

## Safeguarding Suite – School level appendix

### Contact Details

Role	Name	Contact Details
Headteacher	Tania Findlay MBE	<a href="mailto:head@nja.celtrust.org">head@nja.celtrust.org</a>
Designated Safeguarding Lead (DSL)	Kate Rose-Lean	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
Deputy DSL	Tania Findlay	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
Safeguarding Team members	Marci Mackay Lisa Mann Ryan Doble	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a> <a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a> <a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
Mental Health Lead	Jamie Riches	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
Young Carer Lead	Marci Mackay	<a href="mailto:dsl@celtrust.org">dsl@celtrust.org</a>
Lead First Aider	Tom Slater	<a href="mailto:dsl@celtrust.org">dsl@celtrust.org</a>
Online Safety Lead	Jamie Riches	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
Member of SLT responsible for supporting children with medical needs	Kate Rose-Lean	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
Designated Teacher for children in care	Kate Rose-Lean	<a href="mailto:dsl@nja.celtrust.org">dsl@nja.celtrust.org</a>
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	Sally Foard	<a href="mailto:sfoard@gov.celtrust.org">sfoard@gov.celtrust.org</a>
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:
SEMH; Vulnerable families; parental mental health and wellbeing.	Our pastoral team support pupils and their families daily with face to face check ins, support with school attendance, food parcels and vouchers. Strong links with external agencies; Early Help Hub, Family Worker and School Nursing team. Mental Health Schools Team and Primary Mental Health team support
Domestic abuse.	Emotionally available staff to support all children. All staff trained to be "professionally curious" and confident to be aware of signs and symptoms of all forms of abuse. Ongoing staff training using Safeguarding Network scenarios. Robust reporting system using CPOMS to ensure any concern is logged, actioned and followed through.
Online safety and vulnerable pupils.	Online Safety features as a focus session at the start of every term at Newquay Junior Academy. Daily reminders to all pupils on, how to keep themselves safe during IT lessons and when using IT throughout class tasks. Monitoring and Filtering systems in place across the academy, with all pupils educated on the purpose of SmoothWall. IT Lead runs termly Online Safety whole school days, with setting specific activities.

## Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Lisa Mann	<a href="mailto:NJAattendance@nja.celtrust.org">NJAattendance@nja.celtrust.org</a>
Attendance Officer	Marci Mackay	<a href="mailto:mmackay@celtrust.org">mmackay@celtrust.org</a>
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Marci Mackay Sophie Clews	<a href="mailto:mmackay@celtrust.org">mmackay@celtrust.org</a> <a href="mailto:NJAAttendance@nja.celtrust.org">NJAAttendance@nja.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 8.40am.
- Learners are expected to arrive at the school site between 8.25am and 8.40am.
- There is breakfast club available from 7.45am
- The register opens at 8.40am 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 12.30pm (Year 3 and 4) and 1.20pm (Year 5 and 6).
- The school day ends at 2.55pm

Parents are expected to inform the school by 8:30am if their child is absent by calling 01637 874543 select the attendance option or by emailing [attendance@nja.celtrust.org](mailto:attendance@nja.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