

Named Person – HoM

The job of the HoM is:

- to oversee the gathering of information that will help you.
- be the main person you would approach if you need support or help.
- to help you to create your Plan.

Lead Professional - DHT (PS) or DHT (P&G).

The job of the Lead Professional is:

- to make sure your plan is implemented and reviewed.
- to support other staff who are helping with your plan.
- to make sure you are supported.
- to make sure your plan is accurate and up-to-date.

Useful Contacts

Named Person

Cunningham House: Mr M. Eastham

Haig House: Mr N. Lear

Trenchard House: Mr P. Bush

Wavell House: Miss R. Appleyard

Lead Professional

Miss C. Phipps, DHT Pupil Support

Mr S. Adams, DHT Pastoral & Guidance



Queen Victoria School

A Guide for Child/
Young Person to

Getting It Right For
Every Child (GIRFEC)

“Be SAFE”



What is Getting it right for every child (GIRFEC)/SAFE?

The Getting it Right for Every Child (GIRFEC) /SAFE process aims to improve your life at Queen Victoria School. It enables you to get help when you need it. This can be to help you with:

- worries and difficulties in class.
- worries about home life.
- worries and difficulties in the boarding house.
- feeling you are unable to cope.

The aim is to improve your life. The Children's Charter tells us that children want us to

- get to know, speak with and listen to them.
- take them seriously and involve them.
- respect their privacy.
- think about their lives as a whole.
- think carefully about how we use information about them.
- put them in touch with the right people.
- use our power to help.
- make things happen when they should.
- help them to be safe.

Queen Victoria School has created a way to help with this. It is called **SAFE**. There are four stages to **SAFE**.

Support Stage is when there are concerns that you might be having some problems. Your teacher and HoM may find this out from you, your parent/carer or other teachers. We will then keep an eye on you with a little support.

Additional Stage is when these concerns continue. A plan may be created to help you.

Formal Stage is when more people need to be informed and will help you. A more detailed plan will be created to help you

Extended Stage is when people from outside the school help you over a long time. A detailed plan is also created.