



Safeguarding Information

for

Parents and Carers

Introduction

Abbeyfield Primary School is committed to Safeguarding and meeting the needs of all children.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe. If you are worried about the safety of a child please do not hesitate to contact us.

If you have any concerns about a child you meet in Abbeyfield Primary School you should immediately report your concern to a member of staff.

The designated staff responsible for Child Protection at Abbeyfield Primary School are:

Mrs H Best – Principal, Designated Safeguarding Lead

Mrs K Abell – Deputy Headteacher, Designated Safeguarding Deputy

Mrs Julie Simpson – Learning Mentor, Designated Safeguarding Deputy

Ms S Girard – SENDco, Designated Safeguarding Deputy

Mrs S Hobson - Learning Mentor, Designated Safeguarding Deputy

The Safeguarding Trustee is Mr Dave Sandilands who is also the safeguarding lead for Five Rivers Multi Academy Trust

School Staff

Schools and their staff form part of the wider safeguarding system for children, and it is our duty to work with social care, the police, health services and other services to promote the welfare of children and protect them from harm, as described in the statutory guidance '*Working Together to Safeguard Children 2015*'.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children Safe in Education 2018 sets out our legal duties to safeguard and promote the welfare of children in schools.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This applies to teaching staff, teaching assistants, non-teaching staff, premises staff, Trustees, volunteers and anyone else who is responsible for, or is in contact with, children in our school.

School staff received training in safeguarding and are obliged to pass on any concerns about any child to the designated staff member.

Parents who wish to discuss matters of a private nature with the Principal are encouraged to do so and we operate an open door policy.

DBS Checks

Part of our Safeguarding Policy requirement is that all staff, volunteers and people working in the school are checked by the Disclosure and Barring service (DBS). This is to prevent unsuitable people from working with children.

A Single Central record is kept in school detailing the checks which have been carried out for every adult on school premises when children are present.

First Aid

All of the TAs in school and some of our office staff hold workplace First Aid certificates and the qualifications are renewed regularly. In addition a number of staff hold Paediatric First Aid qualifications which is a statutory requirement for Early Years.

Children who are unwell or injured children are dealt with promptly.

Records are kept of all injuries and parents are contacted promptly if injuries are significant.

Accident forms are completed as appropriate in the event of serious injuries, and submitted to Sheffield LA as required.

Medicines

Where a child requires an inhaler the inhaler is kept in class. Record is made every time the inhaler is administered and parents are informed at the end of the day.

For other medicines to be administered please contact Shabana Behzad, Finance Officer or Rebecca Kerr, Admin Officer.

Health and Safety

The school follows the Sheffield LA guidance and policies for Health and Safety.

Fire drills take place at least termly. Actions from every drill are recorded by the lead Fire Marshall Mrs H Best and Jamie Clark Facilities Manager for the Multi Academy Trust

Risk assessments are reviewed regularly including the EYFS Statutory risk assessment.

School Trips

All school trips operate in line with school and LA procedure and adhere to the statutory adult: child ratio. A risk assessment is carried out for every school trip. This includes individual risk assessments for children with individual specific needs. Qualified First Aiders accompany every trip and for EYFS at least one qualified Paediatric First Aider accompanies every trip.

Child Safety at the Start and End of the Day

Pupils are expected to arrive at school on time and be accompanied by a parent or other known adult, apart from children in year 5 and year 6 who may walk to school alone subject to parental agreement.

Parents or a designated adult need to collect children promptly at the end of the day, apart from for year 5 and year 6 children who may walk home, again subject to parental agreement.

When your child starts each new school year you will be asked to sign a list of adults who are approved to collect your child.

If you need to send another adult you must contact the office. They will give you a password which the new adult must give in order for your child to be released.

If children are not collected parents will be contacted. Our Safeguarding Policy states that if collection is more than an hour late, if we have made all efforts to contact all the adults you have listed for us, the Principal may contact the Police and Social Care.

We also have a member of staff on the school gate from 8am to ensure the ongoing safeguarding of children. Then a member of staff on the fish gate from 8.25am until 8.35 when all gates are shut. Children are the responsibility of parents until the whistle is blown at 8.30am.

School Office Telephone Number is:

0114 242 0109

Child Protection

At Abbeyfield Primary School we aim to establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.

We recognise that for children, clear lines of communication with a trusted adult are crucial. All adults in school ensure that children know they can be approached at any time if they are worried or in difficulty.

In line with our Anti-Bullying policy, the children are taught that all bullying behaviour is unacceptable.

In line with our Online Safety policy, children are taught how to keep themselves safe when using technology. Further advice and information can be found at:

www.stopitnow.org.uk

www.ceop.gov.uk

www.iwf.org.uk

Opportunities for children to talk about their feelings and emotions are provided regularly during RE and PHSC lessons and also through our P4C curriculum (Philosophy for children) when issues such as bullying and keeping safe are planned for and discussed in class in order to equip children with the skills they need to stay safe from abuse.

Each school building has a secure 'worry box' where children are able to write down and 'post' any concerns that they have in school or at home. These are collected weekly by the Principal who takes appropriate action to address issues raised.