



Safeguarding Suite – School Level Appendix



Contact Details for Newquay Primary Academy

Role	Name	Contact Details
Headteacher	Miss S Hildyard	npahead@npa.celtrust.org
Designated Safeguarding Lead (DSL)	Miss S Hildyard	dsl@npa.celtrust.org
Deputy DSL(s)	Miss E Cowell	dsl@npa.celtrust.org
Deputy DSL(s)	Mrs E Parish-Meens	dsl@npa.celtrust.org
Safeguarding Team members	Miss D Champan Miss L Robins	dsl@npa.celtrust.org
Mental Health Lead	Miss L Robins	dsl@npa.celtrust.org
Young Carer Lead	Miss S Hildyard	dsl@npa.celtrust.org
Medical First Aid Lead	Mrs T Payne	npasecretary@npa.celtrust.org
Health Care Plan Lead	Mrs T Payne	npasecretary@npa.celtrust.org
Online Safety Lead	Miss S Hildyard	npahead@npa.celtrust.org
Member of SLT responsible for supporting children with medical needs	Miss S Hildyard Admin: Mrs T Payne	npahead@npa.celtrust.org
Designated Teacher for children in care	Miss E Cowell	dsl@npa.celtrust.org

Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	dsl@celtrust.org
Trust Safeguarding Lead	Heidi Spurgeon	dsl@celtrust.org
CELT Lead Attendance Officer	Emily Bennett	attendance@celtrust.org
Inclusion Officer	Rebecca Soby	rsoby@celtrust.org
Safeguarding Trustee	Jon Newnes	jnewnes@gov.celtrust.org
Chair of Trustees	Stuart Radnedge	sradnedge@gov.celtrust.org

Local contact numbers

Role	Name	Contact Details
Safeguarding Concerns	Multi Agency Referral Unit (MASSH):	0300 1231 116 Out of hours: 01208 251300
Safety	Police	999

Contextual Issues

Our local contextual information:

Three main issues identified in our locality are:	Our additional actions or strategies in place to mitigate the threat to our children are:
Social, Emotional, Mental Health (SEMH) Vulnerable families: parental mental health and wellbeing	Our staff team supports pupils and their families on a day-to-day basis, through face-to face check-ins and telephone contact. Support is provided with school attendance, food parcels and vouchers. NPA has strong links with external agencies including Early Help Hub (EHH), Family Workers and the School Nursing team. The Mental Health Support Team (MHST) and Primary Mental Health team work closely with the school and provide bespoke intervention, where required, in small groups or on an individual basis.
Domestic Abuse	Emotionally available adults support all children and families. All staff are trained to be 'professionally curious' and to be aware of signs and indicators of all forms of abuse. Ongoing training includes the use of real-life scenarios. Robust reporting system using CPOMs is used to ensure concerns are logged, actioned and monitored.
Online Safety	Online Safety features as a focus lesson at the start of every term, with the content being revisited as required. Daily reminders to all pupils linked to how to keep themselves safe in the online world. Monitoring and Filtering systems in place across the school and wider Trust. All children are made aware of the purpose of Smoothwall and patterns/trends are used to support targeted education to individuals, classes or to the whole school. Off-timetable, online safety theme days are used throughout the year to complete stage appropriate IT tasks.

Child on Child Abuse

How do Learners report concerns:	If a learner feels that they are being bullied or experiencing child-on-child abuse, they are encouraged to follow one of several procedures. These procedures are: • use their classroom worry box which is regularly checked by the class teacher
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	• tell a friend who should then inform a school adult on the behalf of the friend. • tell a Children's Champion who should then inform a school adult on the behalf of the friend. • tell a parent or an adult at home whom they feel they can trust. • tell a trusted member of staff who will investigate the incident swiftly. • contact Childline and follow the advice given
How do parents and Carers report concerns:	Contact their child's class teacher in the first instance, who will investigate the incident swiftly. The incident will be escalated to the Headteacher if appropriate.
Anti Bullying Lead:	Miss S Hildyard

Online Safety

IT Lead:	Miss S Hildyard
How do Learners report online concerns:	Online safety is taught at the beginning of each half term and then learners are given verbal or visual reminders during their weekly computing lesson. All learners agree to a set of protocols linked to using school devices safely. If a learner wishes to report an online concern, they can... • use their classroom worry box which is regularly checked by the class teacher • tell a friend who should then inform a school adult on the behalf of the friend. • tell a Children's Champion who should then inform a school adult on the behalf of the friend. • tell a parent or an adult at home whom you feel you can trust. • tell a trusted member of staff who will investigate the incident swiftly.
How do parents and Carers report online concerns:	Contact their child's class teacher in the first instance, who will investigate the incident swiftly. The incident will be escalated to the Headteacher if appropriate.
Filtering Provider:	Smoothwall
Monitoring Provider:	Smoothwall
Staff receiving safeguarding monitoring alerts:	Miss S Hildyard Mrs E Parish Meens
Date of most recent filtering and monitoring review:	September 2026

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Miss S Hildyard	npahead@npa.celtrust.org
Attendance Officer	Mrs T Payne	npasecretary@npa.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Miss S Hildyard Mrs T Payne	npahead@npa.celtrust.org npasecretary@npa.celtrust.org

Attendance Registration Times

Learners are expected to be in school at a good time for the start of the morning register. This means they should arrive at school at least 10 minutes before the register is taken.

Where a learner attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents/carers where necessary.

- The start of the school day is 8.40am.
- Learners are expected to arrive at the school site between 8.35am and 8.40am.
- There is breakfast club available from 7.30am
- The register opens at 8.40am and closes at 8.50am. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes are considered 'late after registration has closed'. They will lose their mark for the whole session and the absence is recorded as 'unauthorised'.
- Afternoon register is taken at 12.50pm (EYFS & KS1) and 1.05pm (KS2).
- The school day ends at 3.10pm.

Parents are expected to inform the school by 8:30am if their child is absent by calling 01637 820150 or by emailing npasecretary@npa.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily at the family gate and learner entrance.
- Providing a sense of belonging for learners through the learning and teaching framework.
- Welcoming children back after they have been absent for any reason.
- Regular assemblies and newsletter items promoting good attendance.
- Clear communication to parents/carers regarding attendance.
- Rewarding learners for positive trends or improvements in attendance