



# Leyland St James' CE Primary School

## A Guide to Safeguarding and Child Protection for Parents and Carers

As a parent or carer, you want to make sure your child is safe, happy and well-looked after. You will try and protect them from any harm and help them become confident, healthy and happy young adults.

Our school recognises that it has a statutory responsibility to safeguard and promote the welfare of children. We aim to provide a safe and welcoming environment where children are respected, valued and nurtured. As part of this duty, we will be alert to the signs of abuse and neglect and will follow procedures to ensure that children receive effective support, protection and justice. We have a designated child protection officer and safeguarding lead and a designated governor for child protection who coordinate these responsibilities.

We have put together this leaflet to give you some information about how we meet our safeguarding and child protection responsibilities and to offer some guidance of ways that you, as a parent/carers can ensure the safeguarding of your child. **If you are concerned about the safety or welfare of your child, or a child you know, you should act without delay.**

Safeguarding and Child Protection at St James' CE Primary School: Our safeguarding and Child Protection policies cover a very broad range of responsibilities. These include:

Behaviour & anti-bullying	e-safety	First aid
Attendance & Punctuality	Educational Visits	Health & Safety
Special Educational Needs services	Emergency Planning	Managing medical needs
Admissions Procedures	Safety Education	Premises Management
Safeguarding Education	Enforcing non-smoking	Use of Images
Visitors & Volunteers	Risk Assessment	Early and late pick ups
Parking near school	Equality Recruitment	Safe Recruitment

NB: This is not an exhaustive list but a guide to some of the policies and practices which ensure safeguarding.

### **Head forms**

As a matter of caution, you will receive an injury form if your child has an accident at school. If your child hurts their head, face or genitals you will receive a phone call and will be told if your child needs any medical care or if they need to be collected. We will ring you to let you know, even if we think they are fine, so that you can keep an eye on them and so you aware.

### **Medicines**

If your child is taking medicine (and is well enough to be at school) you should contact us to discuss a plan. We will need to know if your child can self-administer or if you can bring the medicine to school during the day. The school do not give medicines but will organise a medical plan for any children requiring medicine such as asthma inhalers or epipens. We will require two sets of in-date medication and a signed form. Please ask at the office for more information.

### **Absence and lateness**

We take a register each morning and afternoon to check that children are present. A headcount is taken at the beginning of the day to ensure that pupil numbers agree in the event of fire or evacuation. It is very important that you notify us if your child is unable to attend school or is going to be late. This is very important if and when your child starts to come to school alone. If your child arrives late to school, not only does this disrupt theirs and others' learning, but it means that the registers and head counts need to be adjusted to show that your child arrived after 9am. This affects learning time and we ask you to please arrive at 8:45am to enable the effective running of the school.

### **School Site Security**

We have very strict procedures to ensure that anyone visiting our site is safe. Badges are worn by visitors and CRB (Criminal Record Bureau) checks are made. Visitors without these checks are supervised so that the children are safe. We ask that parents/visitors use the main entrance to visit the school. If you notice anyone acting suspiciously in or around the school site, please notify a member of staff.

### **Dealing with Issues**

We remind parents and carers that they should not approach, chastise or discuss issues with other people's children. If there is an issue, please discuss it immediately with a senior member of staff. It is not in the best of interests of the children to be spoken to by another parent and this will be taken very seriously and may result in a parent being asked to stay off the school site.

## **Internet and mobile phone safety**

Mobile phones and computers are a part of everyday life for many children and young people. Used correctly, they can be an effective means communication as well as a fun and educational tool; used incorrectly, or in the wrong hands, they can be threatening and dangerous.

### **Some risks are:**

- Cyber-bullying (inappropriate content is sent to others using a mobile phone, email or social networking)
- Accidental or deliberate access to violent or sexually explicit websites
- Conversations, shared photographs/video or actual meetings with strangers

### **Parents may find it difficult to manage these risks but some tips are:**

- Put the computer in a shared room
- Monitor your child's online activity
- Ensure that your child knows they should never give their full name, address and/or contact details
- Ensure 'parental controls' are set appropriately
- Install software to filter out inappropriate material.
- Ensure that your child tells you if anything inappropriate happens whilst using IT
- Make it very clear that your child must never arrange to meet someone they have chatted to online without your permission.

## **Child abuse and what to look for**

No parent or carer wants to think about the possibility of their child becoming a victim of abuse and most children are never abused. Most children who are abused know their abusers; they may be family members or friends of family, someone who works with the child or someone who lives in the community. It is important for parents and carers to be aware of the signs and know how to get support. There are many signs that a child might be suffering abuse. There may be injuries but change in your child's behaviour may be the first indicator. If you notice anything that concerns you, talk to your child to see if you can find out what is happening. Remember that, if your child is being harmed, s/he may be too frightened to tell you. If your child becomes distressed, you could talk to a professional about your concerns, call a helpline or contact Children's Services.

## **What we will do if we have a concern about your child**

If we are concerned that your child may be at risk, we have a duty to follow the agreed safeguarding procedures in order to ensure that the welfare of the child is the most important consideration. Whenever possible, in line with guidance from Children's Services, we will talk to you about our

concerns and tell you if we feel we need to refer our concerns to children's social care. Child protection is a very sensitive issue and we will do everything we can do to support the child. Any action taken will be in the best interests of your child and in line with our statutory duty to protect children. All child protection records are kept separate from your child's general school file and the only members of staff who have access to these records are those who need to know in order to protect and support your child.

**-Committed to Safeguarding-**