

# Sacred Heart Catholic Primary School

Greys Hill Henley-on-Thames Oxfordshire RG9 1SL

*Our shared aim is to provide a first-class Catholic education through a partnership of home, school and parish, where everyone can achieve their full potential and be a true imitator of Christ Jesus, Who said, 'Love one another as I have loved you.'*

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At our school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

### Site security.

We do not want parents to feel remote from school and unable to come in and talk to us; our relationship with you is very important. However, we feel that the systems for access into school need to be adhered to consistently. We are asking for your help in this area and thank you in advance for your support.

We ask our Parents/Carers to bring their children into school from 8:30am onwards and gather on our school site until 8.45am (8:40 for Reception class) when the school day begins. Staff are happy to make themselves available at the end of the day if you want to have a brief conversation with them. For any conversation that may take longer than a couple of minutes please arrange an appointment at a mutually convenient time directly with the class teacher.

We are asking that you support the normal teaching day by not accompanying your children to the classrooms or enter the school building from the playground as this makes it difficult for staff to give their full attention to the children in their class. It also means that we do not know who is in the building and this has huge safety implications for the school. We want to encourage your children to develop independence by bringing their own bags, coats and lunchboxes into school and to find lost property during the school day.

Parents/Carers can come into the reception office via the main school entrance at any point during the school day to have their questions answered, to seek further information or to make an appointment with a member of staff. We ask that this be done rather than parents/carers searching for staff in the corridors or seeking out staff in their classrooms. If parents are in the school

building during the timetabled school day we expect them to be wearing a VISITORS BADGE which they have collected for reception, having signed in. Staff are asked to challenge anyone not wearing a visitors badge within the school building.

If you need to collect a child during school, we ask you to collect them from the office and sign them out. Children will only be allowed home with adults with parental responsibility or confirmed permission.

For the safety of the children and staff, all school outside doors will be closed at 8:50am. Staff have been instructed not to re- open the doors for latecomers. If children arrive at school after 8.50 a.m. parents should bring them to the reception office via the main school entrance so that they can be registered and taken to class. All school gates will be closed as soon as the classes have entered the building to be reopened at around 3 p.m. The school day ends at 3:125pm (3:10pm for Reception) and we ask parents to collect children promptly from school. All children leave from their classroom doors except for children in Years 2 and 3 who leave from the hall doors.

Before and after school it is the parent's responsibility to ensure the children's health and safety. We expect parents to ensure adequate supervision is in place for their children both before and after school. The school cannot provide or arrange before or after school care.

#### DBS Checks and Safrer Recruitment

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service (DBS), as recommended by Oxfordshire County Council in accordance with current legislation.

In accordance with our responsibilities set out in statutory guidance from the Department for Education "Keeping Children Safe in Education, 2015" issued under section 175 of the Education Act 2002, we have a Designated Safeguarding Lead for Child Protection, Mrs Rachel Gavin, Headteacher, and Mrs Tina Newman our Deputy Designated Safeguarding Lead, who have both received appropriate training for this role. It is their responsibility to ensure that all staff in contact with children receive child protection awareness training on a regular basis.

#### Sharing Information

Occasions do arise when our concern about a child may mean we have to consult third party agencies. Whilst we would always aim to work in partnership with

parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under s47 of the Children Act 1989, may want to speak to a child without a parents' knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent from parents / guardians at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures which we follow have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you would like to know more about our procedures, please speak to the Head teacher, Mrs Rachel Gavin, the Assistant Headteacher, Mrs Nicola Edwards, or your child's class teacher.

For more details on safeguarding at Sacred Heart school please refer to our Child Protection and Safeguarding policies available on the school website.

March 2018