

In School

Out of 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?



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

Vice Principal for SENCO, Foundation Stage Lead & Deputy DSL
Ceri Cusack

Assistant Business Manager & Deputy DSL
Sarah Downes

Communication lead & Deputy DSL
Gareth Smith

Vice Principal for Behaviour & Deputy DSL
Lisa Williams

Key Stage 2 Assistant Principal & Deputy DSL
Amy Schofield

Key Stage 3 Assistant Principal & Deputy DSL
Lorna Matley

Vice Principal & Lead DSL
Michelle Hill



Severndale @ Mary Webb Operational Lead & Deputy DSL
Sam Travis

Vice Principal for Curriculum, Key Stage 4 Lead & Deputy DSL
Laurence Riley

Executive Principal & Lead DSL Supervisor
Lucy Lee



Key Stage 5 Assistant Principal & Deputy DSL
Liz Harrison

Local Governing Body Safeguarding Governor
Amanda Lewis



Process for reporting a safeguarding concern:

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 'Safeguarding Concern 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
Ext: 3225



Deputy DSL
Ceri Cusack
Vice Principal & Foundation
Ext: 3262



Deputy DSL
Amy Schofield
Assistant Principal For KS2
Ext: 3260



Deputy DSL
Lorna Matley
Assistant Principal for KS3
Ext: 3227



Deputy DSL
Laurence Riley
Vice Principal & KS4
Ext: 3261



Deputy DSL
Liz Harrison
Assistant Principal For KS5
Ext: 3340/3282



Lead DSL Supervisor
Lucy Lee
Executive Principal
Ext: 3284



Deputy DSL
Gareth Smith
Communication Technology, Pupil Voice Lead
Ext: 3259



Deputy DSL
Daniel Ryng
EYFS Dept. Coordinator
Ext: 3207



Deputy DSL
Sarah Downes
Assistant Business Manager
Ext: 3295



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



Deputy DSL
Lisa Williams
Vice Principal
Ext: 3254