


SAFEGUARDING NEWSLETTER

Issue 1: September 2025



 www.firtreecollege.com

Safeguarding Team

We have a dedicated team of staff that work with our students to ensure that help and support can be accessed when needed throughout their time at Fir Tree College. However, there are certain members of staff who have special responsibility and have received additional training for safeguarding issues.

These are Suzanne Fletcher (Designated Safeguarding Lead) and Darren Fletcher/Jane Parrott (Deputy Safeguarding Leads).



Suzanne Fletcher

Reporting a Concern

If you are concerned about the welfare, safety or rights of your child, another student at Fir Tree College or a child you know, then you should contact a member of the colleges safeguarding team without delay on 01257 251502 or send a message to safeguarding@firtreecollege.com.

If you have concerns about a student when the college is not open, please contact one of the relevant numbers below:

- **Children's Social Care** 01942 828300
- **Adults Social Care** 01942 828777
- **Wigan Safeguarding Children's Board** 01942 486025
- **Early Help Hub** 01942 486262
- **NSPCC helpline** 0808 800 5000

If you feel a student is at immediate risk of harm to themselves or others, please contact the emergency services on 999.



Darren Fletcher



Jane Parrott

Information Sharing

If a concern is raised regarding the safety or welfare of one of our students, information regarding this concern may need to be shared with external agencies such as the Police or the local Social Care Team. Although we will inform parents and carers of our requirement to share information regarding their child wherever possible, there may be certain circumstances where this is not possible or appropriate, and the welfare and best interests of the child/young person will be paramount.

Policies & Procedures

Fir Tree College have numerous policies in place to safeguard our students. Examples of these policies include Safeguarding and Child Protection Policy, Attendance Policy and Health and Safety Policy. Fir Tree College policies are available either via the college website or by request.

Attendance & Punctuality

Our attendance policy is available on request. We monitor attendance as part of our safeguarding duty. It is important that you or your child contact us before the start of the day if your child will not be in college. If we do not hear from you there are a number of steps we follow which may include: texting you, phoning you and making contact with emergency numbers you have provided. If your child is absent and we have not heard from you we may undertake a home visit to discuss reasons for absence and, where appropriate, to put plans in place to support a return to college.

Curriculum

As part of the curriculum, your child will take part in regular sessions on topics to help keep themselves safe and healthy. Examples of topics covered include drug and alcohol awareness, staying safe online, sex and relationships, mental and physical health and radicalisation.



Student Welfare & Mental Health

At Fir Tree College we recognise that some of our students may experience periods of difficulty, including difficulties with their emotional or mental health. All students are encouraged to identify a staff member to whom they can share any concerns or difficulties and we actively encourage students to tell us if something is wrong. At Fir Tree College we have a comprehensive whole college approach to mental health which includes a Designated Mental Health Lead, on-site counsellor, pastoral support, calm zone and links with external sources of support.

Staff Training

All staff undertake regular training to equip them with the skills and knowledge to recognise and respond to student welfare concerns. Details of this training are available upon request.

Staff Recruitment

All staff working at Fir Tree College have undergone statutory checks to ensure their suitability to work with children and vulnerable adults.

Risk Assessments

Fir Tree College have completed a range of risk assessments to ensure the creation of a safe and healthy place to learn. Copies of risk assessments are available upon request.

Contact Details

Please let us know as soon as possible if you change your contact details or if your emergency contact details change.

Complaints

Complaints regarding any aspect of Fir Tree College can be made by requesting a complaints form or booking an appointment with a staff member.