

## How our Setting Safeguards Students

**We understand that safeguarding and promoting the welfare of children is everyone’s responsibility and fully endorse the core principles of safeguarding:**

- Protecting children from maltreatment (*A child is anyone under 18 years old*)
- Preventing impairment of children’s mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

**We are child-centred and we will always promote students’ health, well-being, personal and emotional development.**

<p><b>We create a safe, inclusive learning culture where students;</b></p> <ul style="list-style-type: none"> <li>• Are respected and protected from bullying and discrimination.</li> <li>• Can talk and express views, be listened to and get feedback.</li> <li>• Have their needs met and fulfil their potential?</li> <li>• Know how to get help.</li> <li>• Know when discussion is confidential.</li> <li>• Learn about online-safety, bullying, healthy relationships, abuse, neglect, exploitation</li> </ul>	<p><b>We work in partnership with parents and carers by offering;</b></p> <ul style="list-style-type: none"> <li>• Open, honest, and respectful relationships</li> <li>• Comfort and privacy to talk and get advice.</li> <li>• Involvement and inclusion at all stages of student’s education and care</li> <li>• Understanding of culture and diversity</li> <li>• Clear explanations and use of professional interpreters</li> <li>• Up-to-date emergency contact details</li> <li>• Information about our complaints procedure</li> <li>• Support and signposting to adult services if vulnerable</li> </ul>
<p><b>We promote early help and support by:</b></p> <ul style="list-style-type: none"> <li>• Prompt identification and assessment of additional needs of all students and their family</li> <li>• Putting ongoing support in place, with a clear planning and review cycle</li> <li>• Sharing information appropriately with students, families and agencies</li> <li>• Preventing concerns from escalating</li> </ul>	<p><b>We store and share information securely by:</b></p> <ul style="list-style-type: none"> <li>• Following legislation and guidance</li> <li>• Having appropriate IT filters and monitoring systems in place</li> <li>• Explaining how, what, where and when information is shared.</li> <li>• Maintaining detailed, accurate and secure written records of discussions, decisions and actions, and sharing appropriately</li> </ul>
<p><b>Our Safeguarding policies and procedures:</b></p> <ul style="list-style-type: none"> <li>• Available publicly for students, families, staff</li> <li>• Following National and SCSP guidance and arrangements (e.g. <a href="#">Keeping children safe in education</a>)</li> <li>• Include staff/pupil behaviour and relationships, and online communications.</li> <li>• Updated annually</li> </ul>	<p><b>We have a coordinated approach to concerns:</b></p> <ul style="list-style-type: none"> <li>• There is quick staff response to inform DSL/D about student concerns.</li> <li>• There are timely referrals to Children’s Social Care and Police where risk of significant harm exists.</li> <li>• We work with all agencies to support students and families through multi-agency meetings e.g., child protection conferences, plans and actions</li> </ul>
<p><b>We have safe recruitment and management practices by ensuring that:</b></p> <ul style="list-style-type: none"> <li>• Unsuitable people do not work with children.</li> <li>• There is a positive, open culture and environment.</li> <li>• Whistleblowing process for staff concerns about organisational practice are in place.</li> <li>• All allegations of abuse by staff, carers or volunteers are reported using the correct procedures</li> </ul>	<p><b>Our trained volunteers, staff and management have:</b></p> <ul style="list-style-type: none"> <li>• Clear safeguarding roles and responsibilities</li> <li>• On-site safeguarding induction and refreshers</li> <li>• High quality SCSP basic and advanced staff training</li> <li>• Regular DSL/D staff safeguarding updates of skills and knowledge</li> </ul>

## Safeguarding at our Setting

- If you have any concerns about a student at this setting, please share this information with us straight away.
- Issues such as appearance, hygiene, behaviour, can be shared with teaching or support staff.
- Do not worry about reporting small matters – we would rather you tell us than miss a worrying situation.
- **If you think that a student or an adult who cares for them has been or might be harmed; please talk to a member of our trained safeguarding team immediately (details below).**
- You can ask any member of staff to find them and speak to you about a confidential and urgent matter.

