



Safeguarding: Information for Parents/ Carers

Every child has the right to be safe from harm and danger. It is everyone's responsibility to ensure all children are free from fear and able to develop in a safe, secure environment. Our **Safeguarding Policy** details exactly how we carry out our duty to safeguard children including what action we take when we have a safeguarding concern. Our policy is on our website and available from the office on request.

Are you concerned about a child? It is very important to take action straight away if you think a child you know is being harmed. The longer the abuse goes on, the longer it will take for a child to recover. If you are concerned about a child please talk to our **Designated Safeguarding Lead, Mrs Tanya Romani**. Our **Alternative Designated Leads** are: **Mrs Sonja Warnes** and **Mrs Nicola Kaye (Principal)**.

The following protocols are in place to ensure that all our children are safe on our site:

Bringing children into school: The academy gates are unlocked every morning at **8.40 am** when staff are on supervisory duty on the top and bottom playgrounds. Most parents like to stay with their child until they go into school at **8.50 am**. At **9.05 am** the academy gates are locked.

Picking children up at the end of the school day: The academy gates are unlocked at **3.15 pm** so that parents can meet their children as they are brought out of school. Teaching finishes at **3.15 pm**. Parents and Carers should remain on the playground for their child to come to them. The academy gate is locked at **5 pm**. This gives ample time for parents to pick children up after a school club.

The Front Office: The Front Office is open from **8.30 am** until **3.30 pm**. There you will be greeted by **Mrs Walker, Mrs Hayden, or Mrs Featherstone**. There are rare times when the front office staff are called away from their desks and you will find the doors locked. Please wait patiently. They will be attending to a child and should not be long.

Dropping your child off by car: The car park is for **staff, visitors and delivery vehicles only**. Please do not use our car park for dropping off your child. It is not safe to do so. There are two disabled parking bays at the front of our academy. Please do not use these bays unless your child has a disability. The bays are essential for the parents of our medical needs children. Parents/ carers must not stop on the zebra crossing to let children out of their vehicles. Please ensure that you find a safe place to park and be courteous to local residents.

Behaviour on our site: Adults are expected to set a good example to our children and follow our academy values. Parents, carers and visitors must not:

- Smoke on our site.
- Use bad language and refrain from raising voices as this can be upsetting for our children.
- Use a mobile phone whilst on our site.
- Bring animals onto our site unless it is a registered guide dog.
- Enter the blocks unless invited to do so by a member of staff.

Parents/ carers and visitors are expected to be polite to staff and other adults. The academy will not tolerate aggressive behaviour or language from adults either directed at staff, other



adults or our children. We will take firm action to address this should it happen including informing the police and restricting access to the site for that adult in the future.

Arriving Late and Leaving Early: If a child arrives late for school, they must go to the office and sign in, letting us know what they are having for lunch. Lunches can only be booked up until 11am. If a child needs to leave school before 3.15pm, please let the school know in advance. They must be collected from school by an adult who needs to sign them out at the office. Regular late arrival will be treated as an attendance concern.

Absence from school: It is very important that children attend school regularly and are on time. There is a clear pattern between under achievement and absence from school. If a child is ill, please let the school know that they will not be in school on the first morning they are away. This can be done by an adult in person or by phone. If a child is sick, they should not come to school for 48 hours. If we do not get a message when a child is away, the office staff will text and then telephone to find out why the child is not in school. If possible, medical appointments should be made outside the school day or in school holidays. If it is unavoidable that a medical appointment is in school time, please let the school know in advance.

The school attendance policy, available on our website or on request from the office, explains the process when an application is made for exceptional leave from school. Holidays during term time will not be authorised. Only exceptional circumstances for leave can be authorised.

Contact Numbers: It is vital that the academy has up to date contact numbers for parents. There should also be at least one additional number listed in case of emergencies. Email addresses are also very helpful. If any contact details change, please let the academy know immediately. If the care arrangements for a child change, eg if their parents are away on holiday, please let the academy know who to make contact with.

Medicines in School: If a child needs on-going medication (eg an inhaler), their parent or carer needs to complete a form from the office. Inhalers are kept in the child's classroom. If a child brings in sun tan lotion, lip salve or other such items, they should hand these to their teacher to be looked after and will be given to them when needed. Staff will not apply sun tan lotion. Please ensure your child can do this.

If a child is well enough to return to school but needs medication for a short amount of time, parents may come in to school to administer the medication at the right times or they may complete a form allowing staff to administer the medicine.

Local Trips: Parents are asked to sign a form when their child joins the academy giving permission for children to go on trips in the local area. This stops us having to send out separate slips for each trip out of school. Parents are asked to inform the academy if their details change or if they want to withdraw their consent.

Use of Images: There is a form to complete stating when and where parents are happy for images of their child to be used. Please let the office know if you change your consent after returning this form.

Use of Mobile Phones: Mobile phones may not be used on the academy site. This is the only way we can be sure that children are not being photographed or recorded.