

Safeguarding Children

- The breakfast club is open from 8.00am – 8.45am. Children must not be left unattended before 8.00am.
- The main school door opens at 8.50am, prior to the doors opening pupils must wait in the playground with their parents.
- From 8.50am pupils enter the school and place their belongings in the cloakroom. Year 1 pupils remain in the classroom with the class teacher, Year 2 – Year 6 pupils go on to the main playground.
- Reception pupils enter through their cloakroom door where a member of staff is always present.
- Nursery pupils enter the school at 9.00am. If parents arrive early they must wait with their child until the door is opened.
- The bell rings for the start of the school day at 9.00am. Key Stage 2 pupils are collected by their class teachers from the playground. Children must line up on the yard in their year groups.
- Parents must not enter the school building in the morning. If parents need to speak to the teacher with a quick message this can be passed on by the Head Teacher who greets children on the main door.
- Teachers are not available for consultation in the classroom before school.
- If a parent needs to discuss something in more depth a mutually agreed time should be sought. This can be done through either a letter handed in at the school office or through a telephone call.
- The main door to the school is never left open if unattended by staff. All visitors must report to reception on arrival and should ring the bell for attention.
- Uniform providers have been asked not to print pupil names on the backs of clothing.
- If a parent is collecting or bringing a child to school during the school day they should immediately report to Reception to sign the child in or out. No children should be collected or returned directly to the class.
- At the end of the school day parents can wait in the front playground from 2.50pm ready to collect their children.
- Foundation Phase pupils finish at 3pm. Key Stage 2 pupils finish at 3.10pm to allow a steady flow of pupils from the school.
- If there is a change to the person who normally collects a child it is the parents' responsibility to inform the school.
- It is the responsibility of the parent's to ensure the safety of their children once they have been collected from the class.
- Parents must supervise their children at the end of the day. No school equipment is to be used for games before or after school.
- For pupils staying for after school clubs, it is the leaders' responsibility to ensure children are collected by an appropriate adult. Parents must inform the club leader of who will be collecting the child or make it clear if the child is to walk home with parental permission.

- If a club is cancelled the school will ensure the parent of any child who is to be collected from school is contacted to inform them of this change.
- There is to be no cycling or scooting on school premises.
- Access doors can only be opened by staff using their electronic fob. All visitors are asked to report to the main office.
- Children receive regular reminders about safety through assemblies, PSE lessons, talks with outside agencies.
- The school has four named first Aiders, Kate Chandler-Hall, Richard Adams, Lorraine Blewitt and Fiona Owen. All nursery staff have had pre school first aid training.
- All supply teachers will be given a Safeguarding leaflet on arrival.
- Student teachers will be given a leaflet and safeguarding briefing with the DTCP.
- The designated Teacher for Child Protection (DTCP) is the Head teacher, Paul Harries. The deputy DTCP is the assistant head teacher Kate Chandler-Hall. The named Governor is Tina Amphlett.
- Safeguarding information is displayed in the staffroom.