

## St Mewan School Safeguarding Suite – School level appendix

### Contact Details

Role	Name	Contact Details
Headteacher	Mark Lloyd	dsl@stm.celtrust.org
Designated Safeguarding Lead (DSL)	Jo Constantine	dsl@stm.celtrust.org
Operational DSL	Jo Constantine	dsl@stm.celtrust.org
Deputy DSL(s)	Mark Lloyd Jodie Tyers	dsl@stm.celtrust.org
Safeguarding Team members	Jo Constantine Mark Lloyd Jodie Tyers Josh Tyers (safeguarding governor)	dsl@stm.celtrust.org
Mental Health Lead	Jodie Tyers	dsl@stm.celtrust.org
Young Carer Lead	Jodie Tyers	dsl@stm.celtrust.org
Lead First Aider	Andrew Gibson	agibson@stm.celtrust.org
Online Safety Lead	Jo Constantine	dsl@stm.celtrust.org
Member of SLT responsible for supporting children with medical needs	Jo Constantine	dsl@stm.celtrust.org
Designated Teacher for children in care	Jo Constantine	dsl@stm.celtrust.org
CELT Lead designated teacher	Angela Raymer	<a href="mailto:araymer@celtrust.org">araymer@celtrust.org</a>

### Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	<a href="mailto:adaniels@celtrust.org">adaniels@celtrust.org</a>
Deputy Trust Safeguarding Leads	Heidi Spurgeon Abby Macdonald	<a href="mailto:dsl@celtrust.org">dsl@celtrust.org</a>
CELT Lead Attendance Officers	Emily Bennett Marci Mackay	<a href="mailto:attendance@celtrust.org">attendance@celtrust.org</a>
Inclusion Officer	Rebecca Soby	<a href="mailto:rsoby@celtrust.org">rsoby@celtrust.org</a>
Safeguarding Trustee	Hannah Casson	<a href="mailto:hcasson@gov.celtrust.org">hcasson@gov.celtrust.org</a>
Chair of Trustees	Sally Foard	<a href="mailto:sfoard@gov.celtrust.org">sfoard@gov.celtrust.org</a>

### 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:

Main issues identified in our locality are:	Our additional actions or strategies in place to mitigate the threat to our children are:
Mental Health (including parent mental health)	<ul style="list-style-type: none"> <li>- Show empathy and kindness to all</li> <li>- Spot early signs. All staff: observe, listen, log, act. Report concerns to Mental Health Lead/DSL</li> <li>- Compassionate classrooms, trauma informed practice (TIS), PSHE lessons</li> <li>- Targeted support: pastoral check ins, well-being hubs, ELSA, SEND team, group sessions</li> <li>- Specialist support where needed: CAMHS referrals, Early Help Hub, external agencies</li> <li>- NSPCC kindness challenge day, Hello Yellow World Mental Health Day, Children's mental health week</li> </ul>
Online safety	<ul style="list-style-type: none"> <li>- Online safety lessons</li> <li>- Safer Internet Day</li> <li>- Online safety workshops for parents: engage parents in online safety awareness.</li> <li>- Information shared with parents throughout the year: share guidance on home filtering, monitoring and supporting children. Inform parents how to report concerns both to school and externally</li> <li>- Embed online safety messages across the curriculum</li> </ul>
Neglect indicators	<ul style="list-style-type: none"> <li>- All staff always act in the child's best interests, use a co-ordinated response, early intervention</li> <li>- Foster a safe, supportive, and inclusive environment where staff are trained to recognise signs of neglect, have clear procedures to report concerns, and actively engage in multi-agency collaboration to provide early help and comprehensive support to vulnerable children and their families.</li> <li>- Consistent staff training, detailed record-keeping to identify patterns, active communication with parents, and collaboration with external agencies like social care to ensure children's needs are met.</li> </ul>

	<ul style="list-style-type: none"> <li>- Create a safe and supportive environment, fostering a culture of trust.</li> <li>- All staff TIS trained: all staff understand Adverse Childhood Experiences (ACEs) and are trained to recognise signs of child neglect</li> <li>- Provide additional support: Offer support to vulnerable students, such as one-to-one counselling</li> </ul>
Domestic abuse	<ul style="list-style-type: none"> <li>- Share concerns. Refer if necessary. Contact NSPCC, local child protection services, police where necessary</li> <li>- Staff model open and respectful relationships which enable children and young people to appreciate that there are alternative ways of relating; prevent domestic abuse by enabling children and young people to examine and challenge their attitudes to abuse and to choose healthy ways of conducting their own relationships</li> <li>- Offer emotional support and collaborate with external agencies to create an environment where children feel safe and supported</li> <li>- PPNs/Operation Encompass - make us aware early on to offer additional support</li> <li>- Signpost to agencies for support eg Susie Programme</li> </ul>

### Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Mark Lloyd	<a href="mailto:dsl@stm.celtrust.org">dsl@stm.celtrust.org</a>
Attendance Officer	Jo Olds	<a href="mailto:secretary@stm.celtrust.org">secretary@stm.celtrust.org</a>
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Mark Lloyd Jo Olds	<a href="mailto:dsl@stm.celtrust.org">dsl@stm.celtrust.org</a> <a href="mailto:secretary@stm.celtrust.org">secretary@stm.celtrust.org</a>

## **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 8.45am
- Learners are expected to arrive at the school site between 8.25am and 8.45am (EYFS and KS1) and 8.30am and 8.45am (KS2)
- There is breakfast club available from 7.30am
- Registration opens at 8.45am and the register will be taken within the first five minutes. Pupils arriving after this registration time but before 9.15am are deemed as late 'before registration closes'.
- Learners arriving after 9.15am 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 12.15pm (EYFS), 12.30pm (KS1) and 12.45pm (KS2)
- The school day ends at 3.00pm (EYFS and KS1) and 3.05pm(KS2)

Parents are expected to inform the school by 8:30am if their child is absent by calling 01726 74887 select the attendance option or by emailing [stmattendance@stm.celtrust.org](mailto:stmattendance@stm.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 interactions between teachers and all pupils in their class
- 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.
- Supportive meetings held regularly at school or parent request