



A Safeguarding Policy Front Sheet



Name of Education Setting:

Brook House Junior Academic Year 2019 2020

We all have a statutory duty to “**safeguard and promote the welfare of children**”, ([*Working together to safeguard children, DfE 2015, page 5*](#))

If you have any concerns about the health and safety of a child or young person at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues such as a child’s appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry about reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think that a child, a young person or an adult who cares for them has been or might be harmed, please talk to one of the people below immediately.

You can ask any member of staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you can talk to are:



Our Designated Safeguarding Lead is:

Name: Mark Hinchliff

Their office is located on the Y3 corridor opposite the computer suite

Their tel. no / mobile no is 01142487754



Our Designated Safeguarding Deputy is:

Name: Yvonne Bielby

Their office is located on the Y3 corridor opposite the computer suite

Their tel. no / mobile no is 01142487754

An allegation or disclosure involving someone working with children 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.



The Safeguarding Children Team in your setting includes:

Head Teacher/Principal: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Mark Hinchliff

Tel no: 0114 2487754

Designated Safeguarding Lead (DSL): a member of senior leadership team responsible for addressing safeguarding issues, providing advice & support and liaising with the local authority & other agencies.

Name: Mark Hinchliff

Tel no: 0114 2487754

Designated Safeguarding Deputy (DSD): a teacher or support worker (not admin or finance worker) who works with and covers for the DSL role above.

Name: Yvonne Bielby

Tel no: 0114 2487754

Special Educational Needs Coordinator (SENCo): provides advice, liaison & support for staff & agencies working with pupils with special education needs & disabilities and their families

Name: Yvonne Bielby

Tel no: 0114 2487754

Inclusion Manager: supports pupils to reach their full potential by addressing their behaviour, attendance, achievement, timekeeping, homework and some safeguarding issues

Name: Alison Joel

Tel no: 0114 2487754

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children and young people by helping staff understand issues that affect how they learn and achieve

Name: Mark Hinchliff

Tel no: 0114 2487754

Online Safety Coordinator: develops and maintains an e-safe culture within a setting

Name: Mark Hinchliff

Tel no: 0114 2487754

Child Sexual Exploitation (CSE) Lead: develops and maintains policies & staff awareness of CSE, the Sheffield Safeguarding Children Board responsibilities and the Sexual Exploitation Service key priorities

Name: Mark Hinchliff

Tel no: 0114 2487754

Your Safeguarding Children Team also links with the:

Safeguarding Governor: helps the Governing Body to have safeguarding policies & procedures in place, ensures they are followed and addresses general safeguarding issues that staff and parents raise

Name: Susan Wallace

Tel no: 0114 2487754

Chair of Governors: addresses allegations of abuse made against the Head Teacher (and other members of staff when the Head Teacher is not available), liaises with the Local Authority; and works with the Head to ensure safe recruitment practices

Name: Martin Walsh

Tel no: 0114 2487754