



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	Mowmacre Hill Primary School
Headteacher	Isaac Howarth
School address	Mowmacre Hill Primary School Tedworth Green Leicester LE4 2NG
Main school telephone number	0116 2356350
Age range / phase	3-11
Date addendum approved locally	01/09/26
Next review date	September 2027

B. Local safeguarding contacts

Role	Name	Contact details
Designated Safeguarding Lead	Ben Mooney	dsl@dsatmowmacrehill.org
Deputy DSLs	Isaac Howarth	dsl@dsatmowmacrehill.org
	Donna Wilson	dsl@dsatmowmacrehill.org
	Fiona Simmonds	dsl@dsatmowmacrehill.org
	Susan Edwards	dsl@dsatmowmacrehill.org
	Rhea Sills	dsl@dsatmowmacrehill.org
	Sandra Lloyd	dsl@dsatmowmacrehill.org
	Dawn Breeze	dsl@dsatmowmacrehill.org
	Barry Lamble	dsl@dsatmowmacrehill.org
	Chris Brown	dsl@dsatmowmacrehill.org
	Julie Eyden	dsl@dsatmowmacrehill.org
Designated teacher for looked-after and previously looked-after pupils	Donna Wilson	

SENCO	Donna Wilson	
Safeguarding link Advisory Board member	Rob Hinsley	Rhinsley@dsatmowmacrehill.org
Chair of Advisory Board	Rob Hinsley	
School attendance lead	Ben Mooney	
Online safety / filtering and monitoring lead	Ben Mooney	
Out-of-hours safeguarding contact arrangements	Isaac Howarth	

C. Local authority and safeguarding partnership details

Local arrangement	Details to be completed by school
Local safeguarding partnership	Leicester Safeguarding Children Partnership
Children's social care referral route	CASP 0116 454 1004 casp-team@leicester.gov.uk
Emergency duty team / out-of-hours route	Out-of-hours safeguarding concerns are escalated to the local emergency duty team. 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 454 2440
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 support worker at Mowmacre Hill is Rhea Sills
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, anti-social behaviour, neglect indicators and domestic violence.
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, updates, attendance patterns and pastoral records. Specific sensitive locations are not listed in this public version.
Online or social media trends affecting pupils	Online trends are monitored through lessons, pupil voice, filtering and monitoring alerts, parent reports and local intelligence shared by safeguarding partners
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 can speak to any trusted adult, use class worry boxes, speak to the pastoral team or contact the DSL team directly. Pupil-friendly safeguarding information is displayed around school.
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.
Internal safeguarding meeting arrangements	The DSL team meets weekly 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, safeguarding displays, worry boxes and targeted check-ins. Concerns raised by pupils

F. Filtering, monitoring and online safety local arrangements

Area	Local arrangements
Filtering provider	Trust-approved filtering solution managed centrally with local DSL oversight.
Monitoring provider or process	Monitoring alerts are reviewed by the DSL team and escalated where they indicate potential harm, risk or vulnerability.
Who reviews alerts	DSL, Deputy DSLs and Online Safety Lead.
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	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 the curriculum, assemblies, pastoral work and responsive teaching following incidents or emerging trends.
Mobile and smart technology arrangements	Mobile phones and smart devices are managed through the school behaviour policy, acceptable use agreements and local risk assessment where individual

G. Alternative provision local arrangements

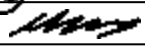
Area	Local arrangements
Alternative provision currently used	Any alternative placement will be approved through the Trust process before commencement.
Pre-placement checks	Pre-placement checks include suitability, safeguarding policy, safer recruitment assurance, attendance systems, named contact, risk 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	Ben Mooney, supported by Donna Wilson and the attendance team where relevant.
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	Provision is staffed by school colleagues who have completed safeguarding training. Registers are maintained and concerns are reported to the DSL in line with school procedures.
Holiday clubs or extended provision	No school-led holiday club currently operates. Any future provision will follow Trust safeguarding expectations, safer recruitment checks and local risk assessment.
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. 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	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	01/09/26 
DSL signature and date	01/09/26 
Advisory Board safeguarding link signature and date	01/09/26