



Evolution Academy Trust
Progress through Partnership

Costessey Primary School

**Safeguarding and Child Protection
Procedures
(Appendix A)**

Published	September 2026
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COSTESSEY PRIMARY SCHOOL

Safeguarding and Child Protection Procedures (Appendix A) 2026 2027

Inspire • Encourage • Achieve

The following pages contain the procedures we follow, in light of our Safeguarding and Child Protection policy. These are specific to each school across Evolution Academy Trust.

Roles and Responsibilities

Role	Name(s)	Contact details
Designated Safeguarding Lead (DSL)	Miss Zara Lambert	misslambert@costesseyprimary.org.uk
Deputy DSLs	Mrs Karen Butcher	mrsbutcher@costesseyprimary.org.uk
Prevent Lead	Miss Zara Lambert	misslambert@costesseyprimary.org.uk
Senior Attendance Champion	Miss Zara Lambert	misslambert@costesseyprimary.org.uk
Mental Health Lead	Mrs Chelcie George	mrsgeorge@costesseyprimary.org.uk
Designated Lead for Looked After Children	Miss Ami Reynolds	missreynolds@costesseyprimary.org.uk
Designated Lead for Young Carers	Miss Toni Starling	missstarling@costesseyprimary.org.uk
Headteacher	Miss Zara Lambert	misslambert@costesseyprimary.org.uk
Chair of Governors	Mrs Dawn Carman-Jones	Via the school office: office@costesseyprimary.org.uk
Named Safeguarding Governor	Mrs Kate Estlea	k.estlea@eatonprimary.org.uk
EAT Head of Safeguarding and Attendance	Mrs Angie Chusonis	a.chusonis@evolutionacademytrust.org.uk 01603 981213
EAT Director of School Improvement	Mrs Katie Lawson	k.lawson@evolutionacademytrust.org.uk 01603 981215

Our Curriculum

Our broad and balanced curriculum supports pupils to develop the knowledge, understanding, skills and attitudes they need to stay safe, make positive choices and contribute positively to their community. RSHE is taught through the Pol-Ed curriculum, which is aligned with current DfE RSHE guidance and reflects relevant local contextual issues. Through RSHE and wider curriculum provision, pupils develop their understanding of healthy relationships, respect, personal safety, wellbeing, equality and how to seek help when they need it. British Values are explored through our assembly programme and reinforced through our school values of Inspire, Encourage, Achieve and our behaviour expectations of Safe, Ready, Respectful. These principles are embedded throughout school life so that safeguarding, respect, positive relationships and responsible behaviour are consistently reinforced through teaching, assemblies and pupils' wider experiences.

Training and Induction

New Staff:

At induction staff will also be provided with information about how to record and report safeguarding concerns. They will be shown how to record concerns using our online platform (CPOMS) by a DSL/DDSL. In addition, they will also be told where they can find paper based safeguarding recording forms, given information on how to complete both reporting measures and informed of the processes to follow.

Temporary Staff and Visitors:

All temporary staff, volunteers and visitors are required to sign in on arrival and have their identity and DBS status appropriately checked in line with our safeguarding procedures. Upon signing in, they are informed of the Designated Safeguarding Leads (DSLs) and how to raise a safeguarding concern. Where access to school systems is required, appropriate login arrangements are provided; otherwise, visitors and temporary staff use the relevant paper-based systems and are supervised as appropriate. Long-term volunteers and placement students receive safeguarding training from the DSL annually and are expected to follow the school's safeguarding procedures throughout their time at school. Temporary staff and visitors are also directed to the school's safeguarding information and expectations on arrival.

Procedures for Managing Concerns

Staff:

Concerns relating to members of staff are recorded using the school's Concern About an Adult Form and passed directly to the Headteacher. The Headteacher will review the concern and take the necessary next steps in accordance with the school's safeguarding procedures and relevant statutory guidance.

Temporary Staff and Visitors:

Concerns relating to temporary staff, volunteers or visitors are recorded using the school's Concern About an Adult Form and passed directly to the Headteacher. The Headteacher will review the concern and take the necessary next steps in accordance with the school's safeguarding procedures and relevant statutory guidance.

Specific Safeguarding Issues

In addition to contextual safeguarding, our current local priorities are:

- Domestic abuse and its impact on children and families
- Mental health and emotional wellbeing, including the impact of parental/carers mental health
- Neglect and unmet needs
- Child exploitation and extra-familial harm
- Child sexual abuse and harmful sexual behaviour
- Online safety and associated risks

These priorities reflect the needs and vulnerabilities identified within our school community, alongside current local safeguarding intelligence and priorities identified by the Norfolk Safeguarding Children Partnership.

Useful Contacts:

Customer First/Professional Helpline/CADs: 0344 800 8021

Customer First/CADs Public number: 0344 800 8020

Police (emergency only): 999

Norfolk/Suffolk Police main switchboard: 101

LADO: 01603 307797