

WEST HAM CHURCH SCHOOL
SAFEGUARDING / INFORMATION UPDATE

MARCH 2017

At West Ham Church School we strive to ensure that our children and parents have the best information possible to ensure that our children are kept safe and healthy.



Here are a few reminders on how to keep your child safe.

Safeguarding

What does this mean? The following points will help you to understand what Safeguarding means.

- The health and safety of all children
- All adults in West Ham Church School have undergone safety and security checks
- Protecting children from harm
- Ensuring that our Anti Bullying policy is always promoted
- Ensuring there is not any racist behaviour
- Protecting children from harassment and discrimination
- Providing excellent medical provision for children
- We have many staff who are first aid trained
- Our Educational Visits are well planned and we always have more ratio of staff to children than required
- Internet safety is well publicised and children are taught how to be safe on line
- Our children are taught where to go and who to speak to if they have a problem. There are worry boxes in each class, and a Head Teacher's box for comments from the children.

The following are some other strategies we use to keep your children safe:

Child Protection



Our Designated Child Protection officers attend formal training every two years and more frequently. They then train the staff in Child Protection annually. We have

Child Protection policies where all of the procedures are set out and every staff member receives a copy and signs to say they have read it.

Our Designated Child Protection officer is the Head Teacher – Designated Safety Officer Mrs Bailey (Head Teacher), 1. Mrs Lord-Attivor (Deputy Head Teacher) 2. Mrs Nesbitt (Learning mentor) and 3 Mrs Bailey (Head Teacher) overseeing all procedures. Our Child Protection link governor is Mrs L Kaminde.

Recording and Reporting Racist Incidents, Anti Bullying and Anti-Sexist Behaviour.

We adhere to the *Race Relations (Amendment) Act 2000 and Home Office Code of Practice on reporting and recording racist incidents (2000)*, where it states that all incidents are required to be recorded and investigated and to report this to the governors. This only happens very rarely at West Ham Church School.



Collecting your child from School

We have very strict procedures at West Ham Church School for collecting your child/ren from school. If you are going to be late we require you to ring the school and inform us.

- Please check with the school office if you are unsure of school procedures. The school can give you further information on the password procedures.

For children in Early Years and KS1, the person must be 16 years old and for children in KS2 they must be 14 years.

Please make any doctors/ dental / optician / blood tests for after school or in the holidays, where possible.

Gate

Staff are at the gate at the start and end of day. Please let the gate staff know if you have any concerns and they will pass on the information.



Sickness

All children will get illnesses from time to time. If this happens please phone the school on the morning of the illness and inform us as soon as possible. You may phone the school from 7.00 am and you can ring and let us know. When your child returns to school. Please write a short note informing your child's teacher of the reason for the absence. If we do not hear from you by the time the registers are marked we will contact you to find out why your child is absent.

We have many first aid trained staff who will look after your child/ren during the day. If they have an accident, they will be seen by one of these staff members and you will receive a note informing you of the circumstances of the incident.

If your child has a bumped head, we will give your child a bumped head sticker and sometimes we will call you to inform you and you can decide if you wish to collect your child from school.

Medicines



We do not generally administer medication during the school day. If your child's medication is 3 times a day you will be able to do this at home. If it is 4 times, you will be able to come into school lunchtime to administer the medication yourself. If you are not able to come in, you can complete a form and a first aid trained staff member will administer it for you. In these cases, the medication must be given to a staff member and not to the child to bring in. Please speak to Mrs Nesbitt or someone in the school office.

Health Checks



When your child starts in Reception, you will receive a letter from the School Nurse and your child will receive a health check. If you have any questions or concerns, please request a meeting with Mrs Nesbitt, our Learning Mentor/Family Support Worker, who will assist you.

Jewellery / Nail Varnish



We do not allow the children to wear jewellery to school for Health and Safety reasons. Children should not wear earrings. However, if your child does have pierced ears, they may wear small studs, but not loop earrings. Please do not send your child to school with nail varnish on their nails. Children may wear analogue watches for school.



