

Potterspury Lodge School

Safeguarding

**Keeping our students safe and
supporting families**

**Information for students,
parents and carers**

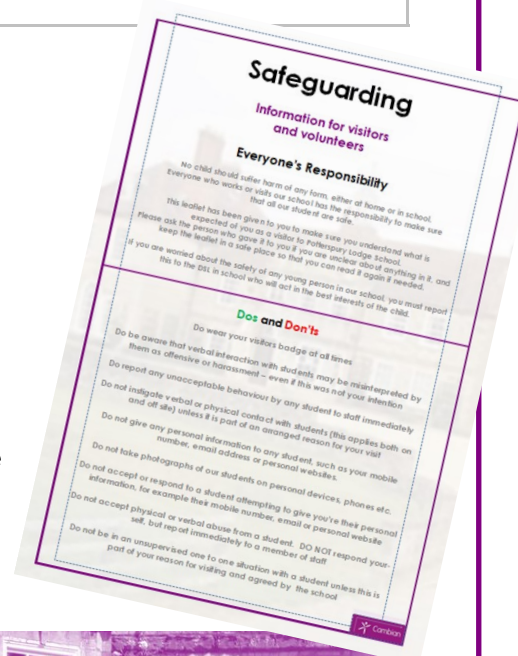
2025/26

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All visitors and particularly those operating within the school and engaging with our pupils are directed to familiarise themselves with this leaflet by reception staff. This leaflet holds key information in relation to reporting safeguarding concerns, health and safety and emergency procedures.

If you have reviewed this leaflet prior to your visit through our website, you will still be given a paper copy as you arrive and sign in at reception. You will be directed by reception staff to wear the designated lanyard and must do so throughout your time with us. Thank you.



Introduction

Our approach to supporting your child in 2025/26

Dear Parent/Carer

As a school we encourage students to take responsibility for themselves and those around them and, in turn, be ready to achieve knowing that we have all worked together to create a safe environment.

Our staff, as part of the Cambian team, work together as part of a whole group approach. Each adult recognise that they have a responsibility to the safeguarding of all children attending the school and through the starting point of "it could happen here" we hold a strong culture and awareness of identifying concerns, reporting these to key designated safeguarding leaders and acting upon Information without fear or favour in the best interests of the children who attend our school.

This information booklet is produced so that all members of our school community have access to information and understand our approach, our procedures and are able to work with us to ensure children are best served and supported.

Our Child Protection and Safeguarding policy sets out how we as a school safeguard and promote children's welfare to keep our learners from abuse, neglect and exploitation.

Our website holds key information specifically around safeguarding at this link:
<https://www.cambiangroup.com/specialist-education/our-schools/autism-schools/potterspury-lodge-school/reports-policies/>

I hope you find this booklet both informative and useful.

Sincerely,



Mr. J Amps
Headteacher
Potterspury Lodge School

The Safeguarding Team

Potterspury Lodge School

SAFEGUARDING

Designated Safeguarding Lead:



Mr J Amps

Head Teacher and

Designated Safeguarding Lead (DSL)

Reception Phone Number: 01908 542912

Deputy Designated Safeguarding Leads:



Ms C Cooper

Assistant Head

Personal Development & Deputy Safeguarding (DDSL)
Prevent Lead



Mrs S Howard

Assistant Head Teacher

SENDCo and Deputy Safeguarding Lead (DDSL)



Mrs A Jordan

Deputy Head Teacher

Head of Education & Deputy Safeguarding (DDSL)

Designated Teacher LAC



Mr J Mayer

Assistant Head

Behaviour, Pastoral & Deputy Safeguarding (DDSL)

