

<b>Safeguarding and Child Protection Policy</b>	
<b>Localised School Based Procedures</b>	
<b>School/Academy Name:</b>	Manor CE Academy
<b>Principal:</b>	Jordan Cairns
<b>Designated Safeguarding Lead:</b>	Rebecca Kommer
<b>Implementation Date:</b> <i>Inline with policy approval</i>	September 2025 <i>(Updated April 2026)</i>

### Introduction

In conjunction with the Trust wide Safeguarding and Child Protection Policy, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

The localised procedures for the school/academy setting focuses on the following key areas:-

- Important Contacts
- Designated Safeguarding Lead and Absence Procedures
- Children’s Social Care
- Children’s Mental Health Crisis Team
- Identifying Possible Mental Health Concerns
- Local Authority Designated Officer (LADO)
- Reporting Procedures for Pupils
- Pastoral Support for Pupils with SEN, Disabilities or Health Issues
- Looked-After and Previously Looked-After Children
- Support for Pupils who Identify as LGBTQ+
- Supervision of the Designated Safeguarding Lead
- Non-Collection of Children/Pupils
- Missing Children/Pupils
- Visiting Safeguarding Procedures

Should you have any concerns or questions relating to the localised procedures, in the first instance, please contact [hello@mce.hlt.academy](mailto:hello@mce.hlt.academy)

Please refer to the below for a list of important contacts for the school/academy regarding Safeguarding and Child Protection:

<b>Important Contacts</b>		
<b>ROLE/ORGANISATION</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>
Chief Executive Officer (CEO)	Helen Winn	<a href="mailto:h.winn@hlt.academy">h.winn@hlt.academy</a>
Chief Operating Officer (COO)	Wendy Munro	<a href="mailto:w.munro@hlt.academy">w.munro@hlt.academy</a>
Trust Director of Safeguarding	Kyle Immanuel	<a href="mailto:k.immanuel@hlt.academy">k.immanuel@hlt.academy</a>
Principal	Jordan Cairns	<a href="mailto:j.cairns2@mce.hlt.academy">j.cairns2@mce.hlt.academy</a>
Designated Safeguarding Lead (DSL)	Rebecca Kommer	<a href="mailto:r.kommer@mce.hlt.academy">r.kommer@mce.hlt.academy</a>
Deputy DSL(s)	Claire Sheard	<a href="mailto:c.sheard@mce.hlt.academy">c.sheard@mce.hlt.academy</a>
School safeguarding contact during holidays and when the school is closed.	Head Office Safeguarding Team	<a href="mailto:safeguarding@hlt.academy">safeguarding@hlt.academy</a> 01904 560053
Local Authority Designated Officer (LADO)	Leigh Moore	<a href="mailto:lado@york.gov.uk">lado@york.gov.uk</a>
Chair of Governors	Debbie Cooper	<a href="mailto:chair@mce.hlt.academy">chair@mce.hlt.academy</a>
Safeguarding Link Governor	Bethany Wheeler	<a href="mailto:b.wheeler@mce.hlt.academy">b.wheeler@mce.hlt.academy</a>
Channel Helpline		02073 407264

Please refer to the below for details of the school/academy's safeguarding team and their contact information:

<b>Designated Safeguarding Lead and Absence Procedures</b>
<b>Relates to item 5 within Part 1: 'Think Family, Think Community'</b>
<b>Designated Safeguarding Lead</b>
<ul style="list-style-type: none"> <li>• During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Insert details of where the DSL is based/their telephone number.</li> <li>• Insert details of how your DSL can also be contacted out of school hours if necessary e.g. email, phone.</li> </ul>
<b>Deputy Designated Safeguarding Lead</b>
<ul style="list-style-type: none"> <li>• In the event that the DSL is absent or otherwise occupied with another substantial safeguarding concern, the deputy DSL(s) will act as cover.</li> <li>• Insert details of how your deputy DSL can be contacted.</li> </ul>
<b>Designated Safeguarding Officers</b>
<ul style="list-style-type: none"> <li>• In the event that the DSL and deputy DSL(s) are not available, insert name of individual (insert job title) will act as cover (for example, during out-of-hours/out-of-term activities).</li> </ul>

Please refer to the below for details of the school/academy's local Children's Social Care arrangements:

<b>Children's Social Care</b>	
<b>Relates to item 5 within Part 1: 'Think Family, Think Community'</b>	
Please find details of how to report child abuse here: <a href="https://www.gov.uk/report-child-abuse-to-local-council">https://www.gov.uk/report-child-abuse-to-local-council</a>	
<b>Telephone Number:</b>	01904 551900
<b>Email Address:</b>	<a href="mailto:mash@york.gov.uk">mash@york.gov.uk</a>
<b>Telephone Number for Early Help Assessment Team:</b>	01904 551900
<b>Email Address for Early Help Assessment Team:</b>	<a href="mailto:mash@york.gov.uk">mash@york.gov.uk</a>
<b>Telephone Number for Urgent Referrals (outside of office-hours):</b>	0300 131 2131
<b>Email Address for Emergency Referrals:</b>	<a href="mailto:edt@northyorks.gov.uk">edt@northyorks.gov.uk</a>

Please refer to the below for details of the LADO and how they can be contacted:

<b>Local Authority Designated Officer (LADO)</b>	
<b>Relates to item 5 within Part 1: 'Think Family, Think Community'</b>	
<b>Name of LADO:</b>	Leigh Moore
<b>Telephone Number:</b>	01904 551783
<b>Email Address:</b>	<a href="mailto:lado@york.gov.uk">lado@york.gov.uk</a>

Please refer to the below for further details on the school/academy's approach to CIC and PCIC and how these pupils are supported to achieve their potential:

<b>Children in Care (CIC) and Children who were Previously Children in Care (PCIC)</b>	
<b>Relates to item 13 within Part 1: 'Think Family, Think Community'</b>	
Please see below details of the designated teacher responsible for promoting educational achievement in CIC and PCIC as well as examples of local support mechanisms they offer.	
<b>Designated Teacher:</b>	Rebecca Kommer
<b>Support Mechanisms:</b>	The support mechanisms will be tailored to the needs identified in the Care Plan and The Personal Education Plan for the child.

Please refer to the below for details of person(s) responsible for the supervision (line management) of the DSL and how the DSL is supported to fulfil their role within the school/academy:

<b>Supervision of the Designated Safeguarding Lead</b>	
<b>Relates to Part 2: The Management of Safeguarding</b>	
<b>Line Manager of the DSL (and their role):</b>	Jordan Cairns, Principal
<b>Support/Supervision Provided:</b>	Safeguarding Supervision and Support is provided by Kyle Immanuel - Trust Director of Safeguarding.