

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Emma Williams	ewilliams@car.celtrust.org
Designated Safeguarding Lead (DSL)	Amanda Colwill	dsl@car.celtrust.org
Operational DSL		
Deputy DSL(s)	Emma Williams Liam Donelly	dsl@car.celtrust.org
Safeguarding Team members		
Mental Health Lead	Jenny Wood	jwood@car.celtrust.org
Young Carer Lead	Amanda Colwill	dsl@car.celtrust.org
Medical First Aid Lead		
Health Care Plan Lead	Lori Nancarrow	lnancarrow@car.celtrust.org
Online Safety Lead	Liam Donelly	ldonelly@car.celtrust.org
Member of SLT responsible for supporting children with medical needs	Amanda Colwill	dsl@car.celtrust.org
Designated Teacher for children in care	Amanda Colwill	dsl@car.celtrust.org

Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	dsl@celtrust.org
Trust Safeguarding Lead	Heidi Spurgeon	dsl@celtrust.org
CELT Lead Attendance Officer	Emily Bennett	attendance@celtrust.org
Inclusion Officer	Rebecca Soby	rsoby@celtrust.org
Safeguarding Trustee	Jon Newnes	jnewnes@gov.celtrust.org
Chair of Trustees	Stuart Radnedge	sradnedge@gov.celtrust.org

Local contact numbers

Role	Name	Contact Details
Safeguarding Concerns	Multi Agency Referral Unit (MASSH):	0300 1231 116 Out of hours: 01208 251300

Safety	Police	999
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Contextual Issues

Our local contextual information:

Three main issues identified in our locality are:	Our additional actions or strategies in place to mitigate the threat to our children are:
Increase in Operation Encompass / Domestic Abuse Cases	• PPNs/Operation Encompass - make us aware early on to offer additional support • Referral process in place • Signpost to agencies eg Suzie Project
Poverty and Financial Hardship Affecting Families	• School is registered to administer food vouchers and referrals for local food bank. • Trips and visits and requests for parental support reduced to support families. • Support given for families in temporary accommodation
There has been a rise in the number of young carers being identified across our school (and other Trust Schools)	• Early identification • Support for the children and their families • Attendance at CELT Young Carers events • Young carer sessions held within school

Child on Child Abuse

How do Learners report concerns:	• Speak to a trusted adult • Wish my teacher knew boxes	
How do parents and Carers report concerns:	• Contact the child's class teacher either via email or during pick up or drop off • Speak to a member of SLT • Speak to a member of the safeguarding team	
Online reporting link:		
Anti Bullying Lead:	Amanda Colwill	dsl@car.celtrust.org

Online Safety

IT Lead:	Tom Powell	tpowell@car.celtrust.org
How do Learners report online concerns:	• Speak to a trusted adult • Wish my teacher knew boxes	

How do parents and Carers report online concerns:	• Contact the child's class teacher either via email or during pick up or drop off • Speak to a member of SLT • Speak to a member of the safeguarding team	
Filtering Provider:	Smoothwall	
Monitoring Provider:	Smoothwall	
Staff receiving safeguarding monitoring alerts:	Amanda Colwill Liam Donnelly	dsl@car.celtrust.org Ldonnelly@car.celtrust.org
Date of most recent filtering and monitoring review:	Completed half termly	

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Amanda Colwill	dsl@car.celtrust.org
Attendance Officer	Kayleigh Taylor	ktaylor@car.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Kayleigh Taylor Emma Moseley	ktaylor@car.celtrust.org emoseley@car.celtrust.org

Attendance Registration Times

Learners are expected to be in school at a good time for the start of the morning register. This means they should arrive at school at least 10 minutes before the register is taken.

Where a learner attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents/carers where necessary.

- The start of the school day is 8:40 am.
- Learners are expected to arrive at the school site between 8:35 am and 8:40 am.
- There is breakfast club available from 7:30 am
- The register opens at 8:40 am (e.g. 08.40am) and closes at 9:15 am. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes (9:15 am) are considered 'late after registration has closed'. They will lose their mark for the whole session and the absence is recorded as 'unauthorised'.
- Afternoon register is taken at 1:00 pm.
- The school day ends at 3:10 pm.

Parents are expected to inform the school by 8:30am if their child is absent by calling 01726 74194 or by emailing carclazesecretary@car.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily at the learner entrance
- Providing a sense of belonging for learners through the learning and teaching framework
- Welcoming children back after they have been absent for any reason.
- Regular assemblies and newsletter items promoting good attendance.
- Clear communication to parents/carers regarding attendance.
- Rewarding learners for positive trends in attendance