Online Safety / CEOP

Out of Hours Concerns Contact: Call Northants: 0300 126 7000



Our reporting procedure

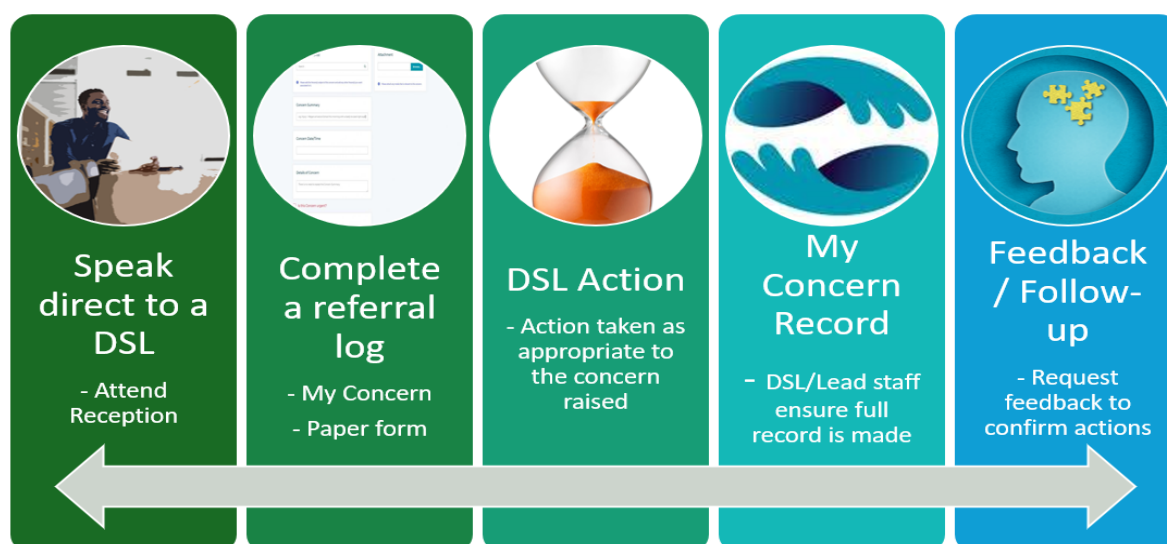
The importance of a clear crisp reporting structure

We use a clear and concise reporting process at Potterspurty Lodge School. The procedure is designed to ensure that staff maintain a culture of in-person reporting and that all reports remain the individual and collective responsibility of all concerned as the Designated Safeguarding Lead is engaged in addressing the report.

Where do I report a concern or disclosure?

Any staff member, either permanent or on shorter term or daily contract must be clear that **My Concern** is our main reporting platform. Where they receive a disclosure or have a safeguarding concern, a staff member must speak in person to a member of the lead safeguarding senior staff. Once discussed, a staff member must report using the My Concern platform. However, it remains the responsibility of the individual reporting the incident or disclosure to check that appropriate follow-up actions are taken before the end of the day.

Once initial discussion and report is completed it is assigned to a **DSL**. If the report is time sensitive and a form cannot be completed, the staff member must immediately report to a **DSL or Headteacher who will review and outline their next steps** to the reporting staff member. **Action** will then be taken and **report updates recorded** on My Concern. The **reporting staff** will receive **feedback/confirmation** of actions.



If you want to discuss this further please contact Mr Amps:
James.Amps@Cambiangroup.com

The My Concern Platform

How are safeguarding reports recorded?

My Concern

At Potterspurty Lodge School we use My Concern safeguarding platform and have done so for a number of years to match the other educational settings within the Cambian Group.



My Concern

The **My Concern** platform is used by Designated Safeguarding Leaders including our Headteacher, Deputy Head and Head Of Education, as well as our Assistant Heads who are all DSL level trained. All staff have access to report concerns to the team and all staff complete annual training. In addition, the DSL and DDSL team share information with staff on a need to know basis and report back to group regional directors and leadership and the local authority while maintain appropriate data sharing protocols. Our Headteacher serves as a safeguarding partner on the Northants safeguarding board.

Our awareness of key local and national issues

Our world is a complex place to navigate. Never more so than now have young people had such access to the whole world but also been exposed to its pressures.

As a staff, we at Potterspurty Lodge School recognise that our young people are accessing our lessons, listening to our advice but also read, watch and receive information from sources outside of school that may be both balanced as well as biased and imbalanced in their composition and purpose. Our role as educators is to support young people in navigating a technologically advanced world. We at PLS aim to equip and enable them to develop well informed, balanced British values and personal views that support them in developing as healthy, happy and positive members of our community in person and online.

Recognising the turbulence and challenges they have faced most recently in relation to the pandemic as well as the world's ongoing political, financial and social challenges across the world we recognise that our work focuses around 4 key areas as vulnerable young people.

1: Self-esteem and Mental Health

2: Online Safety

3: Domestic pressures and abuses

4: Child at Risk of Exploitation

While every report, no matter its overarching type, is taken and addressed with the utmost seriousness, these areas of focus shape our training for staff, assembly inputs and curriculum plans.

Mental Health

At Potterspury Lodge School we all belong

For many years our mental health was something that remained unspoken and all too often a taboo subject or one that received little or no support. While, as a society, we have now reached a point where issues around our mental health are now spoken of more, and better supported, there is still work to do in fully understanding and effectively supporting people at the most challenging times of their lives.



