

# Safeguarding Newsletter



February 2018

This is the first Newsletter focusing solely on safeguarding. Previously I have included reminders in the main newsletter, but I am aware that they don't always stand out clearly as safeguarding issues, which after all are designed to keep your children safe.

## School Gates

We close the main vehicle gates every day between 8.40am and 9.00am and again from 3.05pm to 3.25pm. The reason for this is to avoid anyone driving into school during the time children, including toddlers, are coming onto, or leaving, the site. I am sure you all understand the reasons for this request, which I would hope you would continue to observe, even if, on the odd occasion Mr Moss isn't manning the gate.

In addition we have two main pedestrian gates as well as further gates which enclose the Reception playground, the extended Reception grassed area and the Nursery Garden. It is important to make sure that when you come through any of these gates that you close them behind you, **even if you have found them open.**

All of these gates have sliding bolts to secure them and an additional chain and clip or bolt mechanism to make them more secure. We would appreciate your help in keeping these gates both closed and secured.

## Driving into School

There are times when parents drive into the school grounds such as for Breakfast Club, Stay and Play and when collecting your child during the school day. However no one should be driving onto school premises at the beginning and end of the school day even if you are late arriving and in a hurry to drop off your child. If you do have reason to drive into school at other times, I would ask that you observe the 5mph sign and drive extremely carefully, being aware that children may be using the extended grounds and not be aware of your presence.

## **Breakfast Club**

All children arriving at Breakfast Club **MUST** be signed in with the staff before you leave them. Increasingly we have had parents dropping children (even Reception children) inside the front door without letting anyone know that they are there. As you will be aware, if you attend Breakfast Club, on some mornings there are a lot of children present. When adults and children are entering and leaving the building, if a child, who has not been signed in and may not even have come into the dining area, leaves the building, no one would know they were missing – until we called to ask you why they weren't in school.

## **Lateness**

If you arrive late we ask that you sign your child in at the office for the very same reason that I have stated above for signing children into Breakfast Club. Teachers have told me of children suddenly appearing in their classrooms after the registers have closed with no adult to make sure a member of staff is aware that they have arrived late.

## **Collecting your Child**

If someone else will be collecting your child at the end of the day please make sure you inform the classroom staff or the school office. We have a system in place so that all classes are informed if different arrangements have been made for your child to be collected. If we don't know about this and the person collecting them is not on your extended collection list we will not let your child leave until we have checked with you, or someone on the original collection list, that it is alright for that person to collect them.

## **Single entry to classrooms**

The teachers have asked that I raise the issue of entering and leaving the classroom at the beginning and end of the day. Each classroom has one external door which is where children enter and leave the classroom. School starts at 8.50am and up to 9.00am you may still enter via this door. Please don't use the main entrance, even if you are slightly late, and then enter the classroom through the internal door. On occasion this has caused confusion, as outlined above, and can disrupt the class who will already be focused on their early morning tasks. If you are arriving after 9.00am the outside class door will be closed and you will need to use the main door. You will need to take your child to the school office so that you can sign the late book and select their meal if they have school lunches. The office staff will make sure younger children get safely to their classroom.

At the end of the day staff will not let your child leave the classroom until they can see you. So if your child tells them that you are 'Just down there talking to a friend', they won't let them out if you are not visible from the door. This doesn't apply to children in Year 5 and Year 6 who have signed permission to walk home unsupervised at the end of the day.

## **Entry to the building**

We ask that you take great care when entering and leaving the building via any door not to let people in. There is a camera sited to give the office staff a clear view of the front door and any visitors should be using this entrance so that the office are aware of all adults entering and leaving the building.

## **Supervision**

We would ask that you supervise your children before and after school while on site. There have been some minor accidents caused because children were playing dangerously or inappropriately and I would rather not wait until a serious injury happens before bringing it to your attention.

These are all issues that have arisen over the last term which you have the power to change for the better, making sure that the children are safe in school.

If you have any ideas in relation to any aspects of safeguarding please let us know. Mr Burt and Mr Ray (Chair of Governors) are both available to listen to your input.

I hope you have found this useful.