



## PART B

School specific  
information

This school-specific section must be read alongside SHINE Safeguarding & Child Protection Policy Part A 2025-26 and does not replace any Trust-wide procedures.

Safeguarding Role	Contact Details
<b>Designated Safeguarding Lead (DSL)</b>	Ms. Kate Hall (Head Teacher) <a href="mailto:headteacher@scotholme.nottingham.sch.uk">headteacher@scotholme.nottingham.sch.uk</a> Mr. Carl Hollis (Deputy Head Teacher) <a href="mailto:deputyhead@scotholme.nottingham.sch.uk">deputyhead@scotholme.nottingham.sch.uk</a> Mr. Sean Hall (Assistant Head Teacher) <a href="mailto:s.hall@scotholme.nottingham.sch.uk">s.hall@scotholme.nottingham.sch.uk</a> Miss Lucy Bowden (SENCO) <a href="mailto:L.Bowden@scotholme.nottingham.sch.uk">L.Bowden@scotholme.nottingham.sch.uk</a> Mr. Dean Grimshaw (School Business Manager) <a href="mailto:admin@scotholme.nottingham.sch.uk">admin@scotholme.nottingham.sch.uk</a>
<b>Senior Attendance Lead and the Attendance Team</b>	Mr. Carl Hollis - Senior Lead Mrs. R Akhtar and Miss I Moses Class Teachers SLT
<b>Digital Lead</b>	Mr. Sean Hall
<b>PSHE/RE Lead</b>	Mr. Carl Hollis <a href="mailto:deputyhead@scotholme.nottingham.sch.uk">deputyhead@scotholme.nottingham.sch.uk</a>
<b>Designated Lead for CME (Child Missing in Education)</b>	Ms. Kate Hall
<b>Appointed Teacher for Looked After children/virtual School</b>	Ms. Kate Hall
<b>Appointed Teacher for SEND</b>	Miss Lucy Bowden <a href="mailto:L.Bowden@scotholme.nottingham.sch.uk">L.Bowden@scotholme.nottingham.sch.uk</a>
<b>Designated Lead for Anti- Bullying</b>	Senior Leadership Group (Ms. Hall, Mr. Hollis, Mr. Hall and Miss Bowden)
<b>Senior Mental Health Lead and Well-being</b>	Ms. Kate Hall Mr. Carl Hollis
<b>Designated Governor for Child Protection/Safeguarding</b>	Ms. Elaine Fox
<b>Designated Governor for digital standards</b>	Ms. Elaine Fox
<b>Designated Governor for Prevent</b>	Ms. Elaine Fox
<b>Designated Link Governor for Anti-Bullying</b>	Ms. Elaine Fox
<b>Designated link Governor for Looked after Children (Child in Care)</b>	Ms. Elaine Fox
<b>The Designated link Governor for Child Missing in Education (CME)</b>	Ms. Elaine Fox
<b>Data Protection Officer</b>	Mrs L Cartwright <a href="mailto:admin@shine-mat.com">admin@shine-mat.com</a>

