

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Executive Headteacher	Jo Luxford	jluxford@celtrust.org
Head of School	Jennifer Young	piahead@pia.celtrust.org
Designated Safeguarding Lead (DSL)	Jennifer Young	dsl@pia.celtrust.org
Deputy DSL	Jo Luxford	dsl@pia.celtrust.org
Mental Health Lead	TBC	
Young Carer Lead	Jennifer Young	dsl@pia.celtrust.org
Lead First Aider	Juliet Eaves	jeaves@pia.celtrust.org
Online Safety Lead	Jennifer Young	dsl@pia.celtrust.org
Member of SLT responsible for supporting children with medical needs	Jennifer Young	dsl@pia.celtrust.org
Designated Teacher for children in care	Jennifer Young	dsl@pia.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:
County Lines	As a popular coastal town, our community may be at increased risk because it attracts visitors and has transport links that can be exploited. Although our pupils are primary-aged, they may be indirectly affected through older siblings, family networks, or community exposure. Our strategic response is to reduce harm by providing age-appropriate safeguarding and drug education through the Jigsaw PSHE programme, building children's resilience and awareness, training staff to identify early warning signs, fostering strong relationships with families, and working closely with safeguarding partners and the police to respond swiftly and effectively to any concerns.
Parental Mental Health and Substance Misuse	As a small coastal community, we recognise that families may face additional pressures such as seasonal employment, isolation, or limited access to services, which can heighten these risks. Our strategic response is to reduce harm by offering early help and support to families, providing children with age-appropriate safeguarding and resilience education through the Jigsaw PSHE programme, ensuring staff are trained to notice and act on early warning signs, and working in partnership with external agencies to respond swiftly and effectively to concerns. We also foster strong, trusting relationships with parents to encourage open communication and reduce stigma around seeking support.
Mental Health	We recognise that factors such as rural isolation, seasonal pressures, and family circumstances can all affect children's emotional wellbeing. Our strategic response is to reduce harm and promote positive mental health by embedding wellbeing and resilience into our curriculum through the Jigsaw PSHE programme, providing early identification and support for children showing signs of distress, offering access to trusted

	adults and safe spaces in school, and working closely with families and external services to ensure children receive the help they need. We also place a strong emphasis on nurturing relationships, belonging, and our school values to help every child feel safe, respected, and supported.
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Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Jennifer Young	jyoung@pia.celtrust.org
Attendance Officer	Jennifer Young	jyoung@pia.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Jennifer Young	jyoung@pia.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 before the register is taken.

- The start of the school day is 8.35am.
- Learners are expected to arrive at the school site between 8.35am and 8.45am.
- The register opens at 8.45am and closes at 9.am. 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 1.00pm
- The school day ends at 3.15pm

Parents are expected to inform the school by 8:45am if their child is absent by calling 01208 880494 or by emailing piasecretary@pia.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily at the school 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.
- Supportive meetings held regularly at school or parent request