. This helps to identify any potential training for staff to ensure that all pupils in school are kept safe. Any immediate safeguarding concerns are addressed through discussion between DDSL and DSLs.
DSL supervision arrangements	School DSLs will receive supervision each term, providing protected time to reflect on

	safeguarding practice, discuss complex cases, consider the impact of safeguarding work on their wellbeing and identify any support, training or actions needed to strengthen practice.
Pupil voice and safe reporting arrangements	Each year, pupils will complete a survey through Edurio. Within this survey, pupils are asked questions regarding feeling safe and who they should go to if they have a worry or concern. Pupil voice is also carried out through monitoring and evaluation and school council discussions. This helps to inform school leaders on any changes that are needed to enhance the school offer.

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	Trust approved filtering solution (Sophos) managed centrally by trust IT team
Monitoring provider or process	Senso is our monitoring partner. It monitors every keystroke made on school devices and screenshots anything that is suspicious so that it can be reviewed by a member of the Senso safeguarding team and DSLs. If there is a concern about what has been searched or written online, this is investigated inline with our school behaviour policy. Any safeguarding concerns are then followed up using our safeguarding procedures.
Who reviews alerts	DSL, DDSL for online safety and Senso safeguarding partner.
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	Any concerns are escalated 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 our computing and PSHE curriculum, assemblies and pastoral teams.

	Where there has been a safeguarding incident online, this is followed up with responsive teaching focusing on the safeguarding concern raised. This is also communicated with parents. Where senior leaders identify concerns through data analysis and emerging trends, they will instruct teachers to plan extra learning and repeated practice through can I still retrieval practice.
Mobile and smart technology arrangements	Mobile phones and smart devices are managed through the school mobile and smart technology policy, behaviour policy and online safety policy. Acceptable use agreements have been shared with pupils and parents and local risk assessments are in place where individual pupils require additional arrangements. Mobile phones are only accepted from pupils in year 5 and 6, particularly those who walk home independently. When pupils arrive in school, they are turned off their mobile phones and hand them into the class teacher. Mobile phones are stored in the school office throughout the day and returned to pupils as they leave at the end of the school day.

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 lead. Any unexplained absence is followed up immediately with the provider and parent/carer.
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	Clare Hill - SENCo

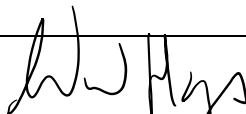
Frequency of review or visit	At least half-termly, and more frequently where risk, attendance, SEND, safeguarding concern or placement instability requires it.
Information-sharing arrangements	Information is shared securely between the school and provider, including safeguarding concerns, attendance, 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	WAC provision is staffed by school colleagues and Discovery extended services team. All staff complete mandatory safeguarding training at the beginning of the school year inline with all other school staff. Attendance register of training and training quizzes are kept to show they have completed training. Any concerns in the provision are reported using the same school procedures (reporting any concerns to a DSL).
Holiday clubs or extended provision	Holiday clubs are run by Discovery Extended Services team. They follow trust safeguarding procedures including safer recruitment checks and local risk assessments. Holiday club documents identifies a school DSL to report any concerns to. There is also a nominated DSL from within the extended services team that will over see safeguarding
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. All information is submitted through Evolve. This has to be checked and approved by the Head Teacher.
Visitors and volunteers	Visitors sign in, wear identification and are supervised unless suitability checks confirm

	they may work unsupervised. Volunteers follow safer recruitment and induction procedures.
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	No current letting arrangements in place. 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. 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
Headteacher signature and date	 10 th September 2026
DSL signature and date	 10 th September 2026
Advisory Board safeguarding link signature and date	Lauren Charlton 5 th October 2026