

## How the school is KEEPING CHILDREN SAFE

### SITE SECURITY

The school site is locked during the school day and access is only available through the main office.

The school undertakes regular fire drills so all staff and children know the procedures. Registers are taken to ensure all children are safe.

### STAFF & GOVERNORS

- All candidates are made aware we are a safeguarding school and will carry out checks on individual applicants.
- A member of the interview team has received safer recruitment training and will scrutinise application forms and vetting procedures.
- Appointed staff receive a full DBS check and regular training in safeguarding while employed by the school.
- If a staff member is concerned about your child they will notify a DSL who will notify you, if they believe it will not put your child at risk.

### PUPILS

- The children are taught about anti-bullying behaviours and how to stay safe.
- The school has regular visitors such as police, NSPCC to talk about staying safe.
- The school actively encourages children to discuss issues and concerns around staying safe.

## PARENTS

- It is the parents' responsibility to ensure their child attends school regularly and on time. Absence should only be because of illness.
- Parents should report any incidences that may have an effect on their child.
- Parents should keep regular appointments with staff and work with the school.

### E-SAFETY

It is important we help to educate your child to stay safe while online. This forms part of our curriculum. Our E-safety Policy is available on the school website and hard copies are available on request. For home protection you are responsible for monitoring your child's behaviour and access when online.

### VISITING THE SCHOOL

- All visitors must report to the school main office.
- All visitors will sign in and be asked to wear a visitor's badge.
- Visitors should remain under the supervision of a staff member.
- When leaving, visitors must leave via the main office and sign out.
- If anyone seen wandering, they will be approached by a staff member to state their visit and escorted to the appropriate staff member.

**Please note NO mobile phones are allowed to be used on site. NO calls, NO texts and NO Photographing or recording. Thank you.**

## St Mary's Church of England Primary School



## Safeguarding Information for Parents and Carers

Yew Tree Road  
Slough  
Berkshire  
SL1 2AR

01753 534791

## KEEPING CHILDREN SAFE

St Mary's CE Primary School is committed to creating a happy and safe environment for our children to learn.

This leaflet will help you to understand how we keep your children safe by telling you:

- How children can be harmed
- What we do to keep your child safe from harm
- What a parent must do to help children be safe and enjoy school

### CHILD PROTECTION - Harm

This is an important subject where all staff receive regular training.

Our priority is to work with you but there may be times when we have to involve other people.

Everybody has a responsibility to keep all children safe. Harm is identified in 4 main ways:

**PHYSICAL**- This is when a child is deliberately hurt or injured.

**EMOTIONAL**- This is when a child is made to feel frightened, worthless or unloved. It can be shouting, threats or taunting. It can also be when children see their parents, or visitors at home fighting or using violence.

**SEXUAL**- This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical e.g. made to look at an inappropriate image.

**NEGLECT**- This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, and not keeping appointments for additional support, poor attendance at school and

## DESIGNATED SAFEGUARDING TEAM

Headteacher  
Mrs P. O'Brien



Family Support Worker  
Mrs M. Whatley



Deputy Headteacher  
Mrs S. Khan



## PARENT CONCERNS

If you are concerned about a child in our school and believe they are at risk of harm you must inform a member of the safeguarding team immediately.

### Child Disclosure

If a child makes a disclosure to you, you must:

- Act calm
- Listen carefully
- Reassure the child that you are taking this seriously
- Not promise to keep it a secret
- Record what was disclosed
- Report to a member of the safeguarding team

The disclosure may be about a family member or friend. As difficult as it is, you must report this to keep your child and other children safe. A copy of the school's Safeguarding Policy is available on the school website and you may request a hard copy from the school.

### Code of Conduct

If you are concerned about the conduct of a member of staff, a volunteer or a student towards a child, you must report this to the Headteacher or Deputy Headteacher immediately.

### Confidentiality

Personal information, family details, video recordings or photographs must not be discussed or shared outside of school. Any sharing of information must be on a professional level and a need to know basis only.