

## Our Setting's Safeguarding Poster Pack

### 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.**

**We create a safe, inclusive learning culture where students;**

- Are respected and protected from bullying and discrimination.
- Can talk and express views, be listened to and get feedback.
- Have their needs met and fulfil their potential?
- Know how to get help.
- Know when discussion is confidential.
- Learn about online-safety, bullying, healthy relationships, abuse, neglect, exploitation

**We work in partnership with parents and carers by offering;**

- Open, honest, and respectful relationships
- Comfort and privacy to talk and get advice.
- Involvement and inclusion at all stages of student's education and care
- Understanding of culture and diversity
- Clear explanations and use of professional interpreters
- Up-to-date emergency contact details
- Information about our complaints procedure
- Support and signposting to adult services if vulnerable

**We promote early help and support by:**

- Prompt identification and assessment of additional needs of all students and their family
- Putting ongoing support in place, with a clear planning and review cycle
- Sharing information appropriately with students, families and agencies
- Preventing concerns from escalating

**We store and share information securely by:**

- Following legislation and guidance
- Having appropriate IT filters and monitoring systems in place
- Explaining how, what, where and when information is shared.
- Maintaining detailed, accurate and secure written records of discussions, decisions and actions, and sharing appropriately

**Our Safeguarding policies and procedures:**

- Available publicly for students, families, staff
- Following National and SCSP guidance and arrangements (e.g. [Keeping children safe in education](#))
- Include staff/pupil behaviour and relationships, and online communications.
- Updated annually

**We have a coordinated approach to concerns:**

- There is quick staff response to inform DSL/D about student concerns.
- There are timely referrals to Children's Social Care and Police where risk of significant harm exists.
- We work with all agencies to support students and families through multi-agency meetings e.g., child protection conferences, plans and actions

**We have safe recruitment and management practices by ensuring that:**

- Unsuitable people do not work with children.
- There is a positive, open culture and environment.
- Whistleblowing process for staff concerns about organisational practice are in place.
- All allegations of abuse by staff, carers or volunteers are reported using the correct procedures

**Our trained volunteers, staff and management have:**

- Clear safeguarding roles and responsibilities
- On-site safeguarding induction and refreshers
- High quality SCSP basic and advanced staff training
- Regular DSL/D staff safeguarding updates of skills and knowledge

## Safeguarding at Totley All Saints

- If you have any concerns about a student at Totley All Saints, 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 Local School Board.
- 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, unless it involves them and then it should be reported directly to the Chair of the Local School Board or DSAT

### Our Head of School and Designated Safeguarding Lead is:

Name: **Melissa Drake**

Her office is located next to Reception

Their tel. no is:  
0114 2361934



### Our Deputy Designated Safeguarding Lead is:

Name: **Rebecca Keen**

Her classroom is opposite the Library

Their tel. no is:  
0114 2361934



### Our Special Educational Needs Coordinator is:

Name: **Rebecca Underwood**

Their classroom is located in Foundation

Their tel. no is:  
0114 2361934



### The Deputy CEO and Trust Lead for Safeguarding is:

Name: **Alison Adair**

Their tel. no is:  
01709 718640 Option 1



## The Safeguarding Children Team in our setting:

<b>Headteacher:</b>	Responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns. Name: <b>Melissa Drake</b> Tel no: <b>0114 2361934</b>
<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: <b>Melissa Drake</b> Tel no: <b>0114 2361934</b>
<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: <b>Rebecca Keen</b> Tel no: <b>0114 2361934</b>
<b>Child Sexual Exploitation (CSE) Lead:</b>	Support for pupils and staff to understand CSE and related topics and how to refer. Name: <b>Melissa Drake and Rebecca Keen</b> Tel no: <b>0114 2361934</b>
<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: <b>Rebecca Underwood</b> Tel no: <b>0114 2361934</b>
<b>Children Looked After (CLA) Designated Teacher:</b>	Promotes the education of 'looked after' and previously 'looked after' children. Name: <b>Melissa Drake</b> Tel no: <b>0114 2361934</b>
<b>Online-Safety Coordinator:</b>	Develops and maintains a safe online culture within a setting, must also be a DSL/D Name: <b>xxx</b> Tel no: <b>0114 2361934</b>
<b>Safeguarding/ Child Protection Governor:</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: <b>Alison Adair</b> Tel no: <b>01709 718640 Option 1</b>
<b>Management Committee:</b>	Leads on safe recruitment and allegations of abuse against Head Teacher/Principal/Senior Manager and other staff and liaises with Local Authority Name: <b>Alison Adair</b> Tel no: <b>01709 718640 Option 1</b>
<b>SENDCo Governor:</b>	Link between the SEND Coordinator (SENDCO) and the governing body/management committee Name: <b>Alison Adair</b> Tel no: <b>01709 718640 Option 1</b>
<b>Learning Mentor (or equivalent):</b>	Develops strategies and support to help pupils achieve their full potential. Name: <b>Melissa Drake</b> Tel no: <b>0114 2361934</b>
<b>Education Welfare Officer (or equivalent):</b>	Addresses difficulties preventing pupils from attending school. Name: <b>Alison Hallewell</b> Tel no: <b>01709 718640 Option 2</b>
<b>Counsellor:</b>	Provides mental health support and advice to pupils. Name: <b>Melissa Drake</b> Tel no: <b>0114 2361934</b>
<b>Medical Practitioner:</b>	Supports pupils' medical needs, ill health absence, medicines and individual healthcare plans. Name: <b>Melissa Drake and Rebecca Underwood</b> Tel no: <b>0114 2361934</b>

