Safeguarding Suite – School level appendix

Contact Details

Role	Name	Contact Details
Headteacher	Claire White	bodminhead@bodmin.celtrust.org
Designated Safeguarding Lead (DSL)	Kym O'Mara	dsl@bodmin.celtrust.org
Operational DSL	Emily Hodges	dsl@bodmin.celtrust.org
Deputy DSL(s)	Paul Stevenson Emma Dodge Edd Bissenden Charlotte Evans	dsl@bodmin.celtrust.org
Safeguarding Team members	Tamara Macmanard Allison Dutaut	dsl@bodmin.celtrust.org
Mental Health Lead	Kym O'Mara	dsl@bodmin.celtrust.org
Young Carer Lead	Kym O'Mara	dsl@bodmin.celtrust.org
Medical First Aid Lead	Kym O'Mara	dsl@bodmin.celtrust.org
Health Care Plan Lead	Tamara Macmanard	bodminfirstaid@bodmin.celtrust.org
Online Safety Lead	Kym O'Mara	dsl@bodmin.celtrust.org
Member of SLT responsible for supporting children with medical needs	Kym O'Mara	bodminfirstaid@bodmin.celtrust.org
Designated Teacher for children in care	Kym O'Mara	dsl@bodmin.celtrust.org

Trust contact details

Role	Name	Contact Details
Director of Inclusion	Amy Daniels	dsl@celtrust.org
Trust Safeguarding Lead	Heidi Spurgeon	dsl@celtrust.org
CELT Lead Attendance Officer	Emily Bennett	attendance@celtrust.org
Inclusion Officer	Rebecca Sobye	rsobye@celtrust.org
Safeguarding Trustee	Jon Newnes	Jnewnes@gov.celtrust.org
Chair of Trustees	Stuart Randnedge	sradnedge@gov.celtrust.org

Local contact numbers

Role	Name	Contact Details
Safeguarding Concerns	Multi Agency Referral Unit (MASSH):	0300 1231 116 Out of hours: 01208 251300
Safety	Police	999

Contextual Issues

Our local contextual information:

Three main issues identified in our locality are:	**Our additional actions or strategies in place to mitigate the threat to our children are:**
Domestic Abuse	We take a proactive approach to domestic abuse by educating and training to prevent harm and by working with safeguarding partners (social care and or police) to respond swiftly and support children when harm occurs.
Substance Misuse	We take a proactive approach to substance misuse (LIFE curriculum) by educating and training to prevent harm and by working with safeguarding partners (social care and or police) to respond swiftly and support children when harm occurs.
Parental Mental Health/ Parenting	We take a proactive approach to parenting and parental mental health supporting children by working with safeguarding partners (social care and or police) to respond swiftly and support children.
Bereavement	We support children directly with bereavement, staff are trained to offer supportive interventions, and we make referrals to safeguarding partners for support.

Child on Child Abuse

How do Learners report concerns:	Learners can report directly to a trusted adult, or they can report via our 'Full Stop' form.	
How do parents and Carers report concerns:	Parents and carers can report directly to a trusted adult/ DSL inbox, or they can report via our 'Full Stop' form.	
Online reporting link:	Bodmin College FULL STOP Report Form 2026-2027 – Fill in form	
Anti Bullying Lead:	Miss K O'Mara Miss E Hodges	dsl@bodmin.celtrust.org

Online Safety

IT Lead:	Stuart Johnson Miss K O'Mara	helpdesk@celtrust.org
How do Learners report online concerns:	Parents and carers can report directly to a trusted adult/ DSL inbox, or they can report via our 'Full Stop' form. Bodmin College FULL STOP Report Form 2026-2027 – Fill in form	
How do parents and Carers report online concerns:	Parents and carers can report directly to a trusted adult/ DSL inbox, or they can report via our 'Full Stop' form. Bodmin College FULL STOP Report Form 2026-2027 – Fill in form	
Filtering Provider:	Smoothwall	
Monitoring Provider:	Smoothwall	
Staff receiving safeguarding monitoring alerts:	Miss O'Mara Miss E Hodges	dsl@bodmin.celtrust.org
Date of most recent filtering and monitoring review:	10th November	

Attendance Information

Role	Name	Contact Details
Senior leader responsible for the strategic approach to attendance	Kym O'Mara	Komara@bodmin.celtrust.org
Attendance Champions	Katie Lamprell Elaine Rowe	bodminattendance@bodmin.celtrust.org
The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance	Katie Lamprell Elaine Rowe Lucie Oakley Skye Birch Jo Taylor Kieran Underhill Claire Squires	bodminattendance@bodmin.celtrust.org loakley@bodmin.celtrust.org sbirch@bodmin.celtrust.org jtaylor@bodmin.celtrust.org kunderhill@bodmin.celtrust.org csquires@bodmin.celtrust.org

Attendance Registration Times

Learners are expected to be in school at a good time for the start of the morning register. This means they should arrive at school at least 10 minutes before the register is taken.

Where a learner attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents/carers where necessary.

- The start of the school day is 08.45.
- Learners are expected to arrive at the school site between 08.00 and 08.42.
- There is breakfast club available from 08.00
- The register opens at 08:45 and closes at 09:15. Pupils arriving after registration opens but before registration closes are deemed as late 'before registration closes'.
- Learners arriving after registration closes (09:15) are considered 'late after registration has closed'. They will lose their mark for the whole session and the absence is recorded as 'unauthorised'.
- Afternoon register is taken at 14:00.
- The school day ends at 15:15.

Parents are expected to inform the school by 8:30am if their child is absent by calling 01208 72114 (selecting option 1) or by emailing bodminattendance@bodmin.celtrust.org, giving the reason for absence.

How the school is promoting and incentivising good attendance

- Positive welcome for all children daily at the learner entrance
- Providing a sense of belonging for learners through the learning and teaching framework
- Welcoming children back after they have been absent for any reason.
- Regular assemblies and newsletter items promoting good attendance.
- Clear communication to parents/carers regarding attendance.
- Rewarding learners for positive trends in attendance