### Other Key Local Safeguarding Contacts

Organisation	Description and contact details
Nottingham City's Early Help Partnership	<p><a href="#">Homepage   Early Help Nottingham</a></p> <p>Requests for support from professionals, should be made via the <a href="#">Early Help and Family Hub Self referral forms   Early Help Nottingham</a></p> <p>Contact</p> <p>Bestwood Family Hub: <a href="#">Bestwood Family Hub: Phone number:01158 761890</a></p> <p>Broxtowe Family Hub: <a href="#">Broxtowe Family Hub: Phone number:01158 763888</a></p> <p>Meadows Family Hub: <a href="#">Meadows Family Hub: Phone number:01158 761320</a></p> <p>Hyson Green Family Hub: <a href="#">Hyson Green Family Hub: Phone number:01158 763888</a></p>
Targeted Early Help requests	<p>To refer yourself for Early Help, support please complete the referral form below</p> <p><a href="#">Early Help Self-Referral Form</a></p> <p>To refer yourself for support from the Family Hubs please complete the referral form below</p> <p><a href="#">Family Hubs Self-Referral Form</a></p>
Speak to a Social Worker for thresholds advice and consultation Referrals to Local Authority Children's Social Care	<p>Nottingham City MASH Phone number 0115 8764800</p> <p><a href="#">Nottingham City Threshold of Needs</a></p>
Local Authority Designated Officer (LADO)	<p>Nottingham City LADO is Kathryn McGovern</p> <p>Contact <a href="mailto:LADO@nottinghamcity.gov.uk">LADO@nottinghamcity.gov.uk</a></p> <p>Phone 0115 8765166</p>
Nottingham Police	<ul style="list-style-type: none"> <li>• 999 for emergencies or 101 for non-emergencies</li> <li>• Mandatory reporting of Female Genital Mutilation (FGM) via 101</li> <li>• Also see <a href="#">When to call the police - guidance for schools and colleges</a></li> </ul>
Prevent (radicalisation and extremism)	<ul style="list-style-type: none"> <li>• For advice contact the Local Authority Prevent Team: Nottingham-MarkPollock -07977752444 or <a href="mailto:Prevent@nottinghamcity.gov.uk">Prevent@nottinghamcity.gov.uk</a></li> <li>• Reporting extremism concerns about an adult working in an education setting submit the details at <a href="#">report extremism in education</a></li> <li>• Concerns about online material promoting terrorism or extremism, report here <a href="https://www.gov.uk/report-terrorism">https://www.gov.uk/report-terrorism</a></li> <li>• Prevent duty training: <a href="#">Learn how to support people susceptible to radicalisation   Prevent duty training</a></li> <li>• Prevent duty guidance: <a href="#">Guidance for specified authorities in England and Wales</a></li> <li>• Channel and Prevent Multi-Agency Panel (PMAP) guidance - <a href="#">GOV.UK</a></li> <li>• <a href="#">Get help for radicalisation concerns - GOV.UK</a></li> <li>• Educate Against Hate - <a href="#">Prevent Radicalisation &amp; Extremism</a></li> </ul>

Organisation	Description and contact details
	<ul style="list-style-type: none"> <li>• ACT Early   <a href="#">Prevent radicalisation</a></li> <li>• Nottinghamshire Police   <a href="#">Prevent</a></li> </ul>
<b>Children absent from education</b>	<p>Nottingham City Local Authority Education Welfare Service (EOTAS)  <a href="#">Education Welfare (EOTAS) - Nottingham City Council</a>                      For School attendance and CME referrals  <b>Contact us</b></p> <p><b>Education Welfare &amp; EOTAS Service</b>                      Loxley House                      Station Street                      Nottingham                      NG2 3NG</p> <p><a href="mailto:educationwelfareservices@nottinghamcity.gov.uk">educationwelfareservices@nottinghamcity.gov.uk</a></p> <p>Tel: <a href="tel:01158762965">01158762965</a></p>
<b>Virtual School for Looked After Children</b>	<ul style="list-style-type: none"> <li>• Helen Moxon, interim virtual school headteacher 01629 538028  <a href="mailto:virtualschool@derbyshire.gov.uk">virtualschool@derbyshire.gov.uk</a></li> </ul>
<b>Emotional Health and Well-being Services</b>	<p><a href="#">Home - Nottingham Wellbeing Hub</a></p>
<b>Domestic Abuse</b>	<ul style="list-style-type: none"> <li>• Contact <a href="#">Domestic Abuse Support   Ask Lion - Nottingham City Directory</a></li> <li>• Juno Women's Aid Helpline  <b>Call Free: 0808 800 0340</b>  <b>Email: <a href="mailto:enquiries@junowomensaid.org.uk">enquiries@junowomensaid.org.uk</a> (General Enquires)</b>  <b>Women's Aid Live Chat: <a href="https://chat.womensaid.org.uk/">https://chat.womensaid.org.uk/</a></b></li> </ul>
<b>Cyberchoices</b>	<p>For children at risk of being drawn into cybercrime via <a href="#">East Midlands Cyber Secure</a></p>

### Key National Contacts

Organisation	Description and contact details
<b>NSPCC helpline for adults</b>	<p>Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on:</p> <ul style="list-style-type: none"> <li>• Text 88858</li> <li>• 0808 800 5000</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>NSPCC helpline Report Abuse in Education</b>	<p>Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance including for non-recent abuse:</p> <ul style="list-style-type: none"> <li>• 0800 136 663</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>

