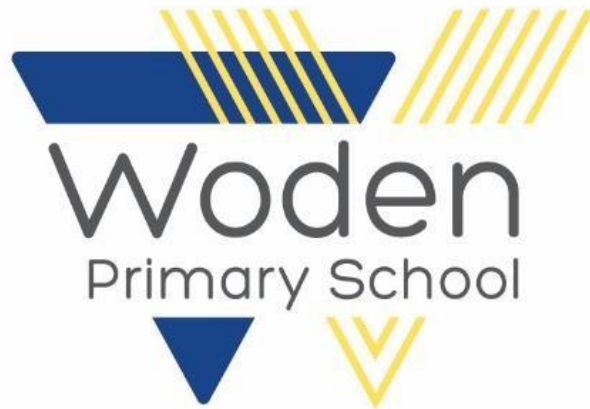


# Woden Primary School



How we keep our children  
safe

A parents/carers  
information leaflet

At Woden Primary School, we believe our prime responsibility and duty of care is to ensure the safety of all our young learners. The staff establish and maintain a safe, engaging and challenging learning environment where all children can develop and learn at their own pace. The staff ensure that no child is put at risk of harm.



Mrs Walmsley  
Assistant Head  
Teacher



Mrs Thomas  
Assistant Head  
Teacher



Miss Everett  
Safeguarding and  
Attendance Lead



Mrs Vernon  
Executive Head  
Teacher

Safeguarding our pupils is high priority to us here at Woden.

If you have any concerns about any pupil then please speak to a member of the Safeguarding Team.

SAFEGUARDING  
AND CHILD  
PROTECTION IS  
EVERYONE'S  
RESPONSIBILITY

Our Safeguarding Policies  
and Keeping Children Safe  
in Education document  
can be found on our  
website:  
[www.wodenprimary.org](http://www.wodenprimary.org)  
or just ask at the office for  
a hard copy

Our governor with responsibility for Safeguarding is Mrs Laura Nicholls

We take several measures to ensure the safety of your child:

- The school has a Safeguarding Policy which is read and understood by all staff.
- The school has a Safeguarding Team
- During school hours, access to the school can only be gained through reporting to the school office.
- All visitors to school are asked to sign in at the school office and wear a visitors' lanyard while in the school building.
- Staff take a register at the beginning of the morning and afternoon sessions and regular headcounts are carried out during the day.
- Parents/carers must ensure that they contact the school by 9am on the morning of any absence that their child may have. Parents/carers will be contacted by school if a message has not been received. Our school attendance policy is provided to all parents on admission and is available on our school website. Personal mobile telephones are not permitted to be used in school.
- Parents and carers sign a consent to give staff permission to take their child's photograph for appropriate and relevant school based reasons.
- All staff in the school have undertaken an enhanced Disclosure and Barring Service check.
- The staff check all equipment both indoors and outdoors on a daily basis to ensure it is safe to be used by the children.
- The school has a Fire Safety Procedure, regular fire and lock down drills to ensure the safe and swift evacuation or lock down of the building.
- Parents/carers must consent where another person is going to collect a child from school. Give the name of the person collecting your child to the office, who will pass the information on to the relevant staff. The children will not be allowed to leave the building until we clarify the identity of the person collecting the child.
- If a child has an accident while in school, the injury is treated by a trained first aider, recorded, and the information is passed on to the parents and carers at home-time. If a child's injury or illness is deemed more serious, and an ambulance has to be called, all necessary measures will be taken to contact the parent/carer immediately. A member of staff will accompany the child in an ambulance if a parent/carer cannot be contacted.

- There may be times when our families will need additional support. Safeguard Team staff can seek support and advice on your behalf from other agencies. We offer Early Help support to all of our families.
- As a school, we do not tolerate verbal or physical abuse towards staff and this may even result in that person being barred from the premises.
- All staff members complete training in Safeguarding and Child Protection every year.
- If Woden Primary staff have concerns about a child they have a statutory duty to investigate this further. Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. **In most cases** parents/carers will be informed when concerns are raised about the safety and welfare of their child. Parents/carers will be given the opportunity to address any concerns raised.
- Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.
- Parents/carers **will not** be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Safeguard Team will seek advice from Children's Social Care.

All of our Statutory and Non-Statutory Policies are available on our school website or by request through the school office.

If you would like to know anything else about how we keep our children safe or you have any questions about the information contained in this leaflet, please speak to a member of staff within the Safeguarding Team.