

Safeguarding Suite – Academy level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Tania Findlay MBE	njasecretary@nja.celtrust.org
Designated Safeguarding Lead (DSL)	Tania Findlay MBE	dsl@nja.celtrust.org
Operational DSL	Marcie Mackay	dsl@nja.celtrust.org
Deputy DSL(s)	Meg Butler	dsl@nja.celtrust.org
Safeguarding Team members	Ryan Doble Lisa Mann Suzanne Le Doux Lucas	dsl@nja.celtrust.org
Mental Health Lead	Akecia Hawke	Njasecretary@nja.celtrust.org
Young Carer Lead	Marcie Mackay	
Medical First Aid Lead	Tom Slater	Njasecretary@nja.celtrust.org
Health Care Plan Lead	Tom Slater	Njasecretary@nja.celtrust.org
Online Safety Lead	Chris Squire	Njasecretary@nja.celtrust.org
Member of SLT responsible for supporting children with medical needs	Tania Findlay MBE	Njasecretary@nja.celtrust.org
Designated Teacher for children in care	Tania Findlay MBE	Njasecretary@nja.celtrust.org

Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	dsl@celtrust.org
Trust Safeguarding Lead	Heidi Spurgeon	dsl@celtrust.org
CELT Lead Attendance Officer	Emily Bennett	attendance@celtrust.org
Inclusion Officer	Rebecca Soby	rsoby@celtrust.org
Safeguarding Trustee	Jon Newnes	jnewnes@gov.celtrust.org
Chair of Trustees	Stuart Radnedge	sradnedge@gov.celtrust.org

Local contact numbers

Role	Name	Contact Details
Safeguarding Concerns	Multi Agency Referral Unit (MASSH):	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:
Domestic Abuse Parental Health Parenting	Additional actions and strategies are in place to strengthen relationships with children and families, promote positive parenting, respond to domestic abuse and parental health needs, and provide timely, coordinated support, such as Family Help referrals and multi-agency support.

Child on Child Abuse

How do Learners report concerns:	Worry boxes in class. Trusted Adults PSHE curriculum	
How do parents and carers report concerns:	Email, telephone or in person at the academy office.	
Anti Bullying Lead:	Ryan Doble-Behaviour Lead	

Online Safety

IT Lead:	Chris Squire	
How do Learners report online concerns:	Worry boxes in class. Trusted Adults PSHE curriculum	
How do parents and Carers report online concerns:	Email, telephone or in person at the academy office.	
Filtering Provider:	Smoothwall	
Monitoring Provider:	Smoothwall	
Staff receiving safeguarding monitoring alerts:	Safeguarding Monitoring Review	

Date of most recent filtering and monitoring review:	September 2026	
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Attendance Information

Role	Name	Contact Details
Senior leaders responsible for the strategic approach to attendance	Marcie Mackay Tania Findlay MBE	NJAattendance@nja.celtrust.org
Attendance Officer	Lizzie Hurlock	NJAattendance@nja.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Marci Mackay Tania Findlay	NJAattendance@nja.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 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 academy day is 8:30am
- Learners are expected to arrive at the academy site between 8:15am and 8:30am
- There is breakfast club available from 7:15am
- The register opens at 8:30am and closes at 8:45am. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes 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 12:30pm for Years 3 and 4
- Afternoon register is taken at 1:30pm for Years 5 and 6
- The academy day ends at 3pm.

Parents are expected to inform the academy by 8am if their child is absent by calling [01637 874543](tel:01637874543) or by emailing NJAattendance@nja.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily at the academy 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.