

Updated September, 2018



Safeguarding at Woodcock Hill **Information for Parents**

Dear Parents / Carers,

When you send your children to school each day you need to feel secure in the knowledge that they will be safe. This booklet explains the many ways in which we keep your children safe at Woodcock Hill, and ways in which you can help us maintain and improve our level of safety.

Recruitment

All adults who work or visit Woodcock Hill have to undergo a Disclosure and Barring Service (DBS – formerly known as CRB) check to ensure that they are suitable people to work with children. Governors, senior staff and our School Business Manager have all undertaken the recommended safer recruitment training. This ensures that we follow a very rigorous procedure when new staff are interviewed and employed to work at our school. All staff undergo regular safeguarding training, which covers health and safety, child protection and online safety. Our staff are very experienced and have a great deal of knowledge about safeguarding procedures and principles.

Premises

Our school grounds are surrounded by an eight foot high metal fence. We have electronic vehicle and pedestrian gates which means that access is only allowed for those with a pass or those who have business in the school. The school gate is monitored at all times by video camera. The main access doors to the school are fitted with a swipe card system, which means that only those with an activated pass may open the doors and enter. All visitors to our school have to report to the school office, where their details are checked and verified. All adults, including visitors wear different coloured identity lanyards and badges when they are on the school site. The school gates are open at set times during the morning and afternoon to allow access, but are locked at all other times. The gate from Shenley Fields Nursery School is similarly opened to allow access for parents and children, but is locked at all other times. There are only two entrances to our school, and these are closely monitored and kept secure during the school day. The site is locked and secured over holiday periods. Classroom doors are open in the morning from 8.45a.m. until 8.55am. Doors are then closed and pupils cannot be admitted. This is to keep your children safe.

We hold regular Fire Drills and we are able to evacuate the building and move the staff and pupils to a place of safety within two minutes.

How can parents help?

- ***Do not expect Classroom doors to be opened after 8.55am. If your child is late you & and they must report to the main school office***
- ***If you would like to see your child's teacher try to do this at the end of the school day rather than the start. Mornings are always very busy!***
- ***Please inform the School Office if anyone other than you is picking up your child from school. We will not allow children to be collected by anyone who does not have your permission.***

Child Protection

There are a number of Designated Senior Leads for Child Protection issues in our school. They are:

Mrs. H J Kitaratzis- Head Teacher (Acting) (School DSL)
Mrs. S. Clarke SENCO & Deputy Head Teacher (Acting) (Deputy DSL)
Mr. N Malin – Strategic Business Manager (Deputy DSL)

However, Child Protection is everyone's responsibility and if you have a concern about a child's safety or welfare you may talk to any member of staff in confidence. Sometimes families are in a situation of crisis and may need help- we have access to a number of organisations who may be able to help families in crisis.

Accidents

All school equipment is regularly checked to ensure that it is safe to use. Any unsafe equipment is either repaired or disposed of.

We have high staffing ratios, with teaching assistants and other support staff in every classroom. Senior staff are also regularly on duty at lunchtime, both in the playground and inside the building. Many staff have received first aid training and we have five formally trained first aiders on the staff qualified to the certified "First Aid at Work" level. A trained first aider is available at all times during the school day.

However, accidents do unfortunately happen and when they do there are set procedures for how they are dealt with. All serious accidents are recorded in a first aid log, and your child is looked after by a member of staff with the appropriate experience and qualification. If your child has received a "head bump" you will be contacted by text or telephoned to give you the option of coming to school to check on them. In the majority of cases there are no concerns but you will always be given the choice. If your child is not well enough to continue to attend in school then you will be telephoned and asked to collect them. This does not happen very often, but children can become unwell quite quickly and then the best place for them is at home.

How can parents help?

- ***Make sure that we have a correct and current contact number in case of emergency***
- ***Make sure that your child wears the correct uniform to school, especially shoes- inappropriate footwear can be the cause of accidents in the playground.***

Breaktimes and Lunchtimes

In Key Stage 2 we use both of our playgrounds at morning break with years 3 and 4 on the netball court playground and years 5 and 6 on the Junior playground. All pupils use the same playground at lunchtime. Pupils are supervised at all times during break and lunchtimes, by either teachers or lunchtime supervisors. In Key Stage 1 we have a group activity coordinator and in Key Stage 2 we have a designated Play Leader whose job it is to organise games and activities. In all Key Stages there is always a member of staff on first aid duty at break and lunchtimes.

