

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Tristan Muller Forster	tmuller-forster@brannel.celtrust.org
Designated Safeguarding Lead (DSL)	John Doherty	dsl@brannel.celtrust.org
Operational DSL	Jordan Nash	dsl@brannel.celtrust.org
Deputy DSL(s)	Peter Banfield Caroline Hunt	dsl@brannel.celtrust.org dsl@brannel.celtrust.org
Safeguarding Team members	Jayne Battersby Andy Harris James Webb Kerry Elford Emma Plumb Frazer Elliott Teresa Minear Jess Sloggett	dsl@brannel.celtrust.org
Mental Health Lead	John Doherty	jdoherty@brannel.celtrust.org
Young Carer Lead	Caroline Hunt	chunt@brannel.celtrust.org
Lead First Aider	Rachel Pearson	rpearson@brannel.celtrust.org
Online Safety Lead	John Doherty	jdoherty@brannel.celtrust.org
Member of SLT responsible for supporting children with medical needs	Lee Murray-Adams	lmurray-adams@brannel.celtrust.org
Designated Teacher for children in care	Pete	pbanfield@brannel.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 Marci 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:
Pastoral Support	Make all students aware of the support that is available. Talk about support in assemblies and signpost to online reporting tool. Deliver interventions to support students in need. Ensure the PSHE Curriculum meets the needs of the students
Attendance	Ensure that all students maximise their attendance in school and receive appropriate support should they need it. Undertake home visits should they be required to support students and their families.
Child on Child Abuse	Ensure that all students know what Child on Child Abuse is and how to report it. Follow up quickly and action all incidents that are reported. Promote and engage in activities i.e. National Anti Bullying Week

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Lee Murray-Adams	lmurrayadams@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 12.30pm.
- 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