

# Safeguarding Policy Front Sheet



**Name of Education Setting: Sheffield Music Hub**

We all have a statutory duty to “safeguard and promote the welfare of children”, ([Working together to safeguard children, DfE 2015, page 5](#))

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

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

**However, if you think that a child, a young person or an adult who cares for them has been or might be harmed; please talk to one of the people below immediately.**

**You can ask any member of staff to find them and ask them to speak to you straight away about a confidential and urgent matter.**

## The people you can talk to are:



### Our Designated Safeguarding Lead is:

Name: Judith Ennis

Their office is located at Stadia Technology Park, block C

Their tel. no is 0114 2053912 mobile no is 07790 374498

### Our Designated Safeguarding Deputies are:

Name: Ian Naylor and Colette Dutot

Their office is located at Stadia Technology Park, block C

Ian’s office no is 0114 2053912

Colette’s office no is 01142052598

Ian’s mobile no is 07989 258886

Colette’s mobile no is 07896 832042



An allegation or disclosure involving someone working with children in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

*This document can be laminated & given to parents, supply staff & visitors at your building reception, to help them to identify your safeguarding team quickly & share information easily*

## The Safeguarding Children Team in your setting includes:

**Senior Manager:** responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Ian Naylor (Head of Music Education - Sheffield)

Tel no: 0114 2053912 mobile no: 07989 258886

**Designated Safeguarding Lead (DSL):** a member of the leadership team (in a post which requires assessment of children) with appropriate authority, responsible for dealing with safeguarding issues, providing advice & support to other staff, liaising with the local authority, & working with other agencies. Cannot be an administrative or finance worker.

Name: Judith Ennis

Tel no: 0114 2053912 mobile no: 07790 374498

**Designated Safeguarding Deputy (DSD):** 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: Ian Naylor

Tel no: 0114 2053912 mobile no: 07989 258886

Name: Colette Dutot

Tel no: 0114 2052598 mobile no: 07896 832042

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

Name: Judith Ennis

Tel no: 0114 2053912 mobile no: 07790 374498

**Learning Mentor (or equivalent):** addresses difficulties preventing a child/young person from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, & develops strategies to overcome these barriers.

Name: Judith Ennis

Tel no: 0114 2053912 mobile no: 07790 374498

**Looked After Children (LAC) Designated Teacher:** promotes the educational achievement of 'looked after' children/young people who are on the school roll, helping staff understand issues that affect how they learn & achieve. Ensures appropriate staff have the information they need to effectively support 'looked after' children/young people.

Name: Judith Ennis

Tel no: 0114 2053912 mobile no: 07790 374498

**Online-Safety Coordinator:** develops & maintains a safe online culture within a setting.

Name: Kelly Dwyer

Tel no: 0114 2506862 mobile no: 07896 807708

**Child Sexual Exploitation (CSE) Lead:** responsible for ensuring that staff understand CSE indicators & how to refer; & that children/young people are taught about CSE & related topics, plus how to protect themselves & others.

Responsibilities of DSL/DSDs (see above)

## Your Safeguarding Children Team also links in with the:

### Line Manager for Head of Music Education - Sheffield:

Name: Pam Smith

Tel no: 0114 2057309 mobile no: 07791 550826