At Potterspury Lodge School we recognise that young people from entry will look to us for support as well as their families and friends.

Through Assemblies, our tutors, our RS and PSHE curriculums as well as our pastoral/clinical staffing, we aim to be a listening ear that can both help within school but also signpost pupils and their families to support structures as they grow and develop.

We want all pupils to feel like they belong, that they are listened to and that they are able to access support. At Potterspury Lodge School students can seek initial support in our pastoral support office. Our Assistant Head for behaviour works from this base along with the pastoral mentor.

We are also able to signpost and connect students and families with other agencies such as Sound Minds, Young Minds and the Northants or other local authority Emotional Health and Wellbeing services. These are available to serve young people as well as parents and carers.

Website link:

<https://www.westnorthants.gov.uk/mental-health-and-wellbeing>

The screenshot shows the West Northamptonshire Council website. The header includes the council logo and navigation links: News, Events, Services, Directories, Accessibility, and Translate. The breadcrumb trail reads 'Home > Health and wellbeing'. The main heading is 'Mental health and wellbeing'. Below this, there are three columns of links and descriptions:

- Urgent mental health support**
Emergency and medical help details, and how to contact mental health support services in times of crisis
- Mental health services and support for adults**
Where to go for help if you or someone you know is experiencing a mental health issue
- Mental health support services for children and young people**
Where to go for help if you or someone you know is experiencing poor mental health or a mental health condition

At the bottom, there are two more links: 'Suicide prevention in' and 'Mental Health and Suicide Prevention'.

Online Safety

How we approach online safety in and out of school

All pupils receive safeguarding assembly and PSHE inputs around online safety topics such as digital footprints, protecting personal data and keeping safe online.

All pupils receive inputs annually around cyber bullying and looking after your mental health relating to online and device usage. As each half term progresses, tutors, senior leaders and the safeguarding team add inputs for specific groups or individuals where need is identified.

Main areas of curriculum focus per year group for 2025/26 are as below:

Year 7 Computing: Rights and Responsibilities, Appropriate Responses, Digital Footprint, Communication Online (Who are you talking to?)

Year 7 PSHE: Social Media — power and pitfalls

Year 8 Computing: Media Literacy, Healthy Relationships (Sexting and language)

Year 8 PSHE: Digital Resilience

Year 9 PSHE: Cyberbullying

Year 10 PSHE: Persuasive Technology

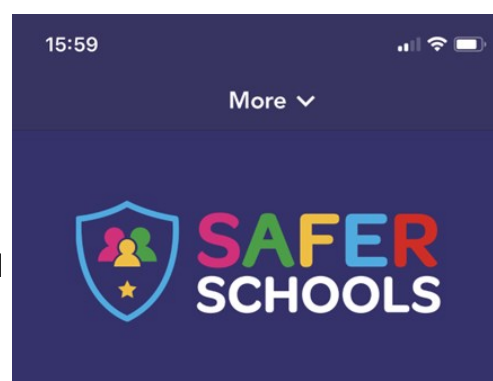
Year 11 PSHE: Positive Relationships (Sexting aware) Digital Footprint, reputation management

Network Filtering and notification System

Within school we use a system called **FastVue** to oversee, monitor and filter content as is the case for all Cambian Schools. This system operates partly on advisory and banned word list. This provides feedback to the safeguarding team and identifies when users are attempting to access specific content.

This allows our team to monitor and educate pupils on safe use and support them if they are searching for content of a specific type that has raised a notification.

Our Safeguarding DSL (Head Teacher) also uses the safer school app and we are active members of the 360Safe partnership online. This provides up to date and topical notifications to alert us as a school to new or emerging concerns and engages us with ongoing training and advice



Domestic Pressures and Abuses

As a school and in partnership with each local authority, we recognise that for many reasons families and individual people are at times at risk of, or subject to challenging domestic situations.

Children, young people and families who are affected by domestic abuse or violence can get support, including refuge accommodation, by contacting Northants Domestic Abuse Helpline. It's available 24 hours per day, 7 days per week and is a single point of contact to get the help needed. Please speak to us if you do not feel able to make contact with the links below or need support in doing so.