Pupils have play equipment which they can use and there are activity areas in both infant and junior playgrounds. These areas are supervised and controlled and they are not used if they are wet or slippery. Pupils are expected to play and generally get on with each other in the playground. Unfortunately this does not always happen but most disputes are minor and dealt with very quickly.

Bullying, fighting, racism and abusive language are not tolerated at Woodcock Hill. Under the terms of our Behaviour Code these types of behaviours are dealt with by a temporary fixed term exclusion. We ensure through our teaching that children treat each other and adults in school with respect and instances of bullying, fighting, racism and use of abusive language are rare.

How can parents help?

- ***Keep young children from playing on or using activity equipment in both playgrounds before and after school. It is not designed for very young children and can be dangerous if used by them when unsupervised.***
- ***Explain to your child that they must tell someone if they think they are being bullied or see anyone being bullied***
- ***Do not tell your child to “hit back”. This only makes the situation worse***
- ***Be careful about what you let your children watch on television, DVDs or computer games. Pupils may copy the language and violence they have seen.***
- ***Provide a good role model for children by acting appropriately at all times and making sure that they do not hear bad or racist language.***

Off site visits

A detailed risk assessment is carried out for every visit made by the pupils. Staffing ratios for visits are high, with extra staff often taken to ensure the safety of the pupils. We have our own minibuses and trained drivers which we use whenever we can and when these are not suitable we use reputable coach and bus transport companies. We ensure that seat belts are always fastened and that the pupils remain correctly seated while the vehicle is in motion. Staff on visits always carry mobile telephones so that they can keep in contact with school and summon any help if it is needed. All pupils wear a wrist strap with the schools contact details printed on it whilst on visits.

How can parents help?

- ***Make sure that we have a correct and current contact number in case of emergency***
- ***Ensure that your child is collected at the correct time if the visit extends beyond the school day.***

Medicines in school

If a child needs to receive prescribed medicines during the school day, parents must complete a school medicine record sheet which details all relevant information. This, along with the medication, will be kept in a secure location within the classroom. A daily record of when medication is taken in school will be kept by the member of staff who has agreed to supervise/ administer this. Individual medicines that need immediate access e.g. asthma inhalers, are contained separately in the class medical box.

If a child has a medical need that may require emergency treatment, then the parent is also asked to complete a Personal Care Plan which is kept in the class register. The information contained within the plan will be treated in confidence and used for no other purpose than for setting up a good support system for the child.

How can parents help?

- ***It is the parent's responsibility to ensure that their child has enough medication in school. Parents should ensure that medication has not reached its expiry date and that equipment and devices are cleaned and kept in working order.***

The Curriculum

In Key Stage 2 all pupils receive swimming lessons. The school pays for these from the school budget. Our aim is that all pupils will be able to swim at least a length before they leave our school.

In the curriculum aspects of safety are taught through road safety, water safety, the dangers of drugs and alcohol, fire safety, electricity and cyber safety. Pupils are also taught the safe way to handle equipment in lessons such as Design Technology, Cooking, Science and Physical Education.

Computer / Cyber Safety

Pupils are taught in school how to stay safe when using the internet.

We have safety "firewalls" and software in place so that pupils cannot access any inappropriate materials by accident. We are also able to monitor all of the content of emails sent and pages viewed by the pupils when they are using the school system.

Mobile telephones are not allowed in school without prior permission. An exception is made on the very rare occasion when a pupil may need to contact a parent after school. In this case the telephone should be handed in to the school office first thing in the morning.

How can parents help?

- ***Teach your children about safety when using the internet or mobile phones. There are many websites available to help with this. The school can also help***
- ***Tell your children that they should be very careful about what is written in any message. It is very easy to say something that would upset or hurt someone in a text message***
- ***Anyone accessing the "Facebook" site must be over the age of 13. If your children are using social media sites do you know what they are saying to each other and about each other?***

Developing and Improving

We introduce keeping safe messages as soon as pupils start school and continue to revisit and consolidate these messages throughout their school career here. We regularly update our policies and procedures which are available to you upon request.

A copy of this booklet can be downloaded from our website at www.woodcockhillprimaryschool.co.uk

If you have any concerns over your child's safety at school please contact us at enquiry@woodcockhillprimaryschool.co.uk or on 0121-675 4130.