

Safeguarding Children

Sybil Andrews Academy



Designated Safeguarding Lead
Mr J Mason



Deputy DSL
Miss K Putt



Alternate DSL
Mr Henry Stevenson



Alternate DSL
Mr H Ruffell



Director of Secondary Education
Mr K Blakey

If you have a concern about the safety of a student, report the concern using the school safeguarding system CPOMS.

**If it is an urgent concern OR if you do not have access to CPOMS, report this concern directly to the Designated Safeguarding Lead, Mr J Mason.
In their absence report to a Deputy/Alternate DSL.**

If you have any concerns regarding the national Prevent agenda, please report to one of the DSLs.

If you have a Safeguarding concern about a member of staff, this should be reported directly to the Headteacher, Mr H Stevenson.

If you have a Safeguarding concern about the Headteacher, this should be reported directly to the Director of Secondary Education, Mr K Blakey (kblakey@unitysp.co.uk).

DO tactfully listen to the concerns of the child.

DO keep a note of the date and time.

DO report as quickly as you can, including the facts and, where possible, the child's words.

DO tell the student that you may need to pass this information on.

DO NOT promise confidentiality.

DO NOT share this information with another member of staff, volunteer or visitor.

DO NOT carry out any investigations of your own or ask leading questions.

September 2025