

St. Francis Church of England Primary School



School Contact Details:

Address: Cherry Tree Lane, Cherry Tree, Blackburn, BB2 5NX

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Email: office@stfrancis.blackburn.sch.uk

Website: www.stfranciscep.co.uk

Facebook: [@stfrancisceprimary](https://www.facebook.com/stfrancisceprimary)

School Vision: Love Faith. Love People. Love Learning.

"I have come to give you life in all its fullness." John 10:10

School Values: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Monday 12th September 2022

Dear Parents/Carers

RE: Safeguarding Team – Roles and Responsibilities

Outlined within this communication is a recent review of our safeguarding team within school because of the appointment of Mrs Katei Forrest to 'Inclusion Officer'. We have reallocated roles and responsibilities and hopefully the information below will give you clarity as to who does what with regards to safeguarding.

The safeguarding team is made up of myself, Mrs C Foster and Mrs K Forrest. Please see below the different roles and responsibilities each hold. We have tried to share the 'headline' roles and responsibilities rather than the detail.

Mrs Forrest	Mrs Foster	Mr Kewley
Coordination of all children with safeguarding needs	Oversight of Mrs Forrest's work	School Policy Compliance
ELSA – Direct Work with Children	Medical Lists / Care Plan	Professional Development - Safeguarding Training / Network Meetings
Early Years Supervision	Third Party Staff	Safer Recruitment
New Arrivals	Mental Health	Buildings/Environment
Leavers	Educational Visits Lead	Health and Safety
Safeguarding chronologies	Behaviour Management	Governance
Online Safeguarding Report Summary	Anti-Bullying	Operation Encompass
Testing of Internet Filter	PP/Disadvantaged Support and Data	
Online Safety – Parent/Carer Courses	Designated Teacher for Looked After Children	
Attendance and Punctuality	Curriculum – safeguarding messages	
Safeguarding Email		

We use the Continuum of Need to coordinate our support. More detail about this can be found here: <https://www.stfranciscep.co.uk/page/continuum-of-need-and-response/83896>

If you would like some support with family life, please do reach out for support. We may not be able to help directly but we can suggest different services or organisations that could help.

If you wish to contact the Safeguarding Team, please email children.familysupport@stfrancis.blackburn.sch.uk.

Many thanks,

J Kewley

Mr James Kewley
Headteacher/SENCo/DSL

C.Foster

Mrs Catherine Foster
DHT & Inclusion Manager/DSL

K.Forrest

Mrs Katie Forrest
Inclusion Officer