

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:

01727 799560

Ext 4234/4229

kempst@sandringham.aat.school


This is your contact tree for Sandringham School DSL/DDS




Mark Allday
Acting Deputy Headteacher
Location - D Block
SLA office
Ext 4209



Andy Cracknell
Assistant Headteacher
Location - I Block
ground floor office
Ext 4444



Ciboney Durrant
Location - SENDCO office
H Block
Ext 4262



Melissa Holian
Location - A Block
ground floor office
Ext 4205



Thom Leat
Assistant Headteacher
Location - I Block
ground floor office
Ext 4492



Neil Miller
Associate Assistant Headteacher
Location - A Block office
Ext 4508




Kate Mouncey
Acting Deputy Headteacher
Location - A Block office
Ext 4252



Alex Neville
Director of Design & Technology
Location - B Block
Ext 4512



Mark Nicholls
Senior Deputy Headteacher
Location - D Block
ground floor office
Ext 4305



Athena Pitsillis
Assistant Headteacher & Director of Sixth Form Centre
Location - Sixth Form Centre
Ext 4316




Viv Boost
Sixth Form Learning Mentor
Location - Sixth Form Centre
Ext 4417



Tracey Breen
Behaviour Support Manager
Location - D Block
SLA
Ext 4221



Emma Coyne
Student Wellbeing Manager
Location - D Block
Wellbeing office
Ext 4314



Gemma Lovett
Pupil Premium Coordinator
Location - D Block
Ext 4266

SandringhamSchool

Headteacher **Alan Gray**

The Ridgeway, St Albans,
Hertfordshire
AL4 9NX

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admin@sandringham.aat.school





Sandringham School
'Everybody can be Somebody'



Safeguarding at Sandringham

Visitors' Guidance
Based on 'Keeping children safe in education 2023'



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!