

## The Safeguarding Team 2024-25

### 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

Location: Learning Mentor/ SENCO office

Their tel. no: 0114 2551348



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

### Our Mental Health and CLA & Mental Health lead is:

Name: Roxie Godden

Location: Ask at the school office

Their tel no: 0114 2551348



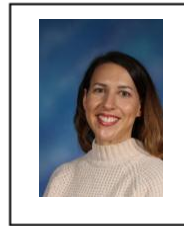
[rgodden@mundella.sheffield.sch.uk](mailto:rgodden@mundella.sheffield.sch.uk)

### Our Foundation stage lead is:

Name: Kimberly Wright

Location: Foundation stage

Their tel. no: 0114 2551348



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

### Our Online safety and computing team are:

Name: Mr Smith, Miss Hewitt, Mrs Jones, Mrs Hardaker

Their tel. no: 01142551348

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

### Our Safeguarding governor is:

Name: Fran Lavender

Location: contact via email

[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: Lisa Hewitt, Clare Casely, Kirstin Johnson, Helen Grocutt, Birju Kotak

Location: School office

Their tel no: 0114 2551348

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



## 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 07799802615</span></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 07799802615</span></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 07597559764</span></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><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 <span style="float: right;">Tel no: 0114 2551348</span></p> <p><a href="mailto:ecopeland@mundella.sheffield.sch.uk">ecopeland@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><a href="mailto:rgodden@mundella.sheffield.sch.uk">rgodden@mundella.sheffield.sch.uk</a></p>
<b>Online-Safety and computing Team:</b>	<p>Develops and maintains a safe online culture within a setting, is also trained to be a DSD</p> <p>Name: Will Smith, Lisa Hewitt, Vicky Jones and Emma Hardaker</p> <p>Tel no: 0114 2551348</p> <p><a href="mailto:headteacher@mundella.sheffield.sch.uk">headteacher@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><a href="mailto:kwright@mundella.sheffield.sch.uk">kwright@mundella.sheffield.sch.uk</a></p>

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