

Pondhu Primary School 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 Sarah Theobald	dsl@pon.celtrust.org
Safeguarding Team members	Paula Dunn	dsl@pon.celtrust.org
Mental Health Lead	Rachel Cliff	dsl@pon.celtrust.org
Young Carer Lead	Sarah Theobald	stheobald@pon.celtrust.org
Medical First Aid Lead	Paula Dunn	pdunn@pon.celtrust.org
Health Care Plan Lead	Kate Rose-Lean	Kroselean@celtrust.org
Online Safety Lead	Emma Jolliff	dsl@pon.celtrust.org
Member of SLT responsible for supporting children with medical needs	Rachel Cliff	dsl@pon.celtrust.org
Designated Teacher for children in care	Rachel Cliff	dsl@pon.celtrust.org

Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	dsl@celtrust.org
Trust Safeguarding Lead	Heidi Spurgeon	dsl@celtrust.org
CELT Lead Attendance Officer	Emily Bennett	attendance@celtrust.org
Inclusion Officer	Rebecca Soby	rsoby@celtrust.org
Safeguarding Trustee	Jon Newnes	jnewnes@gov.celtrust.org
Chair of Trustees	Stuart Radnedge	Sradnedge@gov.celtrust.org

Local contact numbers

Role	Name	Contact Details
Safeguarding Concerns	Multi Agency Referral Unit (MASSH):	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	Foodbank vouchers, pupil premium funding, monitoring from pastoral team, close links with local agencies
mental health including parental mental health	Meet and greet, ELSA support, staff trained in signs of mental health need, the whole school takes part in activities during mental health week, lessons through PSHE. Close links with local agencies, meetings and check ins from Sarah Theobald, young carers
Substance misuse	Links with local agencies such as We are With you and Susie project, support for families from Sarah Theobald,

Child on Child Abuse

How do Learners report concerns:	Through safeguarding team or class teacher	
How do parents and Carers report concerns:	Through safeguarding team or class teacher	
Online reporting link:	Report to CEOP	
Anti Bullying Lead:	Emma Jolliff	dsl@pon.celtrust.org

Online Safety

IT Lead:	Kevin Dawes	kdawes@pon.celtrust.org
How do Learners report online concerns:	The safeguarding team Childline CEOP button	
How do parents and Carers report online concerns:	Through the safeguarding team	dsl@pon.celtrust.org
Filtering Provider:	smoothwall	
Monitoring Provider:	smoothwall	

Staff receiving safeguarding monitoring alerts:	Emma Jolliff Rachel Cliff	dsl@pon.celtrust.org
Date of most recent filtering and monitoring review:	July 2026	

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Rachel Cliff	rcliff@pon.celtrust.org
Attendance Officer	Paula Dunn	pondhusecretary@pon.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Paula Dunn	pondhusecretary@pon.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 08:40
- There is breakfast club available from 08:10
- The register opens at 08:40am and closes at 08:55. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.

- Learners arriving after registration closes (08:55) 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 12:45.
- The school day ends at 03:10.

Parents are expected to inform the school by 8:30am if their child is absent by calling 01726 74550 or by emailing pondhusecretary@pon.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily on the gate and at the classroom door
- Providing a sense of belonging for learners through the learning and teaching framework
- Welcoming children back after they have been absent for any reason.
- Regular assemblies and newsletter items promoting good attendance. The class with the best attendance each week will receive an extra day on the play equipment.
- Clear communication to parents/carers regarding attendance.