

## The Safeguarding Team 2023-24

### Our DSL and Headteacher is:

Name: Will Smith

Location: Head Teacher Office

Their tel. no: 0114 2551348/  
07799802615



[Headteacher@mundella.sheffield.sch.uk](mailto:Headteacher@mundella.sheffield.sch.uk)

### Our DSD and Learning Mentor is:

Name: Lisa Hewitt

Location: Learning Mentor/ SENCO office

Their tel. no: 0114 2551348/  
07597559764



[lhewitt@mundella.sheffield.sch.uk](mailto:lhewitt@mundella.sheffield.sch.uk)

### Our SENCO is:

Name: Emma Copeland & Roxie Godden

Location: Learning Mentor/ SENCO office

Their tel. no: 0114 2551348



[rgodden@mundella.sheffield.sch.uk](mailto:rgodden@mundella.sheffield.sch.uk)

### Our Mental Health and CLS lead is:

Name: Roxie Godden

Location: Ask at the school office

Their tel. no: 0114 2551348



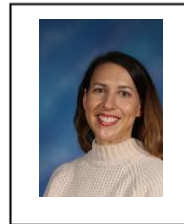
[mclark@mundella.sheffield.sch.uk](mailto:mclark@mundella.sheffield.sch.uk)

### Our Foundation stage lead is:

Name: Kimberly Wright

Location: Foundation stage

Their tel. no: 0114 2551348



[amckenna-colling@mundella.sheffield.sch.uk](mailto:amckenna-colling@mundella.sheffield.sch.uk)

### Our On-line safety co-ordinator is:

Name: Emma Blakemore

Location: Y4 classroom

Their tel. no: 0114 2551348



[eblakemore@mundella.sheffield.sch.uk](mailto:eblakemore@mundella.sheffield.sch.uk)

### Our Safeguarding governors are:

Name: Michelle Phelan and Fran Lavender

Location: Contact via email

Their tel. no: 07584318713

[governors@mundella.sheffield.sch.uk](mailto:governors@mundella.sheffield.sch.uk)



### Our Chair of governors is:

Name: Paul Hirst

Location: Contact via email

Their tel. no: 07538115478

[governors@mundella.sheffield.sch.uk](mailto:governors@mundella.sheffield.sch.uk)



### Our Business Manager is:

Name: Birju Kotak

Location: Business Managers office

Their tel. no: 0114 2551348

[bkotak@mundella.sheffield.sch.uk](mailto:bkotak@mundella.sheffield.sch.uk)



### Our Administration of medication team are:

Name: Kirstin Johnson/  
Clare Casely/ Lisa Hewitt/  
Lisa Hunt/ Birju Kotak

Location: School office

Their tel. no: 0114 2551348



## The Safeguarding Children Team in our setting:

<b>Head Teacher:</b>	<p>Responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns.</p> <p>Name: Will Smith <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;">07799802615</p> <p><a href="mailto:headteacher@mundella.sheffield.sch.uk">headteacher@mundella.sheffield.sch.uk</a></p>
<b>Designated Safeguarding Lead (DSL):</b>	<p>Teaching or pastoral staff from senior leadership team, responsible for all safeguarding issues, advising and supporting staff, liaising with the local authority and other agencies.</p> <p>Name: Will Smith <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;">07799802615</p> <p><a href="mailto:headteacher@mundella.sheffield.sch.uk">headteacher@mundella.sheffield.sch.uk</a></p>
<b>Designated Safeguarding Deputy (DSD):</b>	<p>A teacher, support or pastoral worker, in a post which requires assessment of children, deputises for the DSL. Not an administrative or finance worker.</p> <p>Name: Lisa Hewitt <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;">07597559764</p> <p><a href="mailto:lhewitt@mundella.sheffield.sch.uk">lhewitt@mundella.sheffield.sch.uk</a></p>
<b>Child Sexual Exploitation (CSE) Lead:</b>	<p>Support for pupils and staff to understand CSE and related topics and how to refer.</p> <p>Name: Will Smith <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;"><a href="mailto:headteacher@mundella.sheffield.sch.uk">headteacher@mundella.sheffield.sch.uk</a></p>
<b>Special Educational Needs and Disabilities Coordinator (SENDCo):</b>	<p>Support for staff and other agencies working with pupils with special education needs and disabilities and their parents and carers.</p> <p>Name: Emma Copeland &amp; Roxie Godden <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;"><a href="mailto:ecopeland@mundella.sheffield.sch.uk">ecopeland@mundella.sheffield.sch.uk</a></p> <p style="text-align: right;"><a href="mailto:rgodden@mundella.sheffield.sch.uk">rgodden@mundella.sheffield.sch.uk</a></p>
<b>Children Looked After (CLA) Designated Teacher:</b>	<p>Promotes the education of 'looked after' and previously 'looked after' children.</p> <p>Name: Roxie Godden <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;"><a href="mailto:rgodden@mundella.sheffield.sch.uk">rgodden@mundella.sheffield.sch.uk</a></p>
<b>Online-Safety Coordinator:</b>	<p>Develops and maintains a safe online culture within a setting, is also trained to be a DSD</p> <p>Name: Emma Blakemore <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;"><a href="mailto:eblakemore@mundella.sheffield.sch.uk">eblakemore@mundella.sheffield.sch.uk</a></p>
<b>Early Years Foundation Stage (EYFS) Lead</b>	<p>Supports staff to keep pupils up to 5 years old safe and well.</p> <p>Name: Kimberly Wright <span style="float: right;">Tel no: 0114 2551348</span></p> <p style="text-align: right;"><a href="mailto:kwright@mundella.sheffield.sch.uk">kwright@mundella.sheffield.sch.uk</a></p>

<b>Safeguarding/ Child Protection Governor:</b>	Ensures there are appropriate policies and procedures in place, that they are being implemented and followed, and challenges deficiencies and weaknesses that are identified. Name: Michelle Phelan <a href="mailto:governors@mundella.sheffield.sch.uk">governors@mundella.sheffield.sch.uk</a> Fran Lavender
<b>Chair of Governors/ Management Committee:</b>	Leads on safe recruitment and allegations of abuse against Head Teacher/Principal/Senior Manager and other staff and liaises with Local Authority Name: Paul Hirst Tel no: 07538115478 <a href="mailto:governors@mundella.sheffield.sch.uk">governors@mundella.sheffield.sch.uk</a>
<b>SENDCo Governor:</b>	Link between the SEND Coordinator (SENDCO) and the governing body/management committee Name: Rachel Stammers <a href="mailto:governors@mundella.sheffield.sch.uk">governors@mundella.sheffield.sch.uk</a>
<b>Learning Mentor:</b>	Develops strategies and support to help pupils achieve their full potential. Name: Lisa Hewitt Tel no: 0114 2551348 07597559764 <a href="mailto:lhewitt@mundella.sheffield.sch.uk">lhewitt@mundella.sheffield.sch.uk</a>
<b>Attendance champion:</b>	Addresses difficulties preventing pupils from attending school. Name: Lisa Hewitt/ Birju Kotak Tel no: 0114 2551348
<b>Mental Health Lead:</b>	Provides mental health support and advice to pupils. Name: Roxie Godden Tel no: 0114255148
<b>Administrators of medicine:</b>	Supports pupils' medical needs, ill health absence, medicines and individual healthcare plans. Name: Lisa Hewitt/ Lisa Hunt/ Clare Casely/ Kirstin Johnson /Birju Kotak Tel no: 0114 255348