Fire Drill

The site supervisor checks the fire alarms weekly and we hold regular fire drills for the staff and pupils. After each fire drill we analyse how quickly the children evacuated the premises and ensure that all procedures were followed correctly. There are fire procedure notices on the wall in every classroom and the children are reminded regularly on how to exit the school in the event of a fire.

KIDS CORNER



Fire Safety

Every year depending on their availability, the fire department come to West Ham Church School and last year's visit was on 17th September 2015. This visits are enjoyable for the children but it is also very informative as officers speak to the children about Fire Safety.



Road Safety / Travel Plan



We are accredited with a Bronze Travel Plan. We aim every year to increase the amount of children walking to school. We also have cycle sheds and scooter pods in the school to encourage children to ride to school. We teach the children about road safety, but when they ride to school, this is an ideal opportunity for you to teach your child about road safety.

Every year we take part in the World Record Giant Walking Bus, which raises much needed funds for the charity Brake. The Early Years also participate in the Big Toddle.

We have JTA (Junior Travel Advisors), who help to teach the children about road safety and run quizzes and events to bring road safety to the fore in children's minds.

We ask that parents / carers and children **do not** walk through the car park at any time.



St Lucia Drive

At the rear entrance of the school is a cul-de-sac, where parents and children enter the school. We are asking you not to drive into this road in the mornings and evenings, as this is very dangerous during these very busy times. For the safety of your children we ask you to walk on the pavements with your child/ren and leave your cars parked at a safe place in Church Street.

No Smoking Area



West Ham Church School grounds and the surrounding areas are a designated as - No Smoking areas, so we ask that you do not smoke in or around our school. This includes vapour/ electric cigarettes.

School playground

Dogs are not allowed on the premises.

When you are with your non-school age children in the playground in the mornings and evenings, please ensure that they stay with you and do not play on the equipment in the Nursery. Please ensure that your children are with an adult at all times and that they do not wander out of the school grounds alone.

Please ensure that if your children bring bikes / scooters to school that they do not ride them in the playground.



Security

Our school has the following security:

- Perimeter fencing and gates
- Our Nursery / EYFS playground is separated from the main playground
- Intruder alarm / Fire alarm
- Electronic door entry system
- Staff are on duty in the playground at beginning and end of the day
- Vigilant staff who are committed to the safety of your children

All visitors to the school are asked to report to the school office and to sign in and out and wear their badges at all times.

Drug Misuse, Sex and Relationship

Our Year 5/Year 6 children cover the age appropriate sex and relationship education. Parents are always informed before and asked to come into school and view the video which is shown to the children.

Our Year 6 children cover drug misuse through outside agencies (Police, Healthy Schools, and Cumberland Sports Programme).



Police and Community Officers

The school has local police relationships. Our community police officers regularly come into school. They do Strange Danger talks and have lunch with the children and form good relationships with them. They also attend some Parents' Evenings and discuss security and give advice to parents. They attend our events, such as fete's and bazaars. We speak to the children about the police through the Travel Plan presentations / quizzes etc.



Swimming

Our Year 5 children go swimming once a week for all or part of the year. The lessons are administered by trained swimming teachers supplied by the Leisure Centre. Swimming is a requirement of the national curriculum in KS2.



Risk Assessments and Educational Visits

We have a qualified EVC (Educational Visits Co-ordinator) who ensures that all visits are organised correctly. Risk assessments are carried out before all visits and children wear coloured tabards to ensure they are visible and safe.

Learning Mentor

We have an experienced Learning Mentor who works with children to help resolve issues. She is available for children to speak to her about any concerns or worries.

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.

We have a child friendly 'What do I do if...?' display in the dining hall that signposts children to appropriate adults to talk to should they be worried about an incident of bullying.



Cyber Safety

We issue Internet Safety newsletters regularly where we inform parents of the importance of safer internet use and we do regular Internet Safety Coffee mornings for parents.

Our children are taught the dangers of social network sites and we advise them of the correct procedures and sites to use and about internet safety.

We inform parents that children under the age of 13 must not have a Facebook account.

Thank you for your continued support,

Yours sincerely,

Mrs P Bailey / Mrs J Forster

Head Teacher / School Business Manager