

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Head of School	Tanya Coleman	tcoleman@penrice.celtrust.org
Designated Safeguarding Lead (DSL)	Abby Macdonald	amacdonald@celtrust.org
Operational DSL	Kelly Slipper	dsl@penrice.celtrust.org
Deputy DSL(s)	Hannah Gill	dsl@penrice.celtrust.org
Safeguarding Team members		
Mental Health Lead	Kirsty Taylor	dsl@penrice.celtrust.org
Young Carer Lead	Hannah Gill	hgill@penrice.celtrust.org
Lead First Aider	wblowfield	wblowfield@penrice.celtrust.org
Online Safety Lead	Abby Macdonald	dsl@penrice.celtrust.org
Member of SLT responsible for supporting children with medical needs	Abby Macdonald	amacdonald@celtrust.org
Designated Teacher for children in care	Oliver Brotherhood	obrotherhood@penrice.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:
Domestic Abuse	PPN's and Operation Encompass received in the event of an incident where Police are involved. Support available to students along with a curriculum designed to educate students on Healthy Relationships. Regular updates to staff to understand signs and indicators.
Mental Health	Every student is taught in a compassionate classroom and our staff have fully embedded a range of strategies to ensure the wellbeing of our young people is of paramount importance
CCE/CSE	Regular updates to staff to understand signs and indicators. Ongoing work with Community Police

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Abby Macdonald	amacdonald@celtrust.org
Attendance Officer	Briony Lane	blane@penrice.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Briony Lane	blane@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 8.25am.
- Learners are expected to arrive at the school site between 8.00am and 8.25am.
- There is breakfast club available from 8.00am
- The register opens at 8.30am and closes at 9.00am. 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 1.45pm.
- 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 72163 select the attendance option 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
- 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