Organisation	Description and contact details
<b>NSPCC Whistleblowing Advice</b>	Free advice and support for professionals concerned about how child protection issues are being handled in their organisation: <ul style="list-style-type: none"> <li>• 0800 028 0285</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>UK Safer Internet Centre professional advice line</b>	Helpline for professionals working with children and young people in the UK with any online safety issues they may face themselves or with children in their care: <ul style="list-style-type: none"> <li>• 0844 381 4772</li> <li>• <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a></li> </ul>
<b>Police Anti-Terrorist Hot Line number</b>	0800 789 321 <a href="#">Action Counters Terrorism (ACT) online form</a> Crimestoppers 0800 555 111
<b>National Domestic Abuse Helpline</b>	Hosted by <a href="#">Refuge</a> , Helpline 0808 2000247
<b><u>Operation Encompass</u></b>	Resources for schools include free advice from an Education Psychologist about how best to support children via National Helpline 0204 513 9990
<b>Report harmful online content</b>	<ul style="list-style-type: none"> <li>• UK Safer Internet Centre - <a href="#">report online harm</a>. A national reporting centre that has been designed to assist anyone in reporting harmful content online</li> <li>• <a href="#">CEOP</a> - to report online sexual abuse or the way someone has been communicating online</li> <li>• Report <a href="#">online material</a> promoting terrorism or extremism</li> </ul>
<b>Report Abuse in Education helpline</b>	<ul style="list-style-type: none"> <li>• Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>Harmful Sexual Behaviour Support Services</b>	<ul style="list-style-type: none"> <li>• SWGfL Harmful Sexual Behaviour Support Service for the children's workforce 0344 2250623 or email <a href="mailto:hsbsupport@swgfl.org.uk">hsbsupport@swgfl.org.uk</a></li> <li>• <a href="#">Stop it now!</a> For worries about a child's sexual behaviour, 0808 1000 900. Includes <a href="#">Shore</a> which provides a safe and anonymous place for young people to get help and support. The aim is to prevent harmful sexual behaviours among young people.</li> </ul>

**What should staff do if they have any concerns about a child?**

All concerns should be reported to a Designated Safeguarding Lead.

All staff should act on safeguarding concerns with the same continued importance. The information should then be entered into CPOMS, if that is required.

In the event of illness, they should be contacted in the order listed above.

If all DSLs are unavailable, the member of staff with concerns should contact:

DSL	Academy	Contact
Mr P Bevington	Whitemoor Academy	Address: Bracknell Crescent, Whitemoor Estate, Nottingham, NG85FF Website: <a href="#">Home   Whitemoor Academy</a> Telephone: 0115 978 6351

Mrs J Grundy	Ironville and Codnor Primary	Address Victoria Street, Ironville, Derbyshire NG16 5NB Website <a href="#">Home   Ironville and Codnor Park Primary School</a> Telephone Number 01773 602936
Mrs G Bradford Mrs M Neale	Langold Community School	Address: School Road, Langold, Worksop, S81 9PX Website: <a href="#">Home   Langold Dyscarr Community School (langold-dyscarr.org)</a> Telephone: 01909 730396
Mrs A Good	John Hunt Academy	Address: John Hunt Academy, London Road, New Balderton, Newark, Nottinghamshire. NG24 3BN Website: <a href="#">Home   John Hunt Academy (johnhuntprimary.co.uk)</a> Telephone: 01636 682 007

### Safeguarding at Scotholme Primary School

At Scotholme Primary School, located in the heart of Hyson Green, Nottingham, we are committed to helping every child grow and flourish as an individual within a safe, caring and inspiring community. Through our broad and balanced curriculum, all children are given the opportunity to achieve their full potential in a nurturing environment, where they learn self-respect as well as respect and care for others and the wider world.

We are proud to serve a diverse community, and we recognise the importance of celebrating difference while ensuring equality of opportunity for all. Many of our families face challenges linked to housing, employment, and limited transport, and we work closely with parents, carers and local agencies to provide the best support for every child.

Safeguarding is central to everything we do. We strive to provide an enabling environment for children and staff, where risks are minimised and well managed, and where children are protected from harm and all types of abuse. Staff are vigilant for signs that a child may be in distress and are confident in applying safeguarding procedures to keep children safe.

As part of our safeguarding responsibilities, we:

- Complete the Nottingham City Safeguarding Audit each year.
- Participate in the SHINE Multi Academy Trust Safeguarding Peer Review.
- Carry out the Department for Education (DfE) Prevent risk assessment annually.

