



Appendix 5 – Woodseaves CE Primary Academy QUICK REFERENCE GUIDE

DSL: Michelle Easthope

DDSL: Libby Fildes

Recording and reporting concerns and disclosures:

CPOMs is used by staff. In the event of a visitor or volunteer reporting a concern or disclosure, a written statement will requested, scanned and uploaded to CPOMs.

Safeguarding Governor: Carole Bayliss

Designated Teacher for Looked After and previously Looked After Children:

Michelle Easthope

Safer recruitment

In addition to central MAT staff/Directors, the following individuals in our school have received safer recruitment training:

- Headteacher

Single Point of Contact (SPOC) for Prevent

Our school has a Prevent Single Point of Contact (SPOC) who is the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this person is the DSL.



Prevent Leads	Contact Name	Email Address
Cannock	Kerry Wright	KerryWright@cannockchasedc.gov.uk
	Karla Vowles	KarlaVowles@cannockchasedc.gov.uk
East Staffs	Mike Hovers	Michael.hovers@eaststaffsbc.gov.uk
	Sal Khan	sal.khan@eaststaffsbc.gov.uk
Lichfield	Susan Bamford	Susan.Bamford@lichfielddc.gov.uk
Newcastle	Sarah Moore	Sarah.moore@newcastle-staffs.gov.uk
South Staffs	Helen Marshall	H.Marshall@sstaffs.gov.uk
Stafford	Victoria Cooper	vcooper@staffordbc.gov.uk
Staffs Moorlands	David Smith	david.smith@staffsmoorlands.gov.uk
Tamworth	Joanne Sands	joanne-sands@tamworth.gov.uk
Staffordshire County Council (Safer Communities)	Fiona Chapman	fiona.chapman@staffordshire.gov.uk
Staffordshire Police Prevent Team	Sgt. Calum Forsyth	prevent@staffordshire.pnn.police.uk



Local Advice - Staffordshire

- Entrust Learning Technologies ICT/Computing/E-safety Teacher Consultants 0300 111 8030
- Fostering Service (Staffordshire) 0800 169 2061 email fostering&adoptionbus@staffordshire.gov.uk

Out of Hours: Emergency Duty Service 01785 354030

- Staffordshire Safeguarding Children Board [StaffsSCB](#)
- Fostering Service (Stoke-on-Trent) 01782 234555

Email: fostering@stoke.gov.uk

- Stoke-on-Trent Family Information Service Hub (F.I.S.H) 01782 232200 email fish@stoke.gov.uk

Staffordshire Childrens Advice and Support Service 0300 111 8007

- **Option 1**-will ask if you require options around Early Help or wish to raise concerns about a young person's wellbeing or safety **THIS OPTION IS THE OLD FIRST RESPONSE** when you press Option 1 you will be talked through 6 other options as follows:-
 - **Press 1**-If you are looking for advice and guidance about services in Staffordshire for children and young people
 - **Press 2**-If you have concerns about a child or young person's general wellbeing
 - **Press 3**-If you have a child protection or safeguarding concern and you are worried that a child is suffering harm
 - **Press 4**-If you already have a social worker or are calling about a previous referral
 - **Press 5**-If you are looking for help in the early stages such as school attendance, alcohol abuse or anti-social behaviour
 - **Press 6**-To speak to the adoption and fostering team

Pressing 1 & 2 will get you through to Customer Service where you can access early help and

Pressing 3 will get you through to the Consultant Social Workers



- **Option 2**-will ask if you require SEND and Disability support/advice
- **Option 3**- will ask if you require information on Childcare services and/or Education support services

Safeguarding Advice Service – 01785 895836

LADO – 0800 1313 126/0845 6042886 (out of hours)

NSPCC Whistleblowing Helpline – 0800 028 0285