

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

**Name of Setting: Highfields Primary Academy**

**Academic Year: 2016-2017**

**We all have a statutory duty to “Safeguard and Promote the Welfare of Children”**

If you have any concerns about the health and safety of a child at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you should talk to at this setting are:



**The Designated Safeguarding Lead  
Name: Lucy Carlisle Head of Academy**



**The Deputy Designated Safeguarding Lead  
Name: Tahira Pervez  
Deputy Headteacher  
Years 5&6 Class Teacher**

**Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Head of Academy or Deputy Headteacher, unless it involves them and then it should be reported directly to the Chair of the Governing Body.**

**If it involves them it should go direct to the Local Authority Designated Officer. If in doubt refer to the SPTA Policies and Procedures and contact LADO.**

**This document can also be used for supply staff and visiting professionals to identify your safeguarding team quickly and enable them to share information easily**

## The Safeguarding Children Team in your setting includes:

**Head of Academy/Designated Safeguarding Lead:** responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

**Name:** Lucy Carlisle

**Tel no:** 01302 722216

**e-mail** [carlislel@highfieldspa.org.uk](mailto:carlislel@highfieldspa.org.uk)

**Designated Safeguarding Lead:** A senior member of the leadership team, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

**Name:** Lucy Carlisle

**Tel no:** 01302 722216

**e-mail** [carlislel@highfieldspa.org.uk](mailto:carlislel@highfieldspa.org.uk)

**Deputy Designated Safeguarding Lead:** A member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

**Name:** Tahira Pervez

**Tel no:** 01302 722216

**e-mail** [pervezt@highfieldspa.org.uk](mailto:pervezt@highfieldspa.org.uk)

**Special Educational Needs Co-ordinator (SENCO):** Staff member who provides advice, liaison & support for school staff and other agencies working with pupils with special education needs and their parents or carers.

**Name:** Tahira Pervez

**Tel no:** 01302 722216

**e-mail** [pervezt@highfieldspa.org.uk](mailto:pervezt@highfieldspa.org.uk)

**Learning Mentor (or equivalent):** Addresses difficulties preventing a child from reaching their full potential e.g. behavior, attendance, achievement, timekeeping, homework, safeguarding issues, and develops strategies to overcome these barriers.

**Name:** Andrea Burgess

**Tel no:** 01302 722216

**e-mail** [burgessa@highfieldspa.org.uk](mailto:burgessa@highfieldspa.org.uk)

**Looked after Children (LAC) Designated Teacher:** Promotes the educational achievement of 'looked after children' who are on the school role, and helps staff understand issues that effect how they learn and achieve.

**Name:** Lucy Carlisle

**Tel no:** 01302 722216

**e-mail** [carlislel@highfieldspa.org.uk](mailto:carlislel@highfieldspa.org.uk)

**E-Safety Co-ordinator:** To develop and maintain an e-safe culture within a school.

**Name:** Kim Davies

**Tel no:** 01302 722216

**e-mail** [davies3@highfieldspa.org.uk](mailto:davies3@highfieldspa.org.uk)

### **Your Safeguarding Children Team also links in with the:**

**Safeguarding/Child Protection Governor:** Ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

**Name:** Helen Wriglesworth

**e-mail** [Helen.Wriglesworth@schoolpartnershiptrust.org.uk](mailto:Helen.Wriglesworth@schoolpartnershiptrust.org.uk)

**Chair of Governors:** Takes the lead in dealing with allegations of abuse made against the Head of Academy (and other members of staff when the Head of Academy is not available), in liaison with the Local Authority; and on safe recruitment practices with the Head of Academy.

**Name:** Helen Wriglesworth

**e-mail** [Helen.Wriglesworth@schoolpartnershiptrust.org.uk](mailto:Helen.Wriglesworth@schoolpartnershiptrust.org.uk)



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**Together we are Stronger...**