



Abbey Road, Old Buckenham, Attleborough, Norfolk. NR17 1RH
Executive Headteacher: Mrs J Humphrey - Head of School: Miss A Cockburn
Telephone: 01953 860380 Fax: 01953 860952
Website: www.oldbuckenham-pri.norfolk.sch.uk Twitter: @OldBuckenhamPri

Friday, 07 September 2018

Dear Parent/Carer,

In this letter we would like to share with you our school's policy in ensuring that our children are taught and encouraged to live healthy lifestyles and adopt safe practices. Our school is committed to the safeguarding of children. We have procedures and practices in place to ensure that pupils and staff are kept safe at all times and to ensure that there is a consistent approach throughout the school.

What does safeguarding mean?

Every child has the right to be safe from harm and danger. It is everyone's responsibility to ensure every child is free from fear and able to learn and develop in safe, secure environments.

Why are we involved with safeguarding?

The Education Act 2002 requires all schools to have arrangements to safeguard the children. Statutory guidance from the Department of Education 'Keeping Children Safe in Education 2018' alongside 'Working Together to Safeguard Children 2018' provides the framework and sets the legal duties with which all schools must comply.

We have procedures in place to do this and a policy that all staff, volunteers and regular visitors must work to. We also have to have at least 2 members of staff whose job it is to be responsible for all aspects of safeguarding in our school. The Designated Safeguarding Lead for safeguarding is Miss Amanda Cockburn and in her absence Mrs Julia Humphrey, the Head teacher. In the event of neither of these people being in school, Mrs Jacqui Sydney will be the named person. We also have a named governor for safeguarding this is Mr Chris Archer who can be contacted via the school office.

Adults have a tremendous impact on young children and with this in mind, adults at Old Buckenham Primary School:

- Are good role models for children
- Enjoy their work and working with children
- Are conscientious and hard - working
- Welcome and support visitors to school
- Recognise and value strengths in each other and use these to support everyone
- Work with the agreed policies of the school
- Promote a happy, caring and safe school
- Encourage children to think for themselves, ask questions and find answers
- Challenge and support children in their learning

To this end if you see a member of staff or visitor dealing with an issue in an inappropriate way please inform the Designated Safeguarding Lead.



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We have a number of policies in place to safeguard our children and they include:

Attendance and punctuality

Children's attendance and punctuality at school is monitored on a daily basis and notable absences, lateness or patterns of absence are followed up. In cases where absence or lateness to school is persistent, the Attendance Officer will support by working with a family to ensure any barriers to learning are removed. The school prides itself on its very good attendance and punctuality figures.

Behaviour

High standards of behaviour are expected at all times. Our behaviour policy is reviewed annually and can be found on the school website. Children are also reminded about our school rules and they know that we have them in order for everyone to be happy and keep safe.

Health and safety

The school has a named Health and Safety officer, Mrs Julia Humphrey. All teaching staff and the majority of teaching assistants have attended up to date first aid training. We also aim to ensure that children are regularly informed about health and safety through assemblies, wall displays and clear instructional signs around the school. We would ask that if you notice any defects or potential hazards whilst in school you report these to a member of staff.

Curriculum

Healthy eating, physical exercise and safety are taught in our curriculum. These areas of life skill development are also brought to life by the educational visits we undertake and professionals we invite e.g. police officers, dentist, dog warden etc.

Safer recruitment and selection of staff

We undertake to ensure staff members are right and proper to work with children. Governors and the school ensure that all staff new to the school and volunteers who work in school on a regular basis undertake a Disclosure and Barring check. In addition staff undergo identity checks, interviews and full references are required before they are able to take up a post. At least one member of staff/governor trained in Safer Recruitment is present on every interview panel.



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Child Protection

Our staff receive regular training on child protection. All schools have a duty to refer cases of suspected child abuse to Children's Services. If someone at our school sees an unusual or unexplained injury or mark, if your child has said something worrying to us, perhaps someone has reported something your child has said or if their behaviour is particularly out of the ordinary, we are required to make a referral. A child is abused when a parent, carer, other family member or another adult known to the child deliberately causes harm, neglect or fails to protect their child from harm. Harm may be physical, sexual, emotional or may take the form of neglect.

Children's Services are also able to help children and their families if a referral has been made and abuse is not evident but there are concerns that mean additional support might be needed. Every school is required to help Children's Services with their assessments but must not conduct any investigations themselves. This can only be done by social workers and/or police officers.

If we think your child has possibly been abused we don't have to seek your agreement for the referral to be made. However, it is always better for your child if we can work together. We will, wherever possible, discuss the referral with you and also let you know it has been made.

For your information, when a referral is made an experienced and qualified social work manager will read the information and decide what needs to happen next. They will be assisted by other agencies that you know, for example, school nurse, GP, health visitor or school. After an assessment has been completed a meeting called a child protection conference might be held – you will be invited to this. This meeting will only be called if the assessment shows that there is a likelihood that child abuse has or is taking place. If the assessment does not show this you will be told. Children's Services may decide that they can still provide a service or will know of other agencies in your area that will be able to offer you some support.

You may feel angry, upset or worried because we have made a referral. Please try to understand that every member of staff has a responsibility to act in the best interests of all of our children all of the time and are not allowed to take any risks if a child's safety is of concern.

It is very unusual for children to be taken away from their parents or carers. A child will only be removed if there is absolutely no other way of keeping them safe. The Children Act says everything possible must be done to help parents look after their children at home.

How you can work in partnership with us:

Children will get the most out of their education when we all work together on every issue. This means that both school and home have to have good communication links. Please let us know about anything that might affect your child, we might be able to help. Let us know if your child has a medical condition or has had an accident. Also, please let us know if your child will not be coming into school by ringing us on the first day they are absent.



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What can you expect from us?

- A safe environment for your child to learn that complies with safeguarding in education legislation and guidance.
- We will take good care of your child whilst they are with us. We will talk to you about anything we see that we are worried about.
- We will keep accurate up to date records.
- If your child transfers to another school we will share important information with them that will help to support your child's move.
- We will contact you if your child is absent and you haven't let us know why.
- We will respond promptly to any problem you tell us about.
- Our staff will offer support and assistance when needed.

For updated information on safeguarding children in Norfolk

www.norfolkscb.org

We hope this information will be of use to you.

Thank you for your continued support

Julia Humphrey

Amanda Cockburn

Headteacher

Designated Safeguarding Lead