

Local School Protocols for Safeguarding & Child Protection Policy V9 Hook CE Primary



1. Key Contact List – September 2026

Role / Agency	Name and Role	Contact Details
School Designated Safeguarding Lead (DSL)	Carla Yewman	01405 762576 Carla.yewman@hookprimary.co.uk
School Deputy DSL (DDSL)	Beverly Heslop	01405 762576 Beverly.heslop@hookprimary.co.uk
Key Pastoral Staff if applicable	Gillian Leetham	01405 762576 Gillian.leetham@hookprimary.co.uk
SENDSCO	Elizabeth Halkon	01405 762576 Elizabeth.Halkon@hookprimary.co.uk
Designated Safeguarding Governor	Christine Walker	Christine.walker@hookprimary.co.uk
Chair of Governors	Christine Walker	Christine.walker@hookprimary.co.uk
Lead Governor Filtering and Monitoring	Christine Walker	Christine.walker@hookprimary.co.uk
Lead Governor AP	Christine Walker	Christine.walker@hookprimary.co.uk
CLA Designated Teacher	Carla Yewman	01405 762576 Carla.yewman@hookprimary.co.uk
E-Safety Coordinator	Carla Yewman	01405 762576 Carla.yewman@hookprimary.co.uk
Safeguarding and Partnership Hub	Child Protection Request for Service (RFS) Immediate Concerns Line T/c Contact with ASW	Mon – Thurs 8.30am – 5.30pm Friday – 8.30am – 4.30pm 01482 395500 RFS should be sent to safeguardingchildrenshub@eastriding.gov.uk

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Children's Emergency Duty Team	Urgent CP concerns outside of office hours when a child is at risk of or suffering significant harm	01482 393939
Early Help Hub	Early Help RFS	01482 391700 All RFS to be sent to ehphub@eastriding.gov.uk
Family Help School and Community Team Managers	North East West West	Debbie Sturdy – deborah.sturdy@eastriding.gov.uk Carol Vine – carol.vine@eastriding.gov.uk Poppy Dean – poppy.dean@eastriding.gov.uk Emma Stow – emma.stow@eastriding.gov.uk
Local ER Safeguarding Children Teams and Manager	Chris Hamling	Please always use the SiET Inbox to communicate with SiET safeguardingineducation@eastriding.gov.uk
Safeguarding in Education Team Manager	Chris Hamling General strategic and operational safeguarding advice	Please always use the SiET Inbox to communicate with SiET safeguardingineducation@eastriding.gov.uk
ERYC LADO	Jayne Hammill Lisa Breene Referral of allegations against staff and volunteers	Please always use the LADO email to communicate with LADO LADO@eastriding.gov.uk
NSPCC Whistleblowing	NSPCC advice line is available here for staff who do not feel able	0800 028 0285 from 8am to 8pm, Monday to Friday or via email help@nspcc.org.uk

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	to raise concerns regarding child protection failures internally	
School critical incident, bomb threats etc & Educational Visit Emergencies (not Child Protection)	24 hour guidance and support	01482 392999
Humberside Police	Protecting Vulnerable People Unit	01482 220809
Humberside Police	Non-Emergency / Hate Crime Incident Reporting / Information Sharing	Telephone – 101 https://www.humberside.police.uk/ro/report/hate-crime/triage/v1/report-hate-crime/ https://www.humberside.police.uk/ro/report/ocr/af/how-to-report-a-crime/ https://www.humberside.police.uk/partners/partner-services/community-partner-intelligence/v2/share-community-partnership-intelligence/share-community-partnership-intelligence/
ERSCP	General strategic and operational Safeguarding and CP advice and multi-agency training	https://www.erscp.co.uk/ ERSCP.enquiries@eastriding.gov.uk ERSCP.training@eastriding.gov.uk
Hull N Yorks N Lincs NE Lincs	Out of County – Children's Social Care	01482 448879 EDT 01482 300304 0300 131 2 131 EDT 0300 131 2 131 (select 'Children's Social Care') 01724 296500 EDT 01724 296555

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		01472 326292 EDT 01472 326292
ERYC Child Exploitation	Making a Change Team	makingachangeteam@eastriding.gov.uk
Prevent	Humberside Police ERYC	101 / 0800 011 3764 (National Police Prevent Advice) https://www.humberside.police.uk/advice/advice-and-information/t/prevent/prevent/beta/prevent-team-referral/ prevent@eastriding.gov.uk

6.2 Child-on-Child Abuse

Edukos Trust recognise that child-on-child abuse may take place even where there are no reported incidents and that some concerns may go unidentified or undisclosed. Staff will therefore remain vigilant, maintain professional curiosity and report any concerns to the DSL or DDSL without delay. Any concerns should be logged on CPOMS as soon as possible and reported the same day.