This information is available through their web-site:

<https://www.ndas.co/>

There is a Women and Childrens Aid site at:

<https://www.womensaid.org.uk/>

And national based support is available through:

<https://www.nationaldahelpline.org.uk/>

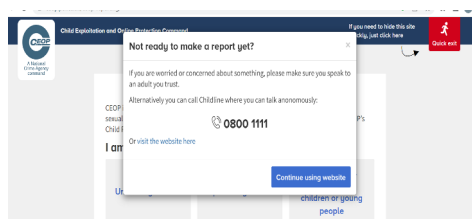
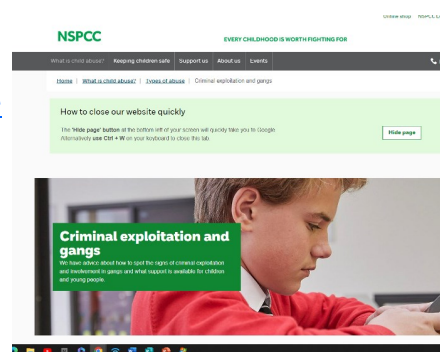


Child at Risk of Exploitation

Child exploitation is a priority area for schools and a number of our partner authorities. More information can be found at this link:

<https://www.northants.police.uk/police-forces/northamptonshire-police/areas/northamptonshire-force-content/about-us/about-us/child-exploitation-hub/>

We signpost students to our pastoral staff, counselling services and liaise with outside agencies such as Northants Police and the NSPCC. Please contact PLS school reception should you need further information.



There is more information about **CEOP's** on the next page. This site also encourages young people to talk to trusted adults in school and contact agencies such as **childline** as well as providing links to these trusted sources of information and in-person help

CEOPS

At PLS we promote the use of the CEOP's platform to our young people. <https://www.ceop.police.uk/safety-centre/>

On this platform young people can gain information as well as report in and get direct help with issues they are facing. The website is easy to navigate and hide if needed.

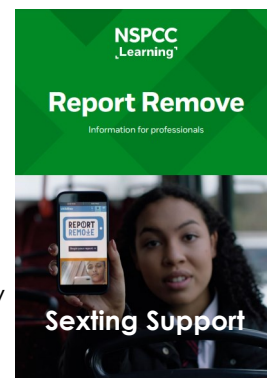


Supporting the use of the Report Remove tool

The Internet Watch Foundation (IWF) working with the NSPCC have conducted research around online content and show that nationally there has been an increase in the numbers of online sexual images involving adolescents. The IWF have identified that this rise is partly driven by an increase in 'self-produced' content, where young people have taken and shared images themselves.



The IWF and the NSPCC recognise that the reasons behind this are complex. Some may have been produced as non-sexual—joking and fun with friends as they seek recognition or feedback. Some may be consensual while some may be non-consensual and sent through peer or social group pressures and coercion or the use of AI. In many cases the lines become blurred in relation to what was or was not consensual.



At Potterspur Lodge School we are aware of these pressures on young people and while we advise them not to send personal images, we are also here to support pupils if an image is produced and subsequently control of this image is lost. We as adults understand the range of ways in which young people send images – from consensual through to abusive. While it is important that young people understand the law, as highlighted by the NSPCC, the focus should be on laws that target the illegal distribution of images and not only on discouraging the initial production and sharing that breeds a blame culture when things go wrong.

As a school we will continue to prioritise prevention education that focuses on abusive and exploitive image-sharing. We aim to listen to young people and help them and their families address any issues that arise in line with our own safeguarding processes.

In addition, one website that we want everyone to be aware of is the **Report Remove** tool. This can help to take down nude or sexual images and full details can be found at this link:

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/report-remove/>



Nude image of you online?
We can help take it down.

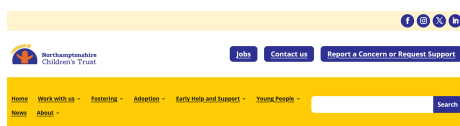
Support for Parents and Students

At Potterspury Lodge School we offer our own early help interventions. We work with the Early Help Development team at our partner authorities to provide this support and refer on to them and other agencies where more specialist help is required. We want all parents and carers to feel that they can contact us directly if they need help or advice. More details about the support and guidance available can be found at the links below:

Pastoral Lead: Joshua.Mayer@cambianguroup.com

Family Support at Northants Childrens Trust: <https://nctrust.co.uk/report-a-concern-or-request-support/>

Young Minds Parent Helpline/Webchat: <https://www.youngminds.org.uk/parent/parents-helpline-and-webchat/>

