



# Safeguarding is everyone's responsibility

Any concerns are to be reported to the DSL or DDSL. If they are unavailable or you have concerns about them these are to be reported to the Principal. If you have concerns over the Principal, these are to be reported to KCC LADO.

LADO: <https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado>



Mandy Ellen  
Principal



Emma Finch  
DSL



Lewis Muir  
DDSL

STAFF TEAM	RESPONSIBILITIES FOR SAFEGUARDING
Reception Team	<ul style="list-style-type: none"> <li>- Check attendance registers at 9am and 2pm for absences. Phone calls to be made to parent/carers for any unexplained absences.</li> <li>- No student is to leave the building without consent of parent/carer with a valid reason.</li> <li>- All students leaving the building are to sign out with a note added to the register.</li> <li>- All visitors are to sign in and out well leaving. ID is to be checked. Any visitors that are not on the SCR is to be escorted around the buildings at all time and to wear red lanyard. SCR is managed by Emma Finch.</li> <li>- Check all staff are wearing lanyards when entering the building.</li> </ul>
Teachers Academic & Vocational	<ul style="list-style-type: none"> <li>- Complete registers at the start of lessons within 10 minutes.</li> <li>- Alert reception and/or senior team for any student who absent without reason/explanation</li> <li>- Report any concerns or concerning behaviour to DSL/DDSL.</li> <li>- Always wear lanyard.</li> </ul>
Mental Health First Aiders & Pastoral Support	<ul style="list-style-type: none"> <li>- Provide appropriate support as directed by the DSL/DDSL.</li> <li>- Ensure all communications, conversations and actions are logged on the Safeguarding portal or emailed to <a href="mailto:safeguarding@mepaacademy.com">safeguarding@mepaacademy.com</a></li> </ul>
DSL / DDSL	<ul style="list-style-type: none"> <li>- Ensure all safeguarding concerns are written up on Safeguarding portal with appropriate actions taken as well.</li> <li>- Make appropriate referrals as and when necessary to Front Door services as well as appropriate services for child welfare.</li> <li>- Attendance related concerns – speak to Lauren Ferrara at KCC first.</li> </ul>
Senior Leadership Team	<ul style="list-style-type: none"> <li>- Review all safeguarding cases and concerns weekly to ensure appropriate actions have been taken.</li> <li>- Provide support for staff who are involved or have followed up with safeguarding concerns.</li> <li>- Meet with parents/carers regarding safeguarding concerns.</li> </ul>
Principal (Mandy Ellen)	<ul style="list-style-type: none"> <li>- As Principal, Mandy Ellen has overall responsibility for safeguarding at MEPA Academy which is delegated to Emma Finch (DSL) and Lewis Muir (DDSL). Emma Finch and Lewis Muir have completed Level 3 Safeguarding training as a requirement of Safeguarding in Schools.</li> </ul>

**INFORMATION FOR ALL**

# **SAFEGUARDING & CHILD PROTECTION**

We are always here to help - if it worries you, report it!



**OUR TEAM ARE HERE TO HELP!**



**EMMA FINCH**  
**VICE PRINCIPAL**

DESIGNATED  
SAFEGUARDING LEAD



**LEWIS MUIR**  
**SENIOR MANAGEMENT**

DEPUTY DESIGNATED  
SAFEGUARDING LEAD



**DANIEL GREENWAY**  
**TEACHER OF DANCE**

MENTAL HEALTH FIRST  
AIDER



**CASEY BRETT**  
**TEACHER OF ART**

MENTAL HEALTH FIRST  
AIDER



**JEMMA CAPON**  
**RECEPTIONIST**

PASTORAL SUPPORT

There are a range of organisations that are available to support young people and adults

