



# Northowram Primary School

Keeping our School Safe

Who should you go to?



## JANE SCARDIFIELD (Headteacher)

Overall responsibility for Safeguarding

Jane has overall responsibility for Safeguarding across the school. Jane is a trained Designated Safeguarding Lead (DSL) and should be contacted with any child protection concerns should Jane Jennings be absent. Jane Scardifield is also experienced and trained in dealing with allegations against staff. Any concerns of this nature should be reported to Jane. Jane can be contacted directly at [head@northowram.calderdale.sch.uk](mailto:head@northowram.calderdale.sch.uk)



## JANE JENNINGS (Head of Pastoral Care)

### DESIGNATED SAFEGUARDING LEAD (DSL)

Jane is the trained Designated Safeguarding Lead (DSL). Should any adult or parent in school or in the community have a concern about anything connected with the safety or well-being of children in or outside of school, they should speak with Jane. Jane logs all concerns and makes judgements about whether a referral to external agencies (social services/family support/medical services/police) is appropriate. Jane is also responsible for delivering safeguarding training in school.

Jane is trained in managing risks relating to off-site education and has responsibility for risk assessments linked to education visits and residential trips.

Jane can offer advice to families and parents about who to contact around issues such as domestic abuse, drug-abuse, e-safety and behaviour difficulties at home.

Jane is our paediatric first-aider in school and is responsible for being the lead person for meeting children's medical needs throughout school (including liaising with parents and other external agencies) If parents have children with specific medical needs (including on-going illnesses and allergies), they should make an appointment with Jane who will create and update care plans for these children. Jane is the prime first-aid contact in school and reports accidents when these happen on school property. Jane also administers medication in line with the school's medication policy. Jane can be contacted directly on: [jane.jennings@northowram.calderdale.sch.uk](mailto:jane.jennings@northowram.calderdale.sch.uk)



**Laura Horsfall (Deputy Head Teacher)**

Laura is the Deputy Headteacher and is the point of contact from Safeguarding should Jane Jennings or Jane Scardifield not be available. Laura can be contacted directly at [laura.horsfall@northowram.calderdale.sch.uk](mailto:laura.horsfall@northowram.calderdale.sch.uk)



**IAN WOOD (Buildings manager)**

### **HEALTH AND SAFETY (Buildings and Grounds)**

Ian has the responsibility of ensuring the safety and maintenance of the school building and grounds. Should any adult in school or within the community have concerns around any aspect of Health and Safety (including fire safety and procedures) around the buildings or grounds (including any incidents occurring out of school hours), they should speak to Ian. Ian liaises with outside services and Calderdale safeguarding officers to ensure that security procedures and any work done to the school adheres to the highest safeguarding criteria. He can be contacted directly at [ian.wood@northowram.calderdale.sch.uk](mailto:ian.wood@northowram.calderdale.sch.uk)



**ANGELA SUTCLIFFE (Catering Manager)**

### **FOOD SAFETY AND HYGIENE**

If any adult in school or the community has any queries relating to food hygiene or safety, they should speak to Angela. Angela is responsible for providing food which is suitable for various dietary needs (including for children with allergies). Adults in school and parents should speak with Angela if they have any concerns around the food in school, or if they wish to discuss special dietary requirements. Angela can be contacted directly on: [angela.sutcliffe@northowram.calderdale.sch.uk](mailto:angela.sutcliffe@northowram.calderdale.sch.uk) .



Cheryl Clegg (ICT Technician)

## ICT & eSAFETY

Working together, Cheryl and Jane Jennings have the responsibility to promote an awareness and commitment to eSafety throughout the school and to be the first points of contact in school on all eSafety matters. Any adult, member of staff or parent should talk to Cheryl or Jane with any concerns relating to ICT safeguarding. Cheryl and/or Jane can offer advice on appropriate staff ICT usage and top tips for staying safe on-line at home. Jane can be contacted at: [jane.jennings@northowram.calderdale.sch.uk](mailto:jane.jennings@northowram.calderdale.sch.uk) Cheryl can be contacted at: [cheryl.clegg@northowram.calderdale.sch.uk](mailto:cheryl.clegg@northowram.calderdale.sch.uk) Any concern which includes a possible child protection issue (such as access to inappropriate images/cyber-bullying) should be directed straight to Jane Jennings or Jane Scardifield.

## SAFER RECRUITMENT

Allison Donnison (Administrator)

Allison can advise on DBS checking and volunteer checks. No member of staff should invite anyone into school without consulting Allison. Allison can be contacted directly at [allison.donnison@northowram.calderdale.sch.uk](mailto:allison.donnison@northowram.calderdale.sch.uk)

## PERSONNEL

Sarah Ogilvie (School Business Manager)

Sarah will liaise with the Human Resources team to support with personnel issues and staff wellbeing. This includes attendance related support and personal medical issues. She can be contacted directly at [sarah.ogilvie@northowram.calderdale.sch.uk](mailto:sarah.ogilvie@northowram.calderdale.sch.uk)

## ATTENDANCE AND PUNCTUALITY

(Michelle Coe, Administrator)

The administrator will support with attendance issues. Jane Jennings and the Educational Welfare Officer also work with the administrator on this aspect. The administrator can be contacted directly at [michelle.coe@northowram.calderdale.sch.uk](mailto:michelle.coe@northowram.calderdale.sch.uk)

## VULNERABLE CHILDREN

Anne Taylor and Katherine Scott (Learning Mentors)

Anne and Katherine support children who may be vulnerable or have barriers to learning. These may include issues related to parental break-ups, anxiety, anger management and bereavement. If you are concerned about a child having a vulnerability, always speak first with Jane Scardifield or Jane Jennings who will advise whether a referral to the learning mentors would be an appropriate action.

## SAFEGUARDING GOVERNOR

David Bates