

Safeguarding Suite – School Level Appendix

Contact Details

Role	Name	Contact Details
Headteacher	Jennifer Young	jyoung@pia.celtrust.org
Designated Safeguarding Lead (DSL)	Jennifer Young	jyoung@pia.celtrust.org
Deputy DSL	Juliet Eaves	jeaves@pia.celtrust.org
Mental Health Lead	Jennifer Young	jyoung@pia.celtrust.org
Young Carer Lead	Jennifer Young	jyoung@pia.celtrust.org
Medical First Aid Lead	Juliet Eaves	jeaves@pia.celtrust.org
Health Care Plan Lead	Jennifer Young	jyoung@pia.celtrust.org
Online Safety Lead	Jennifer Young	jyoung@pia.celtrust.org
Member of SLT responsible for supporting children with medical needs	Jennifer Young	jyoung@pia.celtrust.org
Designated Teacher for children in care	Jennifer Young	jyoung@pia.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

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:
County lines and criminal exploitation	Learners receive age-appropriate education about exploitation, safe relationships and seeking help, while staff are trained to recognise and report indicators of concern.
Mental health and wellbeing	We promote positive wellbeing through trusted-adult relationships, regular check-ins and PSHE, with early identification and referral for additional support where needed.
Parental mental health and drug misuse	Staff remain alert to the impact of parental mental health or substance misuse on learners, offering family support and making appropriate safeguarding referrals when concerns arise.

Child on Child Abuse

How do Learners report concerns:	Learners are encouraged to report any concerns about child-on-child abuse to a trusted adult in school. Age-appropriate reporting mechanisms are also available, including classroom Worry Monsters, which provide learners with a discreet way to share worries or concerns when they may find it difficult to speak directly to an adult. Staff regularly reinforce that concerns will be listened to, taken seriously and acted upon appropriately.	
How do parents and Carers report concerns:	Parents and carers are encouraged to report any safeguarding concerns directly to the Headteacher/DSL or their child's class teacher, either by speaking to them in person or by contacting the school via email. All concerns are taken seriously and responded to in line with the school's safeguarding procedures.	
Online reporting link:	Coming soon	
Anti Bullying Lead:	Jennifer Young	jyoung@pia.celtrust.org

Online Safety

IT Lead:	Jennifer Young	jyoung@pia.celtrust.org
How do Learners report online concerns:	Learners are taught to report anything they see or experience online that makes them feel worried, uncomfortable or unsafe to a trusted adult in school or at home. They are also taught	

	how to use report and block functions on online platforms and are regularly reminded through online safety teaching that they should always seek adult help if they are unsure.	
How do parents and Carers report online concerns:	Parents and carers are encouraged to report any online safety concerns directly to the Headteacher/DSL or class teacher, either in person or via email. Where appropriate, parents are also encouraged to report and block harmful content through the relevant platform and seek further support from the school.	
Filtering Provider:	Smoothwall	Our school uses Smoothwall filtering and monitoring systems to help keep learners safe when using school technology. Parents and carers can find further information about how filtering and monitoring works on the Smoothwall website: Smoothwall – Digital Monitoring and Web Filtering Resource Centre.
Monitoring Provider:	Smoothwall	
Staff receiving safeguarding monitoring alerts:	Jennifer Young	jyoung@pia.celtrust.org
Date of most recent filtering and monitoring review:	September 2026	Smoothwall filtering and monitoring reports are reviewed monthly to identify any emerging trends, concerns or inappropriate online activity. Any safeguarding concerns identified through this process are followed up by the DSL, with support from the Trust IT team where required, and appropriate action is taken in line with the school's safeguarding procedures.

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Jennifer Young	jyoung@pia.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Jennifer Young	jyoung@pia.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 8.40am.
- Learners are expected to arrive at the school site between 8.35am and 8.40am.
- The register opens at 8.40am and closes at 9.10am. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes (9.10am) 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 1pm.
- The school day ends at 3.10pm.

Parents are expected to inform the school by 8:30am if their child is absent by calling 01208 880494 or emailing piasecretary@pia.celtrust.org and giving the reason for absence.

How the school is promoting and incentivising good attendance

- Warm meet and greet each morning so every learner feels welcomed and noticed.
- Strong sense of belonging, ensuring learners feel valued and part of the school community.
- Trusted adults available for learners who need additional support or reassurance.
- Consistent morning and afternoon routines to provide predictability and security.
- Positive recognition of attendance – the class with the highest attendance is awarded Spark the Dragon and receives a bonus breaktime.
- Clear and regular communication with parents/carers about attendance expectations and the importance of regular attendance.
- Positive welcome back for learners following a break or period of absence, focusing on reconnection rather than blame.
- Early identification of barriers, working with learners and families to address issues that may affect attendance.
- Celebrate improvement, recognising positive changes in attendance as well as consistently good attendance.