

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Kay Walker	kwalker@fow.celtrust.org
Designated Safeguarding Lead (DSL)	Kay Walker	dsl@fow.celtrust.org
Operational DSL	Zoe Clemes	zclemes@fow.celtrust.org
Deputy DSL(s)	Zoe Clemes	zclemes@fow.celtrust.org
Safeguarding Team members	Elaine Warnham	ewarnham@fow.celtrust.org
Mental Health Lead	Kay Walker	kwalker@fow.celtrust.org
Young Carer Lead	Elaine Warnham	ewarnham@fow.celtrust.org
Lead First Aider	Karen Taverner	ktaverner@fow.celtrust.org
Online Safety Lead	Zoe Clemes	zclemes@fow.celtrust.org
Member of SLT responsible for supporting children with medical needs	Kay Walker	kwalker@fow.celtrust.org
Designated Teacher for children in care	Kay Walker	kwalker@stm.celtrust.org
CELT Lead designated teacher	Angela Raymer	araymer@celtrust.org

Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	adaniels@celtrust.org
Deputy Trust Safeguarding Leads	Heidi Spurgeon Abby Macdonald	dsl@celtrust.org
CELT Lead Attendance Officers	Emily Bennett Marci Mackay	attendance@celtrust.org
Inclusion Officer	Rebecca Soby	rsoby@celtrust.org
Safeguarding Trustee	Sally Foard	sfoard@gov.celtrust.org
Chair of Trustees		

Local contact numbers

Role	Name	Contact Details
Safeguarding Concerns	Multi Agency Referral Unit (MARU):	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:
Poverty	Communication with families and ability to signpost, support and direct as appropriate.
Online Safety	Focus within lessons and continual reference within all subjects.
Child on Child	Being professionally curious, reporting everything and providing clear support for the child and family.

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Kay Walker	kwalker@fow.celtrust.org
Attendance Officer	Kirsti Spry	kspry@fow.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Kirsti Spry	kspry@fow.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 8.50am.

- Learners are expected to arrive at the school site between 8.35am and 8.45am.
- There is breakfast club available from 7.30am
- Learners arriving after registration closes (8.55am) 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 in KS1 opens at 12.50pm (closes at 12.55) and KS2 is taken at 12.45pm (closes at 12.50pm).
- The school day ends at 3.05pm

Parents are expected to inform the school by 8:30am if their child is absent by calling 01726 822485 select the attendance option or by emailing brannelattendance@brannel.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
- Daily Tutor interactions with all tutees
- 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
- Supportive meetings held regularly at school or parent request