



**What do we do in school to keep your child safe?**

***'Safeguarding is everyone's responsibility, every day'.***

Our first and foremost priority is to keep your child safe and healthy. Under the latest OFSTED framework safeguarding is a key indicator of what constitutes a good school. Keeping your child safe means:

- 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
- Being proactive against racist behaviour
- Protecting our children from harassment and discrimination
- A positive approach to behaviour management including the use of physical intervention safely, when necessary
- Meeting the needs of children with medical conditions
- Providing first aid
- Protecting children from drug and substance abuse
- Children enjoying safe educational visits
- Caring for children's personal needs
- Keeping children safe when using the internet and making sure they are aware of cyber bullying.
- Making sure our school is secure and safe
- Being a 'listening school'.
- Ensuring they know who to go in school if they have a problem

Your child and their health & safety are our number one priority. We employ the following strategies to keep your child healthy and safe:

**Child Protection**

All staff receive appropriate training in Safeguarding and Child Protection to ensure that they are aware of the school's procedures for child protection and their responsibilities. We have a written policy and procedures for Child Protection complying with Local Authority guidance. The Designated Teachers for Child Protection are Diane Beardsmore (Headteacher), Clare Pattison (Deputy Headteacher) and Michelle Tucker (Assistant SENDco). The designated governors for Child Protection is Susan Phillips.

**Recording and reporting racist incidents**

*'Under the Race Relations (Amendment) Act 2000 and Home Office Code of Practice on reporting and recording racist incidents (2000) schools are required to record and investigate all racist incidents and to report them to the governing board on a termly basis.*

Definition of a racist incident: as recommended in the Stephen Lawrence Inquiry Report 1999: ***'A racist incident is any incident which is perceived to be racist by the victim or any other person.'*** S. George Jan 2019

### **Collecting your child during the school day**

Please try and make appointments out of school hours if possible. If you have to collect your child during the school day for a medical or dental appointment, please write a note to the class teacher or let the office staff know.

### **If your child is ill**

Please keep them at home and notify us by 9am on the first day of any absence so that we know they are safely at home with you. We have a policy of contacting parents / carers if we haven't received a message by 9:45am.

If your child becomes ill during the day they will be monitored and we will telephone you if we feel it is necessary to do so. Any cuts and grazes resulting from normal play in the playground will be dealt with by our first aid trained teaching staff, learning support assistants or mid-day assistants. Any bumps on the head will be reported to the child's teacher and we will call home or send a text so you are aware to monitor

### **Medicines**

If a child is receiving ongoing medication, parents are allowed to come into school by prior arrangement to administer this. Medication cannot be administered by school staff without prior agreement: please visit the school office to discuss this. Medicine and tablets must never be given to a child to be brought into school. Please advise the school if there are any changes to your child's health which the school should know about.

### **Jewellery**

For the sake of safety we request that jewellery should not be worn to school, with the exception of small stud ear-rings and watches which may be worn at the owner's risk.

The Local Authority regulations state that ***all jewellery must be removed for P.E.*** Stud ear-rings must be covered with tape/plasters which the children must be able to do themselves.

### **Fire Drill**

Our fire bells are tested weekly and a fire drill is held each term to ensure the swift evacuation of the building. If you are helping in school and the alarm sounds, please leave by the nearest exit and assemble in the playground next to the Train

### **Road Safety**

As part of our school development we have set a target to continue to increase the number of children walking to school. We ask parents / carers to support us and ease traffic congestion by walking your child to school; this provides an ideal opportunity to teach your child about road safety and traffic awareness. Zig-Zag lines are in force around the school so if you travel by car, please park well away from the school entrance for the sake of the safety of our pupils. Please do not park in our car park.

### **Before and after school**

Parents/carers are responsible for children on the playground before the bell rings unless the child attended breakfast club and then the breakfast club staff are there for them.

Please do not allow your children to ride bikes, scooters or play ball games once in the playground at the beginning or end of the school day.

Please do not bring dogs onto the school premises ever.

### **Playground safety**

We have very clear rules about behaviour and use of play equipment in the playground. Supervising adults are outside with the children every playtime and lunch time and additionally Playground Leaders are present in the playground to help ensure that playtimes are a happy time for all children.

### **No smoking area**

Our school building and grounds are a designated No Smoking area so we ask for your co-operation in extinguishing cigarettes before entering the site – this includes e cigarettes.

### **Security**

The school was built with security of pupils and staff in mind including:

- perimeter fencing and gates
- fenced EYFS area for our youngest pupils
- a modern effective fire alarm system with smoke alarms
- door entry system
- all staff wear ID badges at all times

Although we want to have an open door policy we must balance this against the safety of pupils and staff and we request that parents / carers respect this. At the start and the end of the school day please do not enter the school building. If you wish to speak to a member of staff please go to the office and ask to see the member of staff you require.

### **Visiting the school**

Any visitors to the school must sign in and out as a visitor. Our staff are trained to challenge anyone not following this practice, so we apologise in advance.

### **Sex and relationships**

As part of the national curriculum Y5&6 cover age appropriate sex and relationship education. All parents receive a letter before the subject is covered explaining the topic and how they are taught.

### **Swimming**

In year 3 children go swimming once a week. They are accompanied by members of staff who remain poolside during the lesson and closely supervise the children in the changing rooms. The children are taught swimming by fully trained instructors.

### **Risk assessments and school trips**

All school trips involve the undertaking of a rigorous risk assessment. Our children wear school uniform thus identifying them as Churchfields Primary School pupils on the majority of educational trips.

### **Bullying**

It is the responsibility of the whole school to ensure that school is a bully free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an anti-bullying policy with very clear procedures in place in the event of an incident involving bullying. We follow the SEAL (Social, Emotional Aspects of Learning) scheme of work and every half term there is a new topic that the whole school focus on through circle time, discussion groups and school assemblies. Every year we focus on anti-bullying week through SEAL and involve the children in anti-bullying competitions.

Learning Me

### **Online safety**

We take cyber safety very seriously at Churchfields. If we become aware of issues relating to specific children we inform parents. Within our curriculum we regularly look at online safety.