



25th March 2010

Dear Parent and Carers,

Safeguarding our Pupils

At Stanton Drew Primary School we take looking after your children very seriously. This letter is to outline what Safeguarding your children means and what steps we are taking to keep your children safe.

Keeping your children safe means.....

- ✓ Ensuring the health and safety of all children
- ✓ Making sure that the adults who work here have undergone safety and security checks
- ✓ Protecting children from deliberate harm
- ✓ Being an anti-bullying school and tackling any bullying claims made
- ✓ Being proactive against racist behaviour
- ✓ Protecting our children from harassment and discrimination
- ✓ Using appropriate physical intervention when necessary, and safely
- ✓ Meeting the needs of pupils with medical conditions
- ✓ Providing first aid
- ✓ Protecting children from drug and substance misuse
- ✓ Providing safe educational visits
- ✓ Caring for children's personal needs
- ✓ Keeping children safe when they use the internet
- ✓ Making sure our school is secure.

In order to keep our site safe and secure we have an electronic access system. Please read the following information about accessing our school site during the day and our school's safety measures.

The Main Gate is open in the mornings between 8:45am and 9:00am and in the afternoon between 3:10pm and 3:25pm. At all other times the gate will be locked and the only access is via the entry system.

How to Access the School Site during the School Day

To gain access to our site during the school day please press the buzzer and wait for a response from the school office. They will be able to see and hear you. Please always report to the school office. To leave the school site during the school day press the red exit switch which will release the gate lock. Please remember to close the gate behind you.

In addition to this for school safety and security:

- Visitors, volunteers and late pupils must only enter through the main entrance and after signing in at the school office.
- Children will only be allowed home with adults (not older siblings in our school) with parental responsibility or confirmed permission. (Foundation and KS1 children cannot be collected by their KS2 siblings.)
- Children will never be allowed to leave school alone during school hours, and if collected by an adult, must be signed out at the school office and a reason for collection given.
- Should a child leave the school premises without permission then parents and police will be informed immediately of the circumstances.

We have also attached a Safeguarding Newsletter with further information on the reverse of this letter.

Yours sincerely,

Lynda J. Bills



KEEPING CHILDREN SAFE KNOWN AS SAFEGUARDING

Safeguarding

When the government published "Every Child Matters" it identified 5 key outcomes that were important to children and young people. These were:

- **be safe**
- **stay healthy**
- **enjoy and achieve**
- **achieve economic well-being**
- **make a positive contribution**

The government has clear guidance which our school has used in drawing up its own safeguarding statement.

Safeguarding Statement

The health and safety of all children in our school is of paramount importance and we aim to provide a secure environment in which children can flourish. In order to do this a wide range of measures are put in place:

The Health and Safety Policy

The school has a health and safety policy, which is monitored by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice. Each term there is a fire drill that practices efficient evacuation from the buildings.

First Aid

In school there are always trained members of staff who oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- For head injuries a 'bumped head' note is issued
- If there is any doubt at all a parent is contacted.

Internet Safety

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. Safety measures have been adopted to help ensure that our pupils are not exposed to unsuitable material.

Who works with Children?

All members of staff within the school, supply teachers, other professional visitors with a role in the school e.g. School Nurse and volunteers have relevant Criminal Record Bureau clearance.

Regular updates on child protection training are given to staff so we can ensure we remain current and up to date. Any concerns we have with regards to child protection we record and refer to appropriate agencies where applicable.

Safeguarding and the Curriculum

We encourage our children to stay safe and adopt safe practices by teaching specific lessons within the school curriculum and during assemblies.

We talk about stranger danger and staying safe on the roads and when we are out and about within the locality.

Site Security

We work hard to provide a secure site. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding. Therefore:

- Gates will be locked except at the start and end of each day and the entry system used.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and late pupils must only enter through the main entrance and after signing in at the office window.
- Children will only be allowed home with adults with parental responsibility or confirmed permission. (Foundation and KS1 children cannot be collected by their KS2 siblings.)
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, must be signed out.
- Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.