At Scotholme, safeguarding is everyone's responsibility. We are dedicated to ensuring that all children feel safe, valued and supported so that they can thrive and succeed.

### Safeguarding Issues

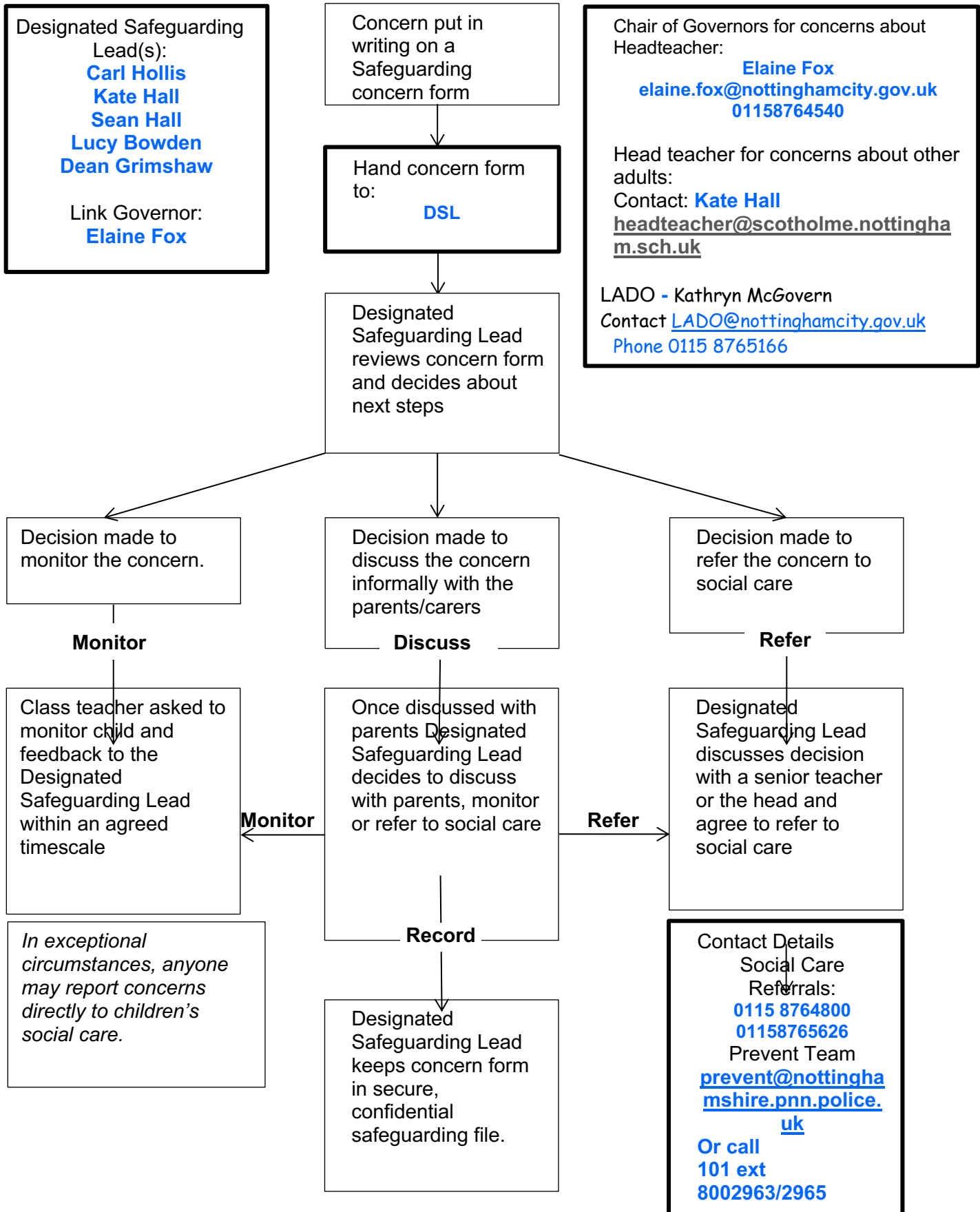
The biggest issues that affect the children in our school community are

- Anti-social behaviour and crime in public areas
- Drug Abuse
- Homelessness and children witnessing or being part of this
- Housing that attracts anti-social behaviour
- Youth related crime
- Poor environmental and community safety
- Deprivation and the risks associated with this food security, mental health challenges, family stress, risk of neglect and domestic abuse etc



