

safeguarding Important

This is your contact tree for Sandringham School Safeguarding Team



Stuart Kemp - DSL
Assistant Headteacher

Designated Senior Lead (DSL)

Stuart Kemp
Assistant Headteacher

Contact:

0172 779 9560
Ext 4234/4229
kempst@sandringham.aat.school

<p>Mark Allday Acting Deputy Headteacher Location - D Block SLA office Ext 4209</p>	<p>Viv Boost Sixth Form Learning Mentor Location - Sixth Form Centre Ext 4417</p>	<p>Tracey Breen Behaviour Support Manager Location - D Block SLA Ext 4221</p>	<p>Sian Cooke Sixth Form Learning Mentor Location - Sixth Form Centre Ext 4274</p>
<p>Emma Coyne Student Wellbeing Manager Location - D Block Wellbeing office Ext 4314</p>	<p>Andy Cracknell Assistant Headteacher Location - I Block ground floor office Ext 4444</p>	<p>Dr Caroline Creaby Deputy Headteacher Location - A Block ground floor office Ext 4215</p>	<p>Ciboney Durrant Location - SENDCO office H Block Ext 4262</p>
<p>Melissa Holian Location - A Block ground floor office Ext 4205</p>	<p>Stuart Kemp DSL Location - D Block ground floor office Ext 4234 or 4229</p>	<p>Thom Leat Assistant Headteacher Location - Sixth Form ground floor office Ext 4492</p>	<p>Gemma Lovett Pupil Premium Coordinator Location - D Block SLA Ext 4266</p>
<p>Neil Miller Associate Assistant Headteacher Location - A Block office Ext 4508</p>	<p>Kate Mouncey Acting Deputy Headteacher Location - I Block office Ext 4252</p>	<p>Alex Neville Director of Design & Technology Location - B Block Ext 4512</p>	<p>Mark Nicholls Senior Deputy Headteacher Location - D Block ground floor office Ext 4305</p>

UPDATE APR24

Always be aware!



Sandringham School

'Everybody can be Somebody'

Safeguarding at Sandringham

Visitors' Guidance
Based on 'Keeping children safe in education (KCSIE) 2023'

Updated APR 24

Sandringham School
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What is safeguarding?

Adults visiting or working in schools are now required to follow an important employment policy as part of the Government DFE policy designed for 'Keeping Children Safe in Education' (Statutory Guidance/Sept 2023)

This applies to you in the long or short term, whether you are:

- employed
- contracted/sub-contracted by the school
- an adult (aged 18 or over)
- on site for maintenance/building work
- visiting the school
- attending a training course
- involved with wider community projects/schemes or clubs
- productions.



Guidance on how to keep yourself safe

Always report **ANY** unacceptable behaviour from a student to the school nominated representative (see back cover for contact tree details.)

DSL(Designated Senior Lead) for 'Keeping Children Safe in Education.' For further information go to www.gov.uk

DO NOT instigate verbal or physical contact with students (this applies both on and off site) unless it is appropriate and part of an agreed reason for your visit.

DO NOT respond to any verbal or physical contact from students. If this should occur or you have **ANY** concerns about a student's behaviour, you **MUST** report it **IMMEDIATELY** to your site foreman/campus manager or the school reception/office desk.



Remember

ANY verbal interaction with students may be interpreted by them as possible harassment or offensive behaviour.

DO NOT give out or receive **ANY** personal information to or from **ANY** student for example:

- your name
- address
- telephone/mobile No./email address

This also includes via a second party communication.

Always be aware that **ANY** contact with **ANY** student outside of the school environment, as a result of you coming into contact with a student whilst you were on a school site, may have an impact on your employment.



Always be aware!