

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Rachel Cliff	dsl@pon.celtrust.org
Designated Safeguarding Lead (DSL)	Emma Jolliff	dsl@pon.celtrust.org
Deputy DSL(s)	Rachel Cliff Wendy Gorvett	dsl@pon.celtrust.org
Mental Health Lead	Rachel Cliff	dsl@pon.celtrust.org
Young Carer Lead	Wendy Gorvett	dsl@pon.celtrust.org
Lead First Aider	Paula Dunn	pondhusecretary@pon.celtrust.org
Online Safety Lead	Kevin Dawes	kdawes@pon.celtrust.org
Member of SLT responsible for supporting children with medical needs	Emma Jolliff	dsl@pon.celtrust.org
Designated Teacher for children in care	Rachel Cliff	dsl@pon.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 Marcie 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:

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Lee Murray-Adams	Lmurray-adams@brannel.celtrust.org
Attendance Officer	Caroline Hunt	chunt@brannel.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Caroline Hunt	chunt@brannel.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 8.25am.
- Learners are expected to arrive at the school site between 8.10am and 8.25am.
- There is breakfast club available from 8.00am

- The register opens at 8.30am (e.g. 8.40am) and closes at 8.45am. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes (9.00am) 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 XX:XX.
- The school day ends at 3.00pm

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