

SAFEGUARDING AT Highbank PRIMARY SCHOOL 2026 - 2027

Intent: Safeguarding is everyone's business. It could happen here.

We are committed to promoting the safety and welfare, both physical and emotional, of all our children and adults. Our intent is to ensure that our safeguarding procedures and practice are exemplary at Highbank Primary School and that everyone feels safe and supported.

Safeguarding Structure: Core DSP Team:	Sophie Ishmael	Sophie Wan	Lee Noble	Abbie Smyth	Elizabeth Reay	Wider Safeguarding Team
	Lead DSL	Deputy DSL	Deputy DSL	DSP	DSP	
	First point of contact for Social Care Child Protection Lead Attend meetings Weekly team meetings My Concern monitoring Out of Hours Policies and systems Staff training Induction for new staff, students LAC / PLAC	Head of School Weekly team meetings My Concern monitoring	Weekly team meetings Policies and systems Staff training	Point of contact in absence of all other DSPs	Point of contact in absence of all other DSPs	Named First Aid Lead: Natalie Housley Site Security: Brad Harris, Teresa Shelton-Bourke Safeguarding Governor: Dennis Jones Attendance Team: Lee Noble, Sophie Wan Charlie Green Behaviour Mentor: Rubie Jones

Nottingham City LADO (Local Authority Designated Officer): Mona Cook & Jodie Turner email: LADO@nottinghamcity.gov.uk Tel: 0115 8765166

Monitoring – Concerns, School Procedure and Practise			
Daily	- Lead DSL receives all concern notifications and reviews appropriate actions - Key knowledge shared to key staff		Visitors: Electronic signing, ID checks, issued with Safeguarding leaflet Supply Staff: Induction and verbal information in relation to school, issues with safeguarding leaflet
Weekly	- Weekly Safeguarding Team meetings (SI, LN, SW, RJ) to discuss and review chronologies of vulnerable children and agree follow up actions. Safeguarding meetings are minuted to show actions - Agree where appropriate any cases that need escalating - Key staff informed where concerns are around particular children - Staff briefings – key information shared with all staff		
Half Termly or termly	- Wider Safeguarding team members meet to discuss concerns and actions - Staff training is reviewed to ensure all mandatory courses are valid - SCR check by Lead DSL, LN and Safeguarding Governor (termly)		
Annually	All staff refresh their basic safeguarding, child protection training (TES or other)		
Transform Trust	Half termly desktop review of My Concern	Director of Safeguarding and Data Protection: Claire McKendrick	