- If you are unhappy with the way we have dealt with something, please tell us.
- If you wish to report it to us formally, please use our complaints procedure or write directly to the Head Teacher or Chair of Governors.
- A concern, allegation or disclosure of abuse involving someone working with children or adults in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

### Our Designated Safeguarding Lead is:

Name: **Joy Burgess**  
Their office is located **next to the main school office**  
Their tel. no is **0114 2344461**



### Our Designated Safeguarding Deputy is:

Name: **Katie Hancock**  
Their office is located **next to the main school office**



Their tel. no is **0114 2344461**

### Our Designated Safeguarding Deputy is:

Name: **Rebekah Binney**  
Their office is located **next to the main school office**



Their tel. no is **0114 2344461**

### Deputy CEO and Trust Lead for Safeguarding

Name: **Alison Adair**  
Their tel. no is **01709 718640**  
**(option 1)**



### Sheffield Quality Assurance & Involvement Service:

**Designated Officer**  
**(formerly known as Lado)**  
**0114 273 4850**

## The Safeguarding Children Team in our setting:

<b>Head Teacher</b>	Responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns. Name: Joy Burgess Tel no: 01142344461
<b>Designated Safeguarding Lead (DSL):</b>	Teaching or pastoral staff from senior leadership team, responsible for all safeguarding issues, advising and supporting staff, liaising with the local authority and other agencies. Name: Joy Burgess Tel no: 01142344461
<b>Designated Safeguarding Deputy (DSD):</b>	A teacher, support or pastoral worker, in a post which requires assessment of children, deputises for the DSL. Not an administrative or finance worker. Name: Katie Hancock Tel no: 01142344461
<b>Child Sexual Exploitation (CSE) Lead:</b>	Support for pupils and staff to understand CSE and related topics and how to refer. Name: Joy Burgess Tel no: 01142344461
<b>Special Educational Needs and Disabilities Coordinator (SENDCo):</b>	Support for staff and other agencies working with pupils with special education needs and disabilities and their parents and carers. Name: Katie Hancock Tel no: 01142344461
<b>Children Looked After (CLA) Designated Teacher:</b>	Promotes the education of 'looked after' and previously 'looked after' children. Name: Joy Burgess Tel no: 01142344461
<b>Online-Safety Coordinator:</b>	Develops and maintains a safe online culture within a setting, must also be a DSL/D Name: Joy Burgess Tel no: 01142344461
<b>Early Years Foundation Stage (EYFS) Lead</b>	Supports staff to keep pupils up to 5 years old safe and well. Name: Katie Hancock Tel no: 01142344461
<b>Safeguarding/ Child Protection Trust</b>	Ensures there are appropriate policies and procedures in place, that they are being implemented and followed, and challenges deficiencies and weaknesses that are identified. Name: Alison Adair Tel no: 01709718640
<b>Chair of Local School Board</b>	Leads on safe recruitment and allegations of abuse against Head Teacher/Principal/Senior Manager and other staff and liaises with Local Authority Name: Duncan Payne
<b>Learning Mentor (or equivalent):</b>	Develops strategies and support to help pupils achieve their full potential. Name: Emma Tweddle Tel no:01142344461

## Snapshot of our Setting

<b>Our setting:</b>	<ul style="list-style-type: none"> <li>• We have ? pupils here.</li> <li>• We have ? staff working here?</li> <li>• % of pupils join/leave during term time because ?</li> <li>• Our attendance figures last year were ?</li> <li>• ? were persistently absent last year i.e., less than 85% attendance</li> </ul>
<b>Our diversity:</b>	<ul style="list-style-type: none"> <li>• The communities our pupils are from are ?</li> <li>• We celebrate the following religions ?</li> <li>• We speak the following languages ?</li> <li>• ?% of our pupils speak English as an additional language (EAL)</li> <li>• ?% of our pupils are known to have a disability</li> <li>• ?% of pupils are new arrivals to the country</li> </ul>
<b>Special educational needs and disabilities (SEND):</b>	<ul style="list-style-type: none"> <li>• ? pupils receive SEND support.</li> <li>• ? pupils have a MyPlan.</li> <li>• ? pupils have an Education, Health and Care Plan</li> </ul>
<b>Pupil support:</b>	<ul style="list-style-type: none"> <li>• ? of our pupils are eligible for the Pupil Premium: <ul style="list-style-type: none"> <li>○ ? have free school meals.</li> <li>○ ? are Looked After Children</li> <li>○ ? are from service families.</li> </ul> </li> <li>• ? pupils have a Pastoral Support Plan</li> <li>• ? pupils were excluded in the last year</li> </ul>
<b>Activities at our setting:</b>	<p>We help to safeguard our pupils by providing the following activities: (delete or add as necessary)</p> <ul style="list-style-type: none"> <li>• Breakfast Club</li> <li>• After School Club</li> <li>• Homework/coursework support</li> <li>• Rainbows (children affected by divorce, bereavement etc.)</li> <li>• Healthy eating campaigns</li> <li>• Social Emotional Aspects of Learning (SEAL)</li> <li>• Peer mentoring &amp; buddying schemes</li> <li>• Circle of friends</li> <li>• Focus groups</li> </ul>

Information about how we safeguard children, young people & their families can be found on our website at: [www.st-marys.sheffield.sch.uk/](http://www.st-marys.sheffield.sch.uk/)

Please also look at the information on the [Safeguarding Sheffield Children Partnership](#) website

