



Safeguarding Suite – School Level Appendix

Contact Details for Newquay Primary Academy:

Role	Name	Contact Details
Headteacher	Miss S Hildyard	npahead@npa.celtrust.org
Designated Safeguarding Lead (DSL)	Miss S Hildyard	dsl@npa.celtrust.org
Deputy DSL(s)	Miss E Cowell	dsl@npa.celtrust.org
Safeguarding Team members	Mrs T Payne Mrs D Chapman – wraparound	dsl@npa.celtrust.org
Mental Health Lead	Miss S Hildyard	npahead@npa.celtrust.org
Young Carer Lead	Miss S Hildyard	npahead@npa.celtrust.org
Lead First Aider	Mrs T Payne	npasecretary@npa.celtrust.org
Online Safety Lead	Miss S Hildyard Miss E Cowell	npahead@npa.celtrust.org
Member of SLT responsible for supporting children with medical needs	Miss S Hildyard Admin: Mrs T Payne	npahead@npa.celtrust.org npasecretary@npa.celtrust.org
Designated Teacher for children in care	Miss Hildyard	npahead@npa.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

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:
Social, Emotional, Mental Health (SEMH) Vulnerable families: parental mental health and wellbeing	Our pastoral team supports pupils and their families on a day-to-day basis, through face-to-face check-ins and telephone contact. Support is provided with school attendance, food parcels and vouchers. NPA has strong links with external agencies including Early Help Hub (EHH), Family Workers and the School Nursing team. The Mental Health Support Team (MHST) and Primary Mental Health team work closely with the school and provide bespoke intervention, where required, in small groups or on an individual basis.
Domestic Abuse	Emotionally available adults support all children and families. All staff are trained to be 'professionally curious' and to be aware of signs and indicators of all forms of abuse. Ongoing training includes the use of real-life scenarios. Robust reporting system using CPOMs is used to ensure concerns are logged, actioned and monitored.
Online Safety	Online Safety features as a focus lesson at the start of every term, with the content being revisited as required. Daily reminders to all pupils linked to how to keep themselves safe in the online world. Monitoring and Filtering systems in place across the school and wider Trust. All children are made aware of the purpose of Smoothwall and patterns/trends are used to support targeted education to individuals, classes or to the whole school. Off-timetable, online safety theme days are used throughout the year to complete stage-appropriate IT tasks.

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Miss S Hildyard	npahead@npa.celtrust.org
Attendance Officer	Mrs T Payne	npasecretary@npa.celtrust.org

The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Class Teachers Miss S Hildyard Mrs T Payne Emily Bennett Marci Mackay	npasecretary@npa.celtrust.org npahead@npa.celtrust.org npasecretary@npa.celtrust.org attendance@celtrust.org
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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 08:40.
- Learners are expected to arrive at the school site between 08:40 and 08:50.
- There is breakfast club available from 07:30.
- The register opens at 08:40 and closes at 08:55 (15 minutes). Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes (08:55) are considered 'late after registration has closed'. They will lose their mark for the whole session (am/pm) and the absence is recorded as 'unauthorised'.
- Afternoon register is taken at 13:00.
- The school day ends at 15:00.

Parents are expected to inform the school by 8:30am if their child is absent by calling 01637 820150 or by emailing npasecretary@npa.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance:

- Positive welcome for all children daily at the main school gates and learner entrance (meet and greet).
- 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.