



# Safeguarding Team



Rachael Mustill  
**Designated Safeguarding Lead & Assistant Principal**  
rmustill@elycollege.co.uk



Lynn Riches - **Deputy Designated Safeguarding Lead**  
lriches@elycollege.co.uk



Sue Campbell - **Deputy Designated Safeguarding Lead**  
scampbell@elycollege.co.uk



Claire Lucas  
**Attendance Officer**  
clucas@elycollege.co.uk



Debbie Knott  
**Behaviour Manager**  
dknott@elycollege.co.uk



Anita Lightfoot  
**Bridge Manager**  
alightfoot@elycollege.co.uk



Stuart Patman  
**Sixth Form Achievement Lead**  
spatman@elycollege.co.uk




KJ Norton-Berry  
**Assistant Principal**  
knorton-berry@elycollege.co.uk



**REPORT ANY SAFEGUARDING CONCERNS**



  
A child means everyone under the age of 18.

  
Children need the right help at the right time to address risks

  
Remember 'it could happen here' where safeguarding is concerned.

  
We are all responsible for the welfare of children and keeping the environment safe, whatever our job.

## What is safeguarding?

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.




## What do I need to do?


  
**ALWAYS ACT**  
in the best interests of the child. Never promise confidentiality.


  
**KNOW HOW**  
to identify children who may benefit from early help.





**KNOW THE DIFFERENT**  
types of abuse and neglect, so that you can identify children who may be in need of help or protection.

  
Know what to do if a child tells you they are being abused or neglected.


  
Know who the Designated Safeguarding Lead is and talk to them as soon as you are concerned.


  
Everyone must read: Keeping Children Safe in Education Part One and Annex A. Child Protection policy Staff behaviour policy

  
Any staff member can make a referral to children's social care, but they should inform the designated safeguarding lead as soon as possible.

  
If a teacher finds Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

  
All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

**Staff Behaviour**  
  
If you are concerned about the behaviour of any staff member, you should speak to the headteacher. Concerns about the headteacher should be referred to the Chair of Governors.

**Whistleblowing**  
  
If you have seen or heard something at work that worries you then please contact your line manager or the headteacher. If you can not tell your line manager or headteacher please follow the trusts whistleblowing procedures.