

Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Tristan Muller-Forster	head@brannel.celtrust.org
Designated Safeguarding Lead (DSL)	Abby Macdonald	dsl@brannel.celtrust.org
Operational DSL	Jordan Nash	dsl@brannel.celtrust.org
Deputy DSL(s)	Pete Banfield	dsl@brannel.celtrust.org
Mental Health Lead	Abby Macdonald	amacdonald@brannel.celtrust.org
Young Carer Lead	Caroline Hunt	chunt@brannel.celtrust.org
Medical First Aid Lead	Rachel Pearson	rpearson@brannel.celtrust.org
Health Care Plan Lead	Ryan Pentecost	rpentecost@brannel.celtrust.org
Online Safety Lead	Abby Macdonald	amacdonald@brannel.celtrust.org
Member of SLT responsible for supporting children with medical needs	Tristan Muller-Forster	tmuller-forster@brannel.celtrust.org
Designated Teacher for children in care	Pete Banfield	pbanfield@brannel.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 Sobye	rsobye@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 Support and Safeguarding Hub (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:
Child on Child abuse	We involve learners in each step of the bullying process, from education to reporting and restorative work aim to ensure that: • All learners understand our approach and are clear about the part they can play to prevent bullying, including when they find themselves as bystanders. • The Anti Bullying lead will make initial contact with families to ensure a collaborative approach is happening and families are kept up to date. • We aim to create an atmosphere in which learners who report bullying, or others who know about it, feel that they will be listened to and believed, and that the action taken will be swift, but sensitive to their concerns. In these circumstances staff will respond positively, take the expression of concern seriously and ensure that the matter is fully investigated. • Learners continue to be educated through lessons and assemblies when learners will



	be informed of the school's zero tolerance policy and the actions that will be taken to prevent child-on-child abuse including bullying taking place
Domestic Abuse	PPN's and Operation Encompass received in the event of an incident where Police are involved. Support is available to learners along with a curriculum designed to educate learners on Healthy Relationships. Regular updates to staff to understand signs and indicators.
Mental Health and Wellbeing	Every learner is taught in a compassionate classroom, and our staff have fully embedded a range of strategies to ensure the wellbeing of our young people is of paramount importance. Collaborative working relationship and interventions with external agencies ie: Mental Health and Support Team and School Nursing Team
<i>We recognise that financial circumstances can be an important part of a child and family's wider context. Rising living costs, changes in employment, housing circumstances or other financial pressures can sometimes create additional challenges for families and may affect a child's wellbeing, attendance, participation in school life or access to opportunities.</i> <i>Our approach is supportive and non-judgemental. Families are encouraged to speak to us if they are experiencing difficulties or are unsure where to seek support. Email dsl@brannel.celtrust.org</i>	The Safeguarding and pastoral team work closely with families to identify barriers to attendance, engagement and wellbeing and provide or signpost appropriate support at an early stage. Families experiencing financial difficulty are supported to access available sources of assistance including • Advice and support for free school meals and Pupil Premium applications • Discreet uniform support • Brannel Food Bank • Breakfast club • Support with school trips and activities – ensuring financial

	circumstances do not unnecessarily prevent pupils from accessing educational experiences. • Pastoral support – a trusted adult in school • Family Help and partnership working - working with families who would benefit from additional support before difficulties become more significant
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Child on Child Abuse

How do Learners report concerns:	Learners are encouraged to speak to a trusted adult or complete the R U OK? Form	
How do parents and Carers report concerns:	Families are able to contact the school for support and guidance or to share concerns related to all forms of Child on Child abuse. The R U OK? Bullying form is accessible from the website and can be used to report.	
Online reporting link:	Bullying Incident Report Form	
Anti Bullying Lead:	P Banfield (DDSL) and A Macdonald (DSL)	dsl@brannel.celtrust.org

Online Safety

IT Lead and Online safety lead	IT Lead: Adam Trethewey	Online Safety Lead: Abby Macdonald
How do Learners report online concerns:	Learners are encouraged to speak to a trusted adult or complete the R U OK? Form	
How do parents and Carers report online concerns:	Families are able to contact the school for support and guidance or to share concerns related to all forms of Child on Child abuse. The R U OK? Bullying form is accessible from the website and can be used to report.	
Filtering Provider:	Smoothwall	
Monitoring Provider:	Smoothwall	

Staff receiving safeguarding monitoring alerts:	Safeguarding team
Date of most recent filtering and monitoring review:	10 th September 2026

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Nick Read	nread@brannel.celtrust.org
Attendance Officer	Caroline Hunt	brannelattendance@brannel.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Caroline Hunt K Elford (Director Year 7) A Harris (Director Year 8) K Brown (Director Year 9) J Webb (Director Year10) E White (Director year 11)	brannelattendance@brannel.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 families where necessary.

- The start of the school day is 8:25.
- Learners are expected to arrive at the school site between 8:10 and 8:25.
- There is breakfast club available from 8:10
- The register opens at 8:30am and closes at 9:00am
- Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes 8:40am 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 1:45
- The school day ends at 3 pm.

Families are expected to inform the school by 8:30am if their child is absent by calling 01726 822485 or by emailing

brannelattendance@brannel.celtrust.org giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily at the 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 in attendance

BRANNNEL SCHOOL

ASPIRATION | RESPECT | RESILIENCE

