

DRIFFIELD JUNIOR SCHOOL

SAFEGUARDING NEWSLETTER – September 2018

Dear Parents/Carers

As I always do once the new school year is underway, I am writing to inform/remind parents and carers about some of the policies and procedures that are in place to ensure that our pupils, staff, volunteers and visitors are as safe as possible whilst at school.

Site security is one issue that can irritate parents. Maintaining good site security whilst also being an 'open' and welcoming school can almost be contradictory but, at all times, the safety and well-being of our pupils is our highest priority so we do hope that parents understand that all we do is entirely for that reason.

Concerns about a pupil



Alongside their educational and social development, our primary concern is to ensure the safety and well-being of all our pupils. All staff have a legal duty to report any concerns about a pupil to Mrs Tate (our Designated Safeguarding Lead) or myself, no matter how small those concerns might be.

At Driffield Junior School, we recognise that your child is our responsibility and concern. We want to work in partnership with you, and discuss with you, any concerns we may have or that you may have. It is a priority to inform and involve you at every stage in your child's time at the school.

Since the first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you. The ER Safeguarding Children Board has laid down the procedures we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all. You can find this on our website in the 'Policies' section.

If you want to know more about our procedures or the policy, please speak to the Designated Safeguarding Lead (Mrs Tate), myself as Headteacher (Mrs Laird) or Mrs Liz Sutcliffe who is the Governor with responsibility for Child Protection (via the school office who will ask her to contact you).

Mobile Phones/other devices that access the internet



Children who bring a mobile phone to school should ensure it is labelled with their name, switched off and handed in to the school office for safe keeping until home time when they can call back to the office to collect it. Children should not bring any other devices, including watches, on to the school site that allow internet access or enable them to take photographs or videos.

Before and after school, parents with a mobile phone on the school site are not permitted to take photographs or videos unless given permission from the Headteacher.

Arriving at/leaving school

The school day starts at 9.00am. The Bridlington Road and Wansford Road gates are opened at 8.30am and are each supervised by a member of staff. Children can come to school between 8.30am and 9.00am and

go straight on to the playground, where two further supervisors are on duty. They should remain on the playground with their coats, bags etc until 9.00am when they line up and their class teachers take them in to school in an orderly fashion (apart from year 6 who are trusted to walk into school by themselves). By 9.10am at the latest, once all parents have left the site, the gates are locked and entry to the school site is via the main office. **Children should not go into their cloakrooms or classrooms before school for any reason unless instructed to do so by a member of staff for a specific reason** e.g. they are a morning helper or they are going on a school visit which leaves before 9.00am.

Morning helpers are asked to 'sign in' at the main office so we know they are in the building.

At the end of the school day the gates are opened close to 3.30pm to allow parents on to the site to collect their children. The school day ends at 3.30pm and children in years 4 to 6 are allowed to leave their classrooms and either meet whoever is taking them home on the playground, or at another pre-arranged point, or walk home. ***Please always ensure that your child knows what the arrangements are for the end of each day as we always stress to children the need to come back in to school if they are expecting to be met by someone and that person isn't there. If arrangements have changed, please let the school office staff know as early as possible so we can pass on a message to your child and his/her teacher.***



Children in year 3 are only allowed to leave on their own (or with another child) if their parent has informed us that is the case. Otherwise a member of staff will take their class out at home time and ensure that each child goes home with the correct person.

At approximately 3.45pm the school gates are locked again so that any children left on the site for whatever reason, and our staff, are safe and secure. Access from that point on is via the main office. Please be aware that the front door will be secured so you will need to ring the buzzer for attention.

IMPORTANT NOTICE: Both before and after school, we ask that parents do not go into classrooms, cloakrooms or toilet areas without first reporting to the school office. For the safety of everyone it is important that we know who is in the school building and why. Thank you for your co-operation.

After School Clubs/Activities

If your child attends Kidszone, or another after school club or activity, the following procedures are in place:

- Parents collecting children from Kidszone, which is held in the main hall, should come in to collect their child. You will need to enter via the main entrance where you will be let in by a member of staff on duty in the office.
- We ask that parents collecting children from a club/activity wait outside near the main entrance until the club finishes, when the children will be brought to meet whoever is collecting them.
- For sports matches, arrangements will be made so that parents and other family members are able to come and watch to support their child and the team.
- If for any reason your child is not able to attend the club he/she is registered with, please let the main office know in advance. This is important as a register is taken and therefore we need to know the whereabouts of those we are expecting to attend.

Communication with School Staff

It is essential that we have excellent parent/teacher communication and we are always very happy to meet with parents at any time if there is a concern or an issue that needs discussing. Just a reminder - if you do need to see a member of staff, please do not go straight to their classroom or office, but pop to the main office and we can contact the person you wish to speak with to see if he/she is available. For a very quick message it is often possible to catch your child's teacher on the playground before school but for anything that requires a longer discussion, he/she will arrange a convenient time to either ring you or meet with you. Many thanks.

Lost property

Lost property is located near the main office. Please call in to have a look if your child has lost something. Thanks.



School app reminder

Please download our school app (download 'school jotter' from your app store) as this is the best way of us being able to contact everyone if there is an important message to distribute quickly. It also means you will receive letters, hear about what is going on in school and can see photographs of children taking part in lots of different activities. Letters are also added to the website. Please note: **we will not be sending newsletters and other information home by letter apart from those that include a reply slip.**

Contact Details

Please ensure you notify school of any changes to your contact details e.g. mobile phone number, address. This is particularly important if we need to contact you in an emergency. Thanks.

Supporting children to keep themselves safe

Through our curriculum, including assemblies, visits and visitors, we teach and encourage children to keep themselves safe, both in and out of school e.g. swimming lessons, pedestrian training. In addition, we have a small number of classroom, school and playground rules which are displayed prominently and are referred to in order to maintain an orderly and safe environment.

At playtimes, it is inevitable that children will occasionally have an accident. We have lots of outdoor play apparatus which can sometimes challenge them e.g. the climbing frame. Adults on duty supervise these activities to ensure they are used appropriately but we do not want to wrap children in cotton wool, as it is important that they develop their own abilities to assess risk and take risks that they feel comfortable with.

If you have any queries or concerns about any aspect of safeguarding, please get in touch and I will be more than happy to discuss them with you.

Many thanks.

L J Laird

Headteacher