In School

Any member of staff will be able to help you find a Designated Safeguarding Lead / Deputy Designated Safeguarding Lead (DSL / DDSL).

What to do if you have a Safeguarding concern about a child/young person/vulnerable adult?

Out of School

If school is closed or if you need direct support:
call social care **First Point of Contact (FPoC) 0345 6789021**

Or contact **NSPCC: 0808 800 5000** or the **Police 101/999**

- If you are a member of the staff team, please refer to your department lead/co-ordinator (they are all DSLs).
- If you are a parent/carer, visitor, or member of the community, please speak to any member of staff, or call reception, and they will help you find a Designated Safeguarding Lead/Deputy Designated Safeguarding Lead (DSL/DDSL) to talk to about your concern.
- Severndale satellite centres , which are Futures/Shrewsbury College and Severndale @ Mary Webb/Mary Webb School, work closely with our partners and have on-site Deputy DSLs to support you. Please call these centres if you have a concern about a young person who attends these provisions.

EYFS Department Coordinator & Deputy DSL
Daniel Ryng

Hub Department Coordinator, Assistant SENDCo& Deputy DSL
Beth Dean

KS2 Department Coordinator & Deputy DSL
Emily Ford

KS3 Department Coordinator & Deputy DSL
Katherine Shaw

Severndale @ Mary Webb Operational Lead & Deputy DSL
Sam Travis

EYFS Assistant Principal & Deputy DSL
Jenny Arnold

Vice Principal, SENDCo & Deputy DSL
Ceri Cusack

Key Stage 2 Assistant Principal & Deputy DSL
Amy Schofield

Key Stage 3 Assistant Principal & Deputy DSL
Lorna Matley

Post-14 Assistant Principal & Deputy DSL
Charlotte Higgins

Vice Principal, Quality of Education & Deputy DSL
Laurence Riley

Futures Assistant Principal & Deputy DSL
Liz Harrison

Family Liaison Officer & Deputy DSL
Emily Perkins

Operations Manager & Deputy DSL
Sarah Downes

Communication Lead & Deputy DSL
Gareth Smith

Attendance Officer & Deputy DSL
Jack Millichap

Vice Principal & Lead DSL
Michelle Hill

Executive Principal & Deputy DSL
Lucy Lee

Local Governing Body Safeguarding Governor
Amanda Lewis

Process for reporting a safeguarding concern:

Severndale Academy

Member of staff/visitor/child or young person reports their concern to a DSL/DDSL.

The DSL/DDSL will support the person to address the concern.

Staff: The member of staff will follow the advice of the DSL/DDSL to ensure the right actions are taken.

This will include reporting and recording the concern on CPOMS.

The DSL may refer the concern to a parent or carer/Early Help/Social Worker/FPoC .

The staff member will follow up with the DSL/DDSL for feedback.

Visitor/child/young person/vulnerable adult: After verbally reporting the concern to a DSL/DDSL (red lanyard),all safeguarding concerns need to be recorded on a yellow 'Concern Reporting Form'.

The DSL may refer the concern to a parent or carer/Early Help/Social Worker/FPoC .

The DSL/DDSL will agree an appropriate time/date to follow up with the reporter.

- If the allocated department-based Deputy DSL is unavailable, please report the concern to any DSL for support as soon as possible. If the DSL/DDSL are not available/school is closed/concern is urgent and in need of immediate support, please report the concern to FPoC (**0345 6789021)**/NSPCC (**0808 800 5000)**/police (**101/999**).
- Any concerns about an adult in a position of trust (a member of staff), or unresolved concerns, must be taken to the Principal (via the Lead DSL if the Principal is unavailable).

Lead DSL
Michelle Hill
Vice Principal
Safeguarding and Attendance
Ext: 3225

Deputy DSL
Lucy Lee
Executive Principal
Ext: 3284

Deputy DSL
Laurence Riley
Vice Principal
Ext: 3261

Deputy DSL
Ceri Cusack
Vice Principal
SENDCo
Ext: 3262

Deputy DSL
Beth Dean
Hub Dept. Coordinator & Assistant SENDCo
Ext: 3218

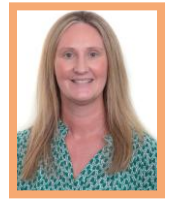
Deputy DSL
Sarah Downes
Operations Manager
Ext: 3295

Deputy DSL
Jenny Arnold
Assistant Principal for EYFS
Ext: 3283

Deputy DSL
Amy Schofield
Assistant Principal for KS2
Ext: 3260

Deputy DSL
Lorna Matley
Assistant Principal for KS3
Ext: 3227

Deputy DSL
Charlotte Higgins
Assistant Principal for Post-14
Ext: 3281



Deputy DSL
Liz Harrison
Assistant Principal for Futures
Ext: 3337

Deputy DSL
Gareth Smith
Communication Lead
Ext: 3259

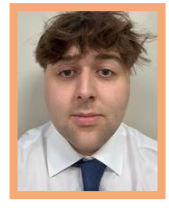
Deputy DSL
Daniel Ryng
EYFS Dept. Coordinator
Ext: 3207

Deputy DSL
Emily Ford
KS2 Dept. Coordinator
Ext: 3224

Deputy DSL
Katherine Shaw
KS3 Dept. Coordinator
Ext: 3264

Deputy DSL
Sam Travis
Severndale @ Mary Webb Lead
Ext: 3324

Deputy DSL
Emily Perkins
Family Liaison Officer
Ext: 3201



Deputy DSL
Jack Millichap
Attendance Officer
Ext: 3257