

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Richard Baker	rbaker@celtrust.org
Designated Safeguarding Lead (DSL)	John Doherty	dsl@penrice.celtrust.org
Operational DSL	Kelly Slipper	dsl@penrice.celtrust.org
Deputy DSL(s)	Hannah Gill	dsl@penrice.celtrust.org
Safeguarding Team members		dsl@penrice.celtrust.org
Mental Health Lead	John Doherty	dsl@penrice.celtrust.org
Young Carer Lead	Hannah Gill	dsl@penrice.celtrust.org
Medical First Aid Lead	Wende Blowfield	wblowfield@penrice.celtrust.org
Health Care Plan Lead	Wende Blowfield	wblowfield@penrice.celtrust.org
Online Safety Lead	Kelly Slipper	dsl@penrice.celtrust.org
Member of SLT responsible for supporting children with medical needs	John Doherty	dsl@penrice.celtrust.org
Designated Teacher for children in care	John Doherty	dsl@penrice.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
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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 – Mental Health & Wellbeing	We will support student mental health and wellbeing through a whole-school pastoral approach that promotes early identification, emotional resilience, and access to appropriate support. This includes regular wellbeing check-ins with students, strong relationships between staff and students, and a clear referral system for those experiencing emotional or mental health difficulties. Within school, the Mental Health Support Team (MHST) can provide early intervention through individual and group support, workshops, staff consultations, and evidence-based interventions for issues such as anxiety, low mood, stress, and emotional regulation.
Attendance	To maximise attendance by creating a culture of belonging, identifying barriers early, reducing factors that prevent attendance, and responding rapidly and effectively when attendance concerns emerge. This includes recognising that persistent absence or changes in attendance patterns may indicate that a child is at risk of Child Criminal Exploitation (CCE), and ensuring appropriate safeguarding procedures are followed to identify and respond to concerns at the earliest opportunity.
Child on Child Abuse	We will address issues of child on child abuse through a whole-school safeguarding approach that combines prevention, early identification, effective intervention, and ongoing support. This includes providing age-appropriate relationships and sex education on consent, respect, boundaries, healthy relationships, and online safety, while ensuring staff are trained to recognise and respond to concerns appropriately. Clear

	reporting systems and trusted adults are available so students feel safe to disclose incidents.
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Child on Child Abuse

How do Learners report concerns:	Speak to a Trusted Adult, Year Manager, Head of Year or Safeguarding Team	<u>Penrice Academy - Are You OK?</u>
How do parents and Carers report concerns:	Speak to a Trusted Adult, Year Manager, Head of Year or Safeguarding Team	<u>Penrice Academy - Are You OK?</u>
Online reporting link:	<u>Penrice Academy - Are You OK?</u>	
Anti Bullying Lead:	Hannah Gill	

Online Safety

IT Lead:	Kelly Slipper	<u>dsl@penrice.celtrust.org</u>
How do Learners report online concerns:	Speak to a Trusted Adult, Year Manager, Head of Year or Safeguarding Team	<u>Penrice Academy - Are You OK?</u>
How do parents and Carers report online concerns:	Speak to a Trusted Adult, Year Manager, Head of Year or Safeguarding Team	<u>Penrice Academy - Are You OK?</u>
Filtering Provider:	Smoothwall	
Monitoring Provider:	Smoothwall	
Staff receiving safeguarding monitoring alerts:	John Doherty Kelly Slipper Hannah Gill	<u>dsl@penrice.celtrust.org</u>
Date of most recent filtering and monitoring review:	02.09.2026	

Attendance Information

Role	Name	Contact Details
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Senior leader responsible for the strategic approach to attendance	Harry Beaugie	hbeaugie@penrice.celtrust.org
Attendance Officer	Kirstin Hooper	attendance@penrice.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Kirstin Hooper	attendance@penrice.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 08.25am
- Learners are expected to arrive at the school site between 08.00am - 08.25am
- The register opens at 08.30am and closes at 09.00am. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes at 09.00am 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 13.45pm
- The school day ends at 15.00pm

Parents are expected to inform the school by 8:30am if their child is absent by calling 0172672163 or by emailing penriceattendance@penrice.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
- 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