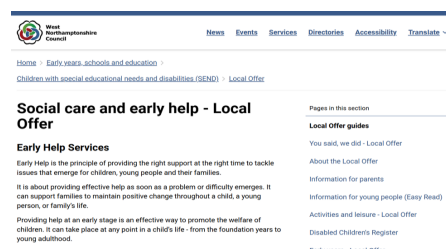
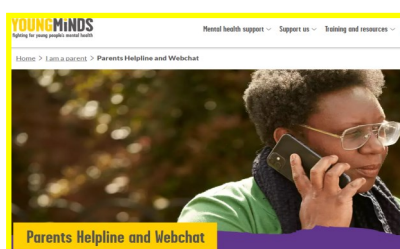


Report a concern

If you're worried that a child or young person is at risk of harm, we're not asking you to make judgements or interfere with what you think is best for the child. We're asking you to tell us so we can get the help, support and protection that they may need.



Northamptonshire
Children's Trust



Our Partnership with Safeguarding Authorities

How we aim to work with local and national agencies

Our school team hold strong connections with our authority partners, social care & agencies.

We hold school based **Early Help Triage** meetings where our safeguarding team review and discuss support with our children's service links and SENDCo.

As a school we call review meetings direct with social workers where concerns persist and make referrals for strategy reviews where required. These meetings allow us to raise current case concerns and seek advice, guidance and actions with the support of children's services as well as NHS, social care staff, the local Police and our PCSO links.

Our Headteacher attends **West Northants Education and Safeguarding Hub Meetings** to ensure partnerships across the area are maintained and information is shared between agencies so that we remain up to date on key notices. Equally we maintain links with other authorities such as Oxfordshire, Hertfordshire and others where pupils attending our school are based.

We actively engage with our **social care services** where referrals are required and use our LADO service where we have concerns that require this input.

During the school day our team are on hand via our direct contact details or through reception. Should you need other authority out of hours numbers please search the authority name with the term "out of hours social care phone number" or call the Northants number who can direct you to the number you will need.

Northants out of hours contact number: 0300 126 7000

Policies and Processes

Our Policy

Like other schools, we have a Child Protection and Safeguarding policy and clear actions for addressing concerns as they arise.

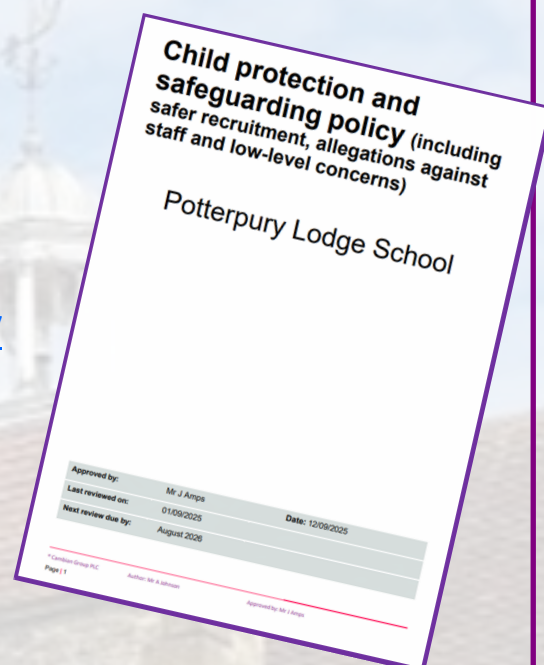
You can view, read and download a copy of our Safeguarding policy and other information direct from our school website:

Policy Link:

<https://www.cambiagroup.com/specialist-education/our-schools/autism-schools/potterspurys-lodge-school/reports-policies/>

Policy URL:

<https://www.cambiagroup.com/media/3309077/Safeguarding-policy-290925.pdf>



Our Policy

Our policy reflects the Keeping Children Safe in Education (KCSIE) 2025 'for information' as well as other relevant national guidance and local safeguarding children policies and procedures. Our policy reflects the group approach to safeguarding and child protection, and is individually tailored to our school within the group framework of recommendations.

Our child protection/safeguarding policy outlines how we at Potterspurys Lodge School safeguard and promote children's welfare to keep our learners safe from abuse, neglect, and exploitation. The policy applies to all adults, including volunteers, Cambian staff outside of the schools core staffing, supply staff and contractors working in or on behalf of our school.

This policy is reviewed formally each year and is subject to ongoing consideration as we refer to and use the policy throughout the year.

Thank you for taking the time to review this booklet and we hope you have found it informative. Mr J Amps - Headteacher