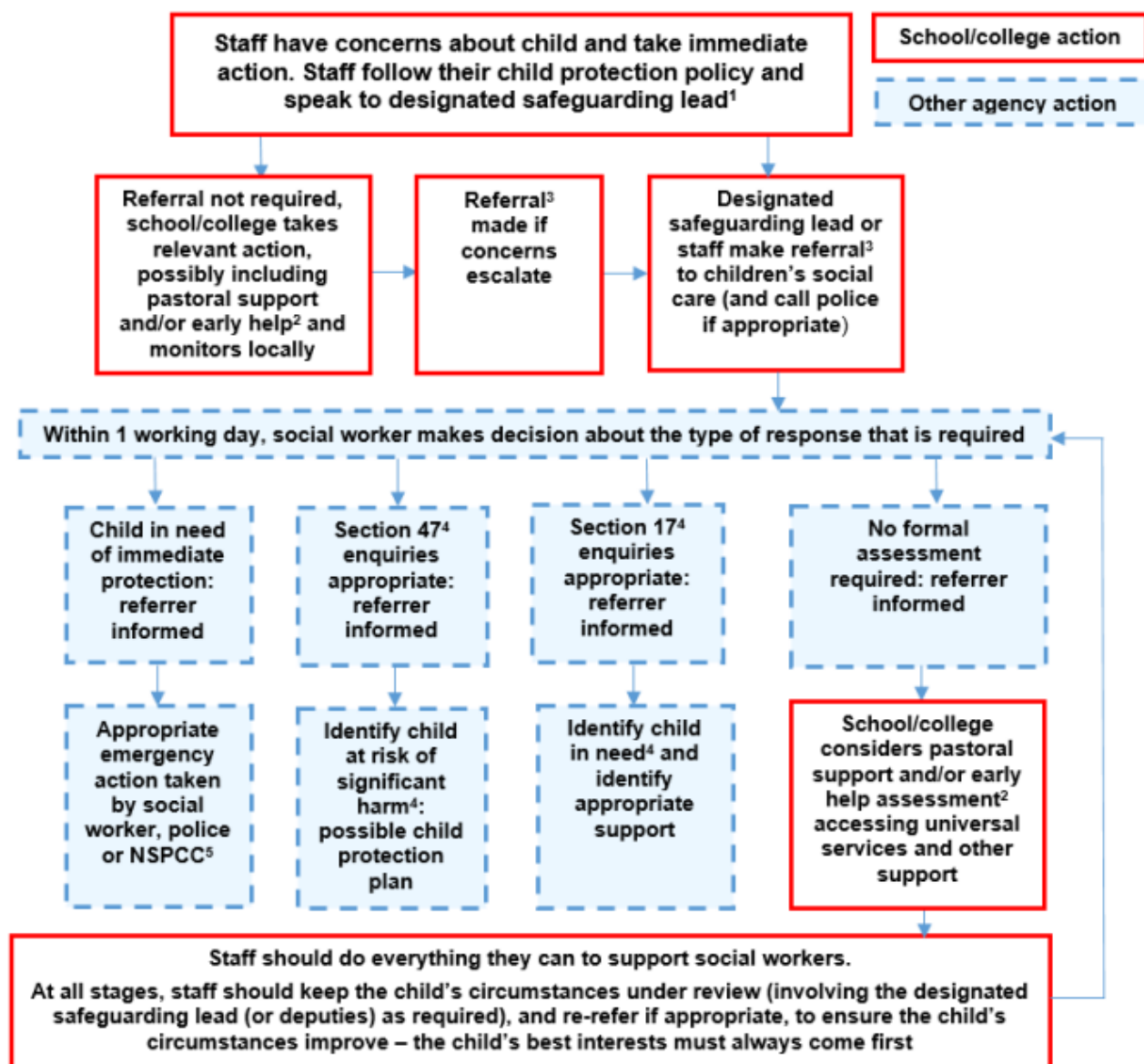
**In school decision making flow chart**

**FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**



The flow chart below shows what happens once a referral is made not nor to Nottingham City MASH

Safeguarding flowchart Taken from *Keeping Children Safe in Education (2025)*, DfE, page 24



<sup>1</sup> In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

<sup>2</sup> Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

<sup>3</sup> Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

<sup>4</sup> Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

<sup>5</sup> This could include applying for an Emergency Protection Order (EPO).

