



## Chesterton Community Sports College Keeping safe policy for parents 2019

### What do we do in school to keep your child safe?

***'Safeguarding is everyone's responsibility, every day'.***

Our first and foremost priority is to keep your child safe and healthy. Under the latest OFSTED framework safeguarding is a key indicator of what constitutes a good school. Keeping your child safe means:

- The health and safety of all children
- Making sure that the adults who work here have undergone safety and security checks
- Protecting children from deliberate harm
- Being an anti-bullying school
- Being proactive against racist behaviour
- Protecting our children from harassment and discrimination
- A positive approach to behaviour management including the use of physical intervention safely, when necessary
- Meeting the needs of children with medical conditions
- Providing first aid
- Protecting children from drug and substance abuse
- Children enjoying safe educational visits
- Caring for children's personal needs
- Keeping children safe when using the internet and making sure they are aware of cyber bullying.
- Making sure our school is secure and safe
- Being a 'listening school'.
- Ensuring they know who to go in school if they have a problem

Your child and their health & safety are our number one priority. We employ the following strategies to keep your child healthy and safe:

#### **Child Protection**

All staff receive appropriate training in Safeguarding and Child Protection to ensure that they are aware of the school's procedures for child protection and their responsibilities. We have a written policy and procedures for Child Protection complying with Local Authority guidance. The Designated Teachers for Child Protection are Deryth Machin (SENCo) and Deb Fox (Inclusion Support). The designated governors for Child Protection is Roy Dutton.

#### **Recording and reporting racist incidents**

*'Under the Race Relations (Amendment) Act 2000 and Home Office Code of Practice on reporting and recording racist incidents (2000) schools are required to record and investigate all racist incidents and to report them to the governing board on a termly basis.*

Definition of a racist incident: as recommended in the Stephen Lawrence Inquiry Report 1999: ***'A racist incident is any incident which is perceived to be racist by the victim or any other person.'*** S. George Jan 2019

### **Collecting your child during the school day**

Please try and make appointments out of school hours if possible. If you have to collect your child during the school day for a medical or dental appointment, please let the office staff know.

### **If your child is too ill to come to school**

Please keep them at home and notify us by 9am on the first day of any absence so that we know they are safely at home with you. We have a policy of contacting parents / carers if we haven't received a message by 9:00am

If your child becomes ill during the day they will be monitored and we will telephone you if we feel it is necessary to do so. Any first aid incidents will be dealt with by our Qualified first aiders from the office. If your child sustains a head injury then we will contact Parent/Carer to advise and the child will be sent home or monitored throughout the rest of the day

### **Medicines**

If a child is receiving ongoing medication, Parents must fill in a medication form and bring the medication into the school office. Medication cannot be administered by school staff without prior agreement: Medicine and tablets must never be given to a child to be brought into school. Please advise the school if there are any changes to your child's health which the school should know about.

### **Jewellery**

For the sake of safety we request that jewellery should not be worn to school, with the exception of small stud ear-rings and watches which may be worn at the owner's risk.

The Local Authority regulations state that ***all jewellery must be removed for P.E.*** Stud ear-rings must be covered with tape/plasters which the children must be able to do themselves.

### **Fire Drill**

Our fire bells are tested weekly and a fire drill is held each term to ensure the swift evacuation of the building.

### **No smoking area**

Our school building and grounds are a designated No Smoking area so we ask for your co-operation in extinguishing cigarettes before entering the site – this includes e cigarettes.

### **Security**

The school was built with security of pupils and staff in mind including:

- perimeter fencing and barriers
- a modern effective fire alarm system with smoke alarms
- door entry system
- all staff wear ID badges at all times

Although we want to have an open door policy we must balance this against the safety of pupils and staff and we request that parents / carers respect this.

### **Visiting the school**

Any visitors to the school must sign in and out as a visitor. Our staff are trained to challenge anyone not following this practice, so we apologise in advance.

### **Sex and relationships**

As part of the national curriculum children cover age appropriate sex and relationship education. For more details please see our PSHE policy.

### **Risk assessments and school trips**

All school trips involve the undertaking of a rigorous risk assessment.

### **Bullying**

It is the responsibility of the whole school to ensure that school is a bully free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an anti-bullying policy with very clear procedures in place in the event of an incident involving bullying.

### **Online safety**

We take cyber safety very seriously at CCSC If we become aware of issues relating to specific children we inform parents. Within our curriculum we regularly look at online safety.