

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 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.
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- 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: Emma Howard

Their office is located in the Safeguarding Office

Their tel. no is 0114 2326879 (ext 2313) Working hours Monday am, Tues/Wednesday/Thursday/Friday



Our Head of School and Designated Safeguarding Deputy is:

Name: Rachael Shotton

Their office is located next to the main office.

Their tel. no is...0114 2326879 (ext 2302)



Our Designated Safeguarding Deputy is:

Name: Sam Hudson

Their office is located in the Safeguarding Office

Their tel. no is...(0114) 2326879 (ext 2316)

Working hours Mon/Tues/Wed/Thurs



Our Designated Safeguarding Deputy and Attendance Officer is:

Name: Kirsty Spencer

Their office is located in the Safeguarding Office

Their tel. no is...0114 2326879 (ext 2315)



Our Designated Safeguarding Deputy is:

Name: Sara Waterson

Their office is located in the SEND office

Their tel. no is...(0114) 2326879 (ext 2325)

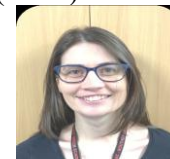


Our Designated Safeguarding Deputy and Safeguarding Lead is:

Name: Bethaney Lemm

Their office is located in the Safeguarding Office

Their tel. no is...(0114) 2326879 (ext 2324)



**Our Special Education Needs
Coordinators are:**

Name: Jessica Green and Rachael Hall
Their office is located in the SEND office
Their tel. no is 0114 2326879 (ext
2318/2319)



Our Children Looked After (CLA) Lead is:

Name: Jen Smalley
Their classroom is on the Year 6 corridor
Their tel. no is (0114) 2326879



**Our Safeguarding Governor (or
equivalent) is:**

Name: Julie Burkinshaw
Julie is not based in school but can be
contacted on jburkinshaw@taptonttrust.org.uk



Our Chair of Governors (or equivalent) is:

Name: Julie Burkinshaw
Julie is not based in school but can be
contacted on jburkinshaw@taptonttrust.org.uk



The Safeguarding Children Team in our setting:

Head of School and Designated Deputy (DSD):	Responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns. Name: Rachael Shotton Tel no: 0114 2326879
Designated Safeguarding Lead (DSL):	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: Emma Howard Tel no: 0114 2326879
Designated Safeguarding Deputy (DSD):	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: Sara Waterson Tel no: 0114 2326879
Designated Safeguarding Deputy (DSD):	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: Sam Hudson Tel no: 0114 2326879
Designated Safeguarding Deputy (DSD):	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: Beth Lemm (Safeguarding and Attendance Lead) Tel no: 0114 2326879
Designated Safeguarding Deputy (DSD):	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: Kirsty Spencer (Attendance and Safeguarding Officer) Tel no: 0114 2326879
Child Sexual Exploitation (CSE) Lead:	Support for pupils and staff to understand CSE and related topics and how to refer. Name: Emma Howard Tel no: 0114 2326879
Special Educational Needs and Disabilities Coordinators (SENDCo):	Support for staff and other agencies working with pupils with special education needs and disabilities and their parents and carers. Name: Jessica Green and Rachael Hall Tel no: 0114 2326879
Children Looked After (CLA) Designated Teacher:	Promotes the education of 'looked after' and previously 'looked after' children. Name: Jen Smalley Tel no: 0114 2326879
Online-Safety Coordinator:	Develops and maintains a safe online culture within a setting, must also be a DSL/D Name: Emma Howard Tel no: 0114 2326879

Online-Safety Curriculum Coordinator:	Develops and maintains a safe online culture within a setting, must also be a DSL/D Name: Beth Lemm Tel no: 0114 2326879
Early Years Foundation Stage (EYFS) Lead	Supports staff to keep pupils up to 5 years old safe and well. Name: Kathryn Holland Tel no: 0114 2326879
Safeguarding/ Child Protection Governor:	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: Julie Burkinshaw Tel no: 0114 2326879
Chair of Governors/ Management Committee:	Leads on safe recruitment and allegations of abuse against Head Teacher/Principal/Senior Manager and other staff and liaises with Local Authority Name: Julie Burkinshaw Tel no: 0114 2326879
SENDCo Governor:	Link between the SEND Coordinator (SENDCO) and the governing body/management committee Name: Julie Burkinshaw Tel no: 0114 2326879
Learning Mentor (or equivalent):	Develops strategies and support to help pupils achieve their full potential. Name: Imogen Johnson, Julie Parkin, Michelle Colburn & Emma Cole. Tel no: 0114 2326879
Education Welfare Officer (or equivalent):	Addresses difficulties preventing pupils from attending school. Name: Peter Roche Tel no: 0114 2326879
Counsellor:	Provides mental health support and advice to pupils. Name: Mia Roch (Unravel external provider x1 per week) N/A
Medical Practitioner:	Supports pupils' medical needs, ill health absence, medicines and individual healthcare plans. Name: Karen Murphy Tel no: 0114 2326879 Name: Sam Cooper (Sheffield School Nursing Services) Tel no: 0114 3053224

Snapshot of our Setting

Our setting:	• We have 654 pupils here. • We have 102 staff working here • Pupils join/leave during term time because they move area/house • Our attendance figures last year were 93.8% • 20% pupils were persistently absent last year (78 children)
Our diversity:	• The communities our pupils are from are prominently white British and multicultural communities • Children are taught multiple religions as part of the Sheffield RE Syllabus • We speak the following languages: English (other languages are taught) • 19% of our pupils speak English as an additional language (EAL)
Special educational needs and disabilities (SEND):	• 70 pupils receive SEND K support. • 100 pupils in total SEND • 30 pupils have an Education, Health and Care Plan
Pupil support:	• 322 of our pupils are eligible for the Pupil Premium, plus EYPP: ○ 336 have free school meals. ○ 4 are Looked After Children ○ 0 are from service families. • 9.58% of pupils were suspended in the last academic year
Activities at our setting:	We help to safeguard our pupils by providing the following activities: (delete or add as necessary) • Breakfast Club • After School Club • Library after school club/teacher boosters sessions • Holiday Provision • Lego Therapy interventions/Emotional literacy/Bereavement interventions • Jigsaw (PSHE curriculum) • LPPA (Leading Parent Partnership Award) • School Council • WOW travel scheme (walking safely to school) • Road Safety class session and Y5 Cycling training

Information about how we safeguard children, young people & their families can be found on our website at: [Southey Green Nursery & Primary School](#)

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