Attached is an image of the grey concern forms which can be used at Scotholme Primary School if there is no access to CPOMS: -



## Safeguarding Concern Form



Name of student: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of School: \_\_\_\_\_

Nature of concern:

Physical       Sexual       Emotional       Neglect

Other. Please specify \_\_\_\_\_



Concern recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Signature : \_\_\_\_\_

Reasons/Identifying factors of concern/ disclosure:

Permission:

*If applicable, has the young person disclosing been made aware that any information that highlights a 'Risk of Significant Harm' will have to be forwarded to the relevant agency: YES / NO*

Injury Details:	
<b>Front View</b> 	<b>Back view</b> 

**Outcome**

DSP Name: \_\_\_\_\_ Date Recvd: \_\_\_\_\_

**Action Taken:**

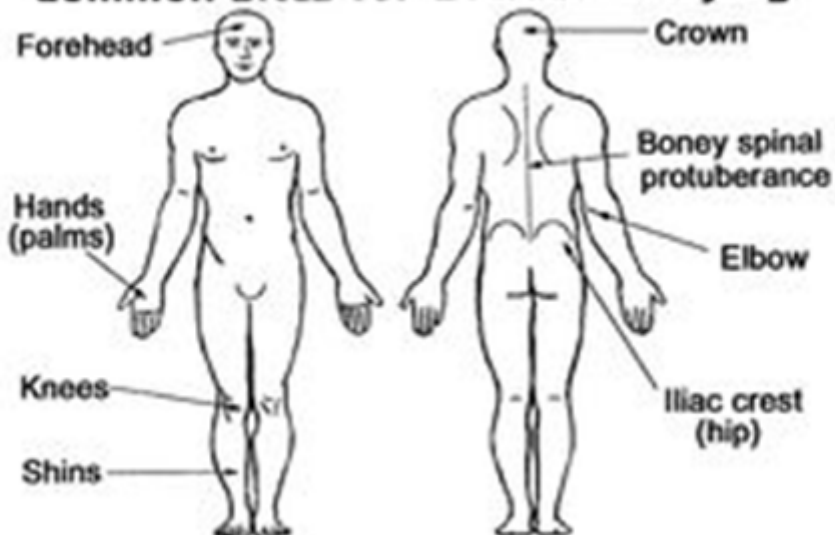
- No action/ continue to monitor
- Discussion with carers/ student
- CAF Initiated
- Referral to Children Social Care
- Other: \_\_\_\_\_

Signed: \_\_\_\_\_

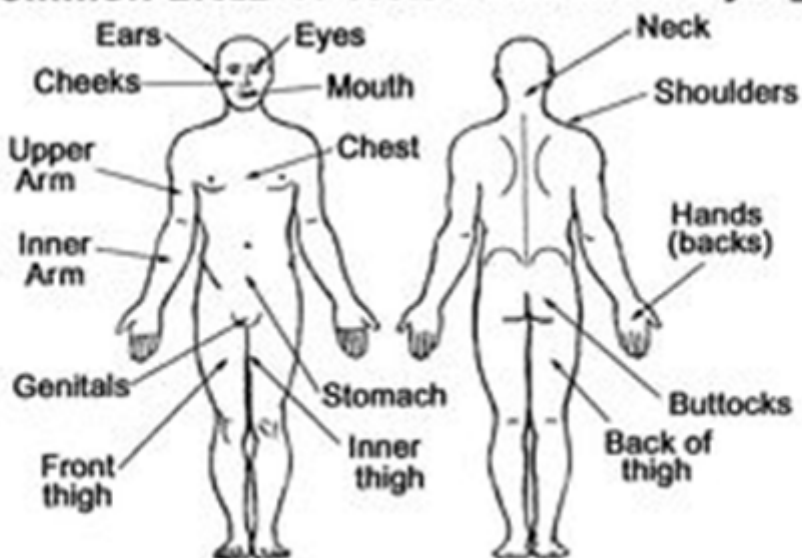
Date: \_\_\_\_\_

**DSP comments:**

### Common sites for accidental injury



### Common sites of Non-accidental injury



**Common sites of bruising in children where physical abuse has occurred**

**Regions of the body (shaded area) where bruises were significantly more likely to occur in a child with confirmed physical abuse than in one where physical abuse was excluded.**

