

# St Marie's School, A Catholic Voluntary Academy Safeguarding Children Contacts

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away. Some issues e.g. a child's appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff here.

Do not worry that you may be 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 the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to the people below immediately. If you are unable to contact them you can ask the office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.**

Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity **must** be reported directly to the Head, unless it involves the Head and then it should be reported directly to the Chair of the Governing Body.

The people you should talk to at this setting are:



The Designated Safeguarding Lead (DSL) is called:  
**John Fernandes (Headteacher)**

Tel No: 0114 2301904



The Designated Safeguarding Deputy (DSD) is called:  
**Alison Fenton**

Tel No: 0114 2301904



The Lead for Looked After and Vulnerable Children  
**Maria Fernandes (Deputy Headteacher)**

Telephone Number: 0114 2301904

The Chair of the Governing Body is: **Kevin Smith**. He can be contacted via Miss Holmes in the school office or on email [chairofgovernors@st-maries.sheffield.sch.uk](mailto:chairofgovernors@st-maries.sheffield.sch.uk)  
**Thank you for supporting & safeguarding the children / young people at our school.**

## **The Safeguarding Children Team in this school have these roles:**

**John Fernandes: Headteacher and Designated Safeguarding Lead (DSL),  
Looked after children (LAC) designated teacher**

Responsible for:

- Implementing policies and procedures
- Allocating resources within the safeguarding team
- Addressing staff safeguarding concerns
- Dealing with safeguarding issues
- Providing advice and support to other staff
- Liaising with the local authority
- Working with other agencies
- Promoting the educational achievement of 'looked after' children

**Alison Fenton: Designated Safeguarding Deputy (DSD) and E-Safety Co-ordinator**

Responsible for:

- Deputising for the DSL, in his absence
- Carrying out roles as above when deputising, and as part of the team
- Develops and maintains an e-safe culture within a setting
- Dealing with specific issues that may be delegated to him

**Maria Fernandes: SENCO (special Educational Needs Co-ordinator)**

Responsible for:

- Providing advice, liaison and support for school staff and other agencies working with pupils with special educational needs and their parents and carers.

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

**Safeguarding Governor: Maria Levesley** (ensuring policies & procedures are in place, monitoring implementation)

**Chair of Governors: Kevin Smith** (dealing with allegations made against the Head Teacher)