

# Safeguarding Children

## Sheffield Springs Academy

Academic year: 2016-2017

We all have a statutory duty to “safeguard and promote the welfare of children”.

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

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

**However, if you think the matter is very serious and may be related to a child protection concern, where the child has been harmed or is at risk of harm e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the Academy Receptionist to find them and ask them to speak to you straight away about a confidential and urgent matter.**

The people you should talk to at the Academy are:



**The Designated Safeguarding Lead (DSL) – Acting**  
**Mr Craig Dillon – Executive Principal**  
Office located on B Floor



**The Designated Safeguarding Lead (DSL) – Acting**  
**Ms Kelly Mills – Senior Leader for Safeguarding**  
Office located in the Bridge



**The Deputy Designated Safeguarding Lead (DDSL)**  
**Mrs Grace Benson**  
Office located in the Bridge



**The Deputy Designated Safeguarding Lead (DDSL)**  
**Ms Lesley Elsdon**  
Office located on A Floor



**Looked After Children (LAC) Designated Teacher and Child Protection Officer**  
**Mrs Elaine Taff**  
Located on A Floor



The Safeguarding Children Team in your setting includes:

**Designated Safeguarding Lead (DSL):** a member of the leadership team with appropriate authority, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: **Mr C Dillon** (Acting)  
**Ms K Mills** (Acting)

Tel no extension: 7585  
Tel no extension: 7513

**Deputy Designated Safeguarding Lead (DDSL):** a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

Name: **Mrs G Benson**  
**Ms L Elsdon**

Tel no extension: 7513  
Tel no extension: 7663

**Special Educational Needs Coordinator (SENCo):** staff member who provides advice, liaison & support for school staff and other agencies working with pupils with special education needs and their mothers, fathers or carers.

Name: **Mrs G Benson**

Tel no extension: 7513

**Looked After Children (LAC) Designated Teacher/Child Protection Officer:** promotes the educational achievement of 'looked after' children who are on the school roll, helps staff understand issues that affect how they learn and achieve. And ensures appropriate staff have the information they need.

Name: **Mrs E Taff**

Tel no extension: 7579/7663

**E-Safety Coordinator:** develops and maintains an e-safe culture within a setting.

Name: **Mr R Hutchison**

Tel no extension: 7596

Your Safeguarding Children Team also links in with the:

**Safeguarding/Child Protection Governor:** ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

Name: **Mr J Barber**

Tel no: 0114 239 2631

**Chair of Governors:** takes the lead in dealing with allegations of abuse made against the Principal (and other members of staff when the Principal is not available), in liaison with the Local Authority; and on safe recruitment practices with the Executive Principal.

Name: **Mr M Stephens**

Tel no: 0114 239 2631

**Other staff who have advanced safeguarding training:** will support and address any difficulties and issues as their role requires.

Name: **Mrs V Corke**  
**Mr W Chambers**  
**Mr R Ludlam**

Tel no extension: 7507  
Tel no extension: 7631  
Tel no extension: 7665