

Ysgol Maes Y Felin

"Achieve Excellence, Exceed Expectations"

**Dros dro Pennaeth/
Acting Headteacher**

Mr. David Thomas
B.Ed (Hons) NPQH



Ysgol Maes Y Felin
Pen Y Maes Road
Holywell
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01352 711366

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

If you have an concerns about the health and safety of a child at Ysgol Maes y Felin 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 in this setting. 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, e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential or urgent matter.

The people you should talk to at Ysgol Maes y Felin are:

	The Child Protection Officer: Name: Mr. David Thomas His office is located near the reception area. He can be contacted on 01352 711366
	The Deputy Child Protection Officer: Name: Mrs. Rhiannon Evans Her office is located in the P.P.A. area in the staffroom. She can be contacted on 01352 711366

Any allegations or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Headteacher or CPO, unless it involves them and then it should be reported directly to the Chair of Governing Body or Management Committee.

The Safeguarding Children Team

This document can should be used for supply staff and visiting professionals to identify the safeguarding team quickly and enable them to share information easily.

Acting Headteacher: responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns.

Name: Mr. David Thomas

Child Protection Officer (CPO): a senior member of the leadership team, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.

Name: Mr. David Thomas, Level 3

Deputy Child Protection Officer (DCPO): a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status and authority to effectively deputise for the CPLT/O role above. Cannot be an administrative or finance worker

Name: Mrs. Rhiannon Evans, Level 3

Additional Learning Needs Coordinator (ALNCo): staff member who provides advice, liaison and support for school staff and other agencies working with pupils with additional educational needs and their parents or carers.

Name: Mrs. Rhiannon Evans

Looked After Children (LAC) Designated Teacher: promotes the educational achievements of "looked after" children who are on the school role, and helps staff understand issues that affect how they learn and achieve.

Name: Mrs. Rhiannon Evans

Safeguarding / Child Protection Governor: ensure that there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and together with the rest of the Governing Body, remedies deficiencies and weaknesses that are identified.

Name: Dr. Sandra Sandham

Tel. No.: 01352 710072

Chair of Governors: takes the lead in the dealing with allegations of abuse made against the Headteacher (and other members of staff when the Headteacher is not available), in liaison with the Local Authority, and on safe recruitment practices with the Headteacher.

Name: Dr. Sandra Sandham