7.6 Attendance – Children with unexplainable and/or persistent absences from education

Accurate and up-to-date contact information for pupils and details for at least two emergency contacts wherever possible, will be in place. Parents/carers are expected to notify the school promptly of any absence and provide an appropriate reason.

Parents should report an absence to the school office by 9.00am on the day of absence and on any subsequent days.

7.7 Commissioning and oversight of non-school Alternative Provision

A Designated Governor for AP will provide strategic oversight of the AP commissioning process – *Our School's Designated Governor for Alternative Provision is Christine Walker*

9.6 Concerns shared by Children

Our preventative curriculum plays a key role in maintaining a strong safeguarding culture by equipping pupils with the knowledge, understanding and confidence to recognise risk, navigate challenges safely and make informed choices. Through age-appropriate learning and discussion, pupils understand how to identify concerns, seek help for themselves or others, and access support from trusted adults and relevant services.

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The schools' reporting mechanism is promoted via PSHE sessions and assemblies. Safe school procedures, including Child Protection matters, will be discussed by the School Parliament and through school surveys, etc., to gather children's opinions about the support systems in place.

9.8 Information Sharing, Record Keeping and Transfer of Records

The DSL will ensure that safeguarding records are clear, accurate, secure and up to date. Records will distinguish between fact, professional opinion and third-party information where appropriate, and access will be restricted to authorised staff. All safeguarding records are kept on CPOMs.

Child protection records will be kept confidential and stored securely, they will be kept for individual children, and will be maintained separately from all other school records relating to the child.

Access to safeguarding / child protection files is restricted to DSL/DDSLs. These documents will be stored on the DSL One Drive and then saved to the child's CPOMS.

Child protection records will be kept confidential and stored securely, they will be kept for individual children, and will be maintained separately from all other school records relating to the child.

Access to safeguarding / child protection files is restricted to DSL/DDSLs. These documents will be stored on the DSL One Drive and then saved to the child's CPOMS.

Edukos Trust has an appropriately trained Data Protection Officer (DPO) as required by the UK General Data Protection Regulations (UK GDPR) to ensure compliance with all matters relating to confidentiality and information sharing requirements.

13.1 Concerns that meet the 'Harm Threshold.'

All staff have access to:

- KCSiE 2026 – Part Four: Safeguarding concerns and allegations made about staff, including supply teachers, volunteers and contractors
- Staff Code of Conduct 2026–2027 – [latest version v9.1](#)
- Whistleblowing Guidance 2026–2027– [latest version v8.1](#)
- Contact details for the CoG and LADO
- All policies held under Edukos Trust via the Connect Edukos Trust site.

All policies are held on the Connect Edukos Trust Site under the Policies section.

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22. Mobile Phones and Smart Devices

Edukos Trust recognise that mobile phones and smart devices can present safeguarding, wellbeing and behaviour risks, including cyberbullying, online abuse, image sharing, inappropriate recording, distraction from learning and access to harmful content. Staff will remain vigilant to these risks and will respond to any concerns in accordance with the school's safeguarding and child protection procedures.

Staff are expected to use mobile phones and personal devices professionally and in accordance with the Staff Code of Conduct and Acceptable Use Policy. Personal devices must not be used to photograph, record or communicate with pupils unless expressly authorised and in line with school procedures.

Where concerns arise regarding the use of mobile phones, smart devices or other technology, appropriate safeguarding action will be taken, including liaison with parents/carers and, where necessary, referral to external agencies.

Appendix 6 – Example of Advice for Children

Who Can Help in School?

Class teacher or form tutor

Any trusted member of staff

Designated Safeguarding Lead (DSL): Carla Yewman

Deputy Designated Safeguarding Lead(s): Beverly Heslop

Worry box

Appendix 7 – Example – Safeguarding Children; Information for Visitors, Supply Staff and Volunteers

Key Safeguarding Contacts

Designated Safeguarding Lead:

Carla Yewman

Deputy Designated Safeguarding Lead(s):

Beverly Heslop

Acting Headteacher:

Carla Yewman

Safeguarding Governor:

Christine Walker

School Telephone Number:

01405 762576

Appendix 9 – Information for Parents

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If you would like further information about our safeguarding procedures or policies, please speak to the Headteacher, the Designated Safeguarding Lead, your child's Class Teacher, or Head of Year. Alternatively, you may contact the DSG, the Governor with responsibility for safeguarding and child protection, via the school office.