

What Parents and Carers should know:

Parents are the most important people to keep their children safe. As a parent you should:

- ◇ Be aware that hitting and smacking, where a mark of any kind is left on the child's body, is illegal in the UK and as a result we are duty bound to report this.
- ◇ Know that using an implement such as a belt or wooden spoon to discipline your child is illegal in the UK and as a result we must children's services.
- ◇ Feel confident about raising concerns about your child.
- ◇ Talk to school if you need help or support.
- ◇ Read the relevant school policies.
- ◇ Let the school know if your child has a medical condition or has had an injury.
- ◇ Let the school know if you have any court orders relating to the safety of your child.
- ◇ Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility etc.
- ◇ Inform the school as to who will be dropping off or collecting your child.
- ◇ Provide the school with two other emergency contacts. You must inform the school if these numbers change or if an agreed arrangement stops or starts.
- ◇ Let the school know if your child is going to be absent and the reasons why.
- ◇ Be vigilant in the use of online equipment by your children at home. Discuss how to keep safe when online with your children and monitor the use of social networking sites and the internet.

Useful Contacts:



Mrs Pullan

Designated Safeguarding lead



Mrs Gillhouley

Deputy Designated Safeguarding lead



Mrs Milles

Deputy Designated Safeguarding lead

Our legal responsibility

As a school, and in line with government statutory guidance we adhere to the 'Keeping Children Safe in Education.' Safeguarding children is everyone's responsibility and not something that we take lightly.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means: protecting children from abuse, maltreatment and preventing harm to their health or development.

If you have any safeguarding concerns about the children in our school or any questions about the information in this leaflet please email them to: dsl@st-johns-sevenoaks.kent.sch.uk

St John's CE Primary School



**Keeping Children Safe in Education:
Safeguarding Information for Parents/Carers**

Keeping Children Safe

St John's School is committed to creating a happy and safe environment for our children to learn, enjoy and succeed. The school has safeguarding, behaviour and health and safety policies which explain the measures we take to keep children safe. These policies are available on our school website. This leaflet will help you understand how we keep your child safe by telling you:

- ◇ How children can be harmed
- ◇ What we must do to keep your child safe from harm
- ◇ What you must do as a parent to help your child be safe and enjoy school

Child Protection

This is an important subject in which all staff receive regular training. Our priority is to work with you but there may be times when we have to involve other people such as the police or children's services. Everybody has a responsibility to keep all children under the age of 18 safe.

Harm is identified in four ways:

- ◇ **Physical**—When a child is deliberately hurt or injured
- ◇ **Sexual**—When a child is influenced or forced to take part in a sexual activity. This can be a physical activity or not, e.g. being made to look at an inappropriate image.
- ◇ **Emotional**—When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence
- ◇ **Neglect**—When a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

A child should be able to go to school and feel safe so that they can achieve their very best.

Disclosure and Barring Service Check:

Any person over the age of 16 that works at St John's will be vetted through a DBS check system. This is to ensure that they are safe to work with children and are also trained to identify child signs of abuse and what to do if they encountered a concern.

Designated Safeguarding Leads

The school has a Designated Safeguarding Lead, Mrs Therese Pullan, and two Deputy Designated Safeguarding Leads, Mrs Jane Gillhouley and Mrs Karen Miles who have had extra training to know what to do when a concern is brought to them. We will always listen to you and work closely with you if we are concerned about your child but, sometimes, we may not be able to discuss our concern/s this is because we are often advised to take this stance by children's services or the police.

Personal, Social, Health and Economic (PSHE) Lessons

We will help your child to learn about keeping themselves safe. Lessons include topics such as healthy eating, anti-bullying, online safety, road safety and healthy relationships. As part of these lessons your child will be told what to do if they are worried or concerned about their safety. We use the SCARF scheme for PSHE.

Safe and Secure School Building

We carry out daily risk assessments to ensure the school building and equipment is safe and clean. We also have fully trained first aiders to deal with any accidents in school. The school has clear protocols for visitors to the school, as well as entry and exit to the school building.

Educational Visits

Risk assessments must take place for all educational off-site visits. Parents that accompany us on trips are given details and are aware of the expectations of adults when supporting a school trip.

Attendance

Children's attendance is monitored daily and significant absences including punctuality are always followed up by a member of staff. The school has an attendance policy available on our school website that you should read and understand. KCC also monitor attendance within school.

Online Safety

The school recognises that technology plays an important role in the education of our children. Children are supervised at all times when online and understand that they must report anything they find inappropriate to an adult. We also ensure that appropriate IT filters and monitoring procedures are in place when children are using on site devices. This is to safeguard children from potentially harmful and inappropriate material online without unreasonable 'over blocking'.

Behaviour and Bullying

We have a clear behaviour policy for the school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help them resolve the situation. The school takes all cases of bullying (including cyberbullying) very seriously and will work with children and families to try and resolve any problems. The school has an anti-bullying policy available on our school website that you should read and understand. All behaviour incidents are monitored for patterns and trends by the senior leadership team. The analysis will inform next steps for AOW, PSHE lessons and any parent meetings for individual children.

Physical Contact and Restraint

Members of staff may have to make physical interventions with children. This will only happen when it is necessary to protect the child, or another person from danger or harm. Where possible only a member of staff with the appropriate training will physically restrain a child unless there is no other option available.

Photographs

Parents are able to take photos during performances, assemblies etc... but must ensure that images are not shared onto any public platforms. To respect everyone's privacy and data protection regulations, parents are reminded that any camera or video footage should not be shared on social media sites and nor should parents / carers comment on any activities involving other pupils in the digital / video images. The school will always obtain parental permission for any photographs taken and used by the school. This is given on-entry to the school but parents can withdraw or give consent after this at any time.

Prevent Duty

Our staff members are also trained in 'Prevent duty.' Staff are aware and understand how to identify children that may be vulnerable or at risk of radicalisation. To help minimise the risk of children being radicalised the school's curriculum promotes British Values. If we encounter a concern or feel that a child is at risk of being radicalised, we will report this to children's services.