

September 2018



Southfield Primary School

Dear Parent/Carer,

### **Safeguarding and Child Protection Fact Sheet 2018 - 2019**

We are again sending all parents and carers information about Safeguarding and Child Protection at the beginning of every school year. We have also attached a document 'Safeguarding at Southfield' which outlines all the actions we have in place to keep all children safe (a copy of this is also on the school website).

### **Safety and Security**

We want to ensure that all our children and parents feel safe whilst at school. Parents, carers and visitors should report to the school office. All visitors in the school are asked to wear a lanyard and will be handed a Safeguarding leaflet outlining all the procedures in place. Any adult seen in the school without a visible lanyard will be asked their identity and reason for being in the school.

Please note that the school gates open at 8.40am. If a child arrives before 8.40am then their safety is the parents/carers responsibility. Children are able to walk into the school and into class, where they will be supervised by their class teacher from 8.45am. The school day starts at 8.55am.

Parents/carers are also reminded that if problems occur between children these should be reported to the relevant member of staff. Parents/carers are asked not to approach someone else's child or another parent/carer in the playground.

Senior staff are regularly in the playground before and after school to help. At the end of the day parents and carers are asked to stand well back from the class lines to ensure the teacher has a clear sight of everyone who is collecting children.

Please note that at the end of day the side doors into school will be closed at 3.25pm this is for safeguarding and security. If you need to come into school for any reason then you will need to go round to the office and speak to the office staff and they will then give you access.

### **Road Safety**

Young children are at risk on their way to and from school. The main hazard the children

face is from cars. Please ensure children are safe when dropped to school and this includes helping them to cross the road. If you do drive to school, please park away from the school in the surrounding roads with consideration for our neighbours.

### **Communication**

We attach great importance to the pastoral care of our children. If a problem arises at home which affects your child, you are encouraged to discuss the matter with staff.

### **Key Staff**

Aside from your Class Teacher there are other key staff that you can contact within the school if you have a safeguarding, child protection or pastoral matter you wish to discuss. Of course all information of this nature will be treated in the strictest confidence (also see section on Child Protection concerns).

Early Years Phase Leader: Mrs. Ouko

KS1 and Year 3 Phase Leader: Mrs. Robinson

Years 4-6 Phase Leader: Miss McGreal

Deputy Head for EYFS, KS1 and Year 3: Miss Tamber

Deputy Head for Years 4-6: Miss Bal

### **Parent Support Advisor (PSA)**

The school has a Parent Support Adviser who you can contact with any issues with attendance or welfare. The role of the PSA is to support parents/carers in ensuring that their children enjoy and learn. This can be in a variety of different ways including giving advice on how to access external services, coordinating after school activities and passing messages on to relevant members of staff.

If your child suffers an injury outside of school please inform your class teacher or the Parent Support Advisor before the start of the next school day.

Our PSA is Ms Rodriguez who can be contacted throughout the school day on 020 8994 6173.

### **Designated Lead for Child Protection**

The Designated Lead for Child Protection receives regular training and has access to key information and advice around child protection issues.

The Designated Lead for Child Protection is **Miss Tamber**. When Miss Tamber is not in school, the Designated Leads are **Mr Prebble** and **Miss Bal**.

## **Child Protection Concerns**

It is the duty of all staff to report to the Designated Lead for Child Protection any concerns they have about the safety and welfare of any child.

The Designated Lead will take advice from external services as necessary. The school has a duty to refer information, but is not the investigator. Records will be kept and children will be monitored. Referrals may take place at a later date if the adviser has collected further pieces of evidence that cause concern.

All staff have a professional responsibility to share information with other agencies in order to safeguard children.

**While every effort will be made to inform parents of a referral to Children's Services and Social Care the safety and welfare of the child will always be the overriding consideration and parent/carers may not always be informed.**

**Please see our website for more information. Key policies include:**

- Safeguarding and Child Protection
- Attendance
- Whistle-blowing
- Behaviour
- Anti-Bullying

## **E-Safety/Mobile Phones**

We believe that it is essential for parents/ carers to be fully involved with promoting e-Safety both in and outside of school while appreciating the benefits provided by technologies generally.

Please note that there are age restrictions for certain programs such as Snapchat, Facebook and Instagram, no one under 13 should be using these programs. Therefore it is important to ensure that parent/carers monitor use of the internet at home and talk to their child about use of apps/programs on mobile phones.

## **Private Tuition**

If you choose to employ a member of staff to tutor your child privately, please understand that this is an agreement you have made with the staff member. The school cannot take responsibility for staff actions when privately employed by parents/carers.

## **Parent/Carer Feedback**

We welcome feedback anytime. We also do an annual survey for parent/carers and pupils where they can share their feedback with the school.

## Monitoring and Evaluating

Our latest OFSTED report (May 2018) affirmed that:

Safeguarding is effective.

The leadership team has ensured that safeguarding arrangements are fit for purpose, and records are detailed and of high quality. Leaders are fully aware of the need to keep all pupils safe, and make sure that pupils and staff receive timely guidance and advice. Policies and procedures are followed and, where necessary, leaders enlist appropriate external support to ensure the safety of their pupils. Statutory risk assessments are carried out so that pupils' safety is managed when they are on and off site. Leaders have implemented a culture of safeguarding that protects all members of the school community.

The school regularly reviews its safeguarding practices. A termly report with actions and evaluations is produced with input from the school's safeguarding link governor.

Thank you for reading this information. We hope you found it useful.

Yours sincerely



Mr. Prebble  
Headteacher



Miss. Tamber  
Deputy Head and Designated Child Protection Lead