



Lee Shepherd
DSL

(ext 1219)



Carolyn Golaub
Deputy DSL

(ext 1402)



Wayne Perry
Safeguarding Officer
(Mental Health Lead)

(ext 1413)



Safeguarding

As a visitor to our school or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding procedures.

We recognise that all adults, including visitors, temporary staff, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern.

John Port Spencer Academy believes that it is our duty to provide a caring, positive, safe and stimulating environment that promotes the social, moral and physical development of the individual child.

If you are concerned about a child's welfare, please speak directly to our Designated Senior Lead (DSL), Mr Lee Shepherd or in his absence one of the safeguarding team

If the issue relates to a specific area in which a member of the team leads in then please speak to either that member of the team or Lee Shepherd

Please DO NOT conduct your own investigation. If a disclosure is made to you please listen and pass on directly to



Nathan Collier

(Prevent Lead)

(ext 1404)



Alice Southall

Safeguarding Officers

(Anti-bullying lead)

(ext 1406/1413)



Gail Barnett

(Sixth form lead)

(ext 1257)



Mary Pemberton

Acting SO

(ext 1405)

The Designated Safeguarding link Governor for Safeguarding: Mrs Emma Twigg

John Port Spencer Academy Safeguarding Team

the Safeguarding team. We expect that you keep all concerns or information confidential.

You might be concerned if:

- You see an injury
- Another person may express concerns
- Something else raises concerns or worries
- A child tells you something

If a pupil tells you something that needs to be passed on:

- Do not promise confidentiality
- Reassure the child that they have done the right thing
- Listen but do not ask leading questions
- Record notes on the referral form including date and time and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the school and most importantly, by the children.

Allegations against staff and volunteers

All staff and volunteers should be aware of their duty to report any concerns about the attitude, actions or behaviour of staff. If a child, parent, volunteer or staff member makes an allegation regarding a member of staff the Headteacher Mrs Karen Squire should be immediately informed. Another contact in addition to the Headteacher, if you felt you required it is Mr Rob Tice (Chair of Governors). The Headteacher may also seek guidance from the Local Area Designated Officer Miles Dent (LADO).

In this school we are all responsible for the safety and wellbeing of children

Fire Precautions/Lockdown procedure/Whole school Evacuation

In the event of the fire alarms sounding continuously at any time, everyone must leave the building immediately using the nearest fire exit – all are clearly marked. You are responsible for ensuring all of the students in your class are out and with you. Please escort them directly to the assembly point on the hard court playing area and insist that they line up quietly and in a straight line. On discovering a fire, sound the fire alarm by breaking the glass at a call point. These are situated by fire exits throughout the school. There will be fire drills that take place throughout the year for all year groups that are organised by Mrs Walker-Endsor (Business Manager).

In the event of a Lockdown procedure ('Stay Safe' procedure) all external alarms throughout the school will sound and all students should listen to the clear instructions given by their teacher. They should remain in their classrooms and stay calm and quiet. All doors and windows should be closed and locked if possible. If a student was not in a classroom they will know to go into the nearest classroom.

In the event of a bomb threat in school all external alarms will sound with a clear vocal for students to make their way over to the field area. All staff and students should report quietly and calmly to the top fields where they will line up in year and form order.

First Aid

In the event of an accident, please contact a member of staff who will assist you and enlist the help of one of our trained first aiders. Mr Craig Jefferies (photo below) is our Senior First Aid officer and he can be located in the Edale building.

All accidents must be reported and will be recorded accordingly.

School Security

All visitors to the school must be signed in at reception and will be wearing an identification badge and lanyard at all times. We please ask that you are accompanied at all times. All visitors should please return the badge to Reception or a member of staff as they sign out of the premises.

Smoking

John Port Spencer Academy operates a no smoking/vaping policy. This applies to all of the grounds as well as the buildings.

Key staff named in this Safeguarding Support sheet



Karen Squire
Headteacher
(ext 1101)



Craig Jeffery
First Aid
(ext 1400)



Marie Walker-Endsor
Business Manager
(ext 1132)

