



Keeping Children Safe at Parklands Infant and Nursery School



A Guide for Parents and Stakeholders

Introduction

This booklet aims to tell you about Child Protection and Safeguarding here at Parklands. Every school is required to have in place a wide range of policies and procedures to ensure the safety and wellbeing of children and it is our aim to provide a safe and welcoming environment where your children are respected and valued. Our procedures ensure that children receive effective support, protection and justice where it is thought that a child may be subject to abuse and/or neglect. All of this contributes to ensuring that all our children are able to be a Parklands Person.



The government has defined the term 'safeguarding children' as:

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

Here at Parklands, as well as implementing key policies and procedures, we also educate our children about how they can keep themselves safe and healthy. As part of our work on being a Parklands Person, our curriculum is therefore designed to ensure that every opportunity is taken to ensure our children are safe citizens of the 21st Century. The next section of this booklet will explain in more detail exactly how we achieve this.

Child Protection and Safeguarding Policy

- At Parklands we have a clear policy for Child Protection and Safeguarding which all members of staff adhere to. This is in line with guidelines set out in key government documents including *Keeping Children Safe in Education 2024* and *Working Together to Safeguard Children*.
- As part of this, we have three designated senior leads (DSLs) for safeguarding: Mrs Callaghan (headteacher), Miss Whittingham (Deputy Headteacher), and Mrs Etchells (Pastoral Leader). This role involves making decisions about the safety of a child and whether or not a child and/or their family require further support. Any concerns about a child should be passed on to these members of staff as soon as possible.



- We have an Early Help Practitioner, Mrs Light who works with children and families to support, guide and signpost help.

- We also have a named governors who are responsible for child protection and safeguarding: Mrs Evitts.
- We also have a Safeguarding Team made up of representatives from our Key Stage One classes.
- Our policy sets out the clear procedures we have in place to ensure that any suspicions about neglect or abuse are reported to the relevant staff and/or agencies.
- Any concerns which are raised about the safety of a child are recorded confidentially and kept on file.
- We also have a dedicated area of the school website for child protection and safeguarding which demonstrates to the wider community our commitment to ensuring the safety and wellbeing of all our children.



- Members of staff attend all meetings which are held by outside agencies with regards to the safeguarding of a child e.g. case conferences, core group meetings, multi agency team meetings.

Safeguarding Policies

We have a wide range of other policies which are in place to ensure the safety and wellbeing of our pupils. All policies can be found in the schools safeguarding server, some are available on the school website and in the school foyer. These include:

- Whistleblowing Policy
- Private Fostering Policy
- Behaviour Policy
- Positive Behaviour Support (Inc Physical Intervention) Policy
- Special Educational Needs and Disabilities Policy
- Intimate and Personal Care Policy
- Anti Bullying Policy
- Health and Safety Policy
- PSHE (Personal, Social, and Health Education) and RSE (Relationships and Sex Education) Policies
- Drugs Education Policy
- Management of Allegations Against Staff Policy
- Recruitment Policy
- Equality Policy
- Code of Conduct for Staff
- Tackling Extremism and Radicalisation Policy
- Acceptable use of Mobile Phones, Mobile Devices, and Cameras
- Acceptable Use of IT, the Internet, and Electronic Communication
- Recruitment and Selection Policy
- Critical Incident Management Plan
- Acceptable Use of IT, the Internet, and Electronic Communication Policy (and a version for children)
- Private Fostering Policy

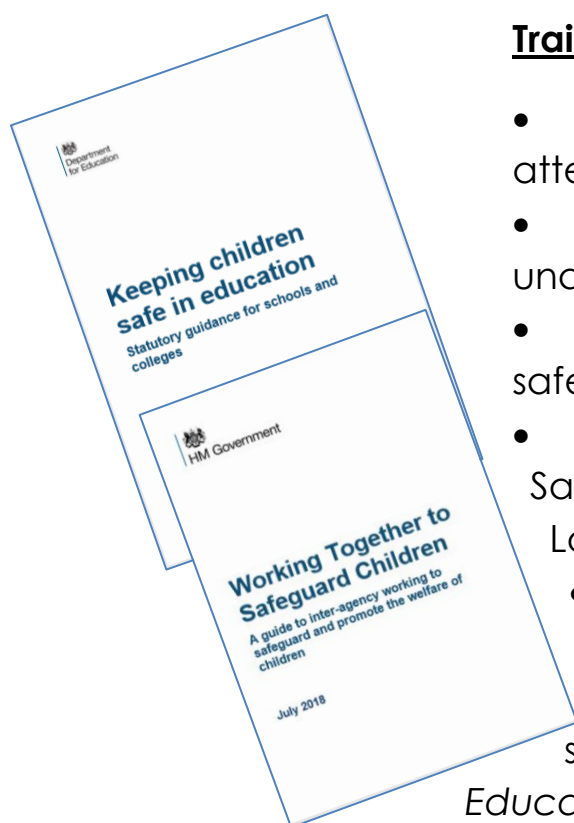
All policies are available from the school office on request and key policies are available on our website.

Parklands' Safeguarding Team

Our children also take an active role in child protection and safeguarding. We have a Safeguarding Team made up of children from our Key Stage 1 classes. These children meet with Mrs Callaghan regularly to discuss any safeguarding issues or jobs needing to be sorted. This includes a number of different things from holding an assembly to inform the other children about an important message, putting up safeguarding related posters around school, or carrying out daily safeguarding checks. The Team understand that they always report to an adult if there is an issue needing immediate attention. The Team are easily identifiable in their blue vests.

Training

- All our DSLs have been trained and attend refresher training bi-annually.
- Members of our governing body also undertake safeguarding training.
- All members of staff receive a safeguarding update/training annually.
- The lead DSL attends local Safeguarding Forums ran by Derbyshire Local Authority throughout the year.
 - All members of staff are required to read and acknowledge key documents with regards to child protection and safeguarding e.g. *Keeping Children Safe in Education*.



- All our teaching staff have undertaken training with regards to the Prevent Duty which is aimed at tackling terrorism, extremism and radicalisation.
- All our teaching staff have undertaken a range of additional training opportunities e.g. Female Genital Mutilation, Online Safety, Children at risk of Exploitation, Private Fostering.
- All our support staff are paediatric First Aid trained.

Recruitment and Vetting

- All adults working at Parklands have enhanced DBS (Disqualification and Barring Service) checks which are updated every 3 years. This also includes adults who are not employed at the school but who visit us frequently e.g. sports coaches, volunteers.
- All adults who work with our children are required to undergo a rigorous induction procedure which outlines our expectations in terms of safeguarding and child protection.
- Members of the senior leadership team, office staff, and the governing body have undertaken safer recruitment training.
- Safer recruitment procedures are followed for all appointments.

Visitors and Volunteers

- We have a clear guide for volunteers in school and all volunteers undertake an induction with a senior member of staff.
- All volunteers are DBS checked.
- All volunteers who do not come into school regularly (e.g. open days, parent workshops) are supervised by a member of staff at all times.
- All key documents with regards to safeguarding and child protection are required to be read and acknowledged by our regular volunteers.
- Visitors are required to report to the main reception on arrival where they are met by members of the office staff and are asked to sign in.
- Visitors are supervised by a member of staff.
- Visitors are required to wear a school ID lanyard – our pupils are aware that all adults in school should be wearing one!
- We will never let a child go home at the end of the day with an adult who we are not familiar with or who we are not expecting. If a different adult is collecting a child, we expect a message to be sent to the school so that staff are aware of this.
- The use of mobile phones is prohibited.



- Any visitors who come into school to present to the children in assembly or to lead an extra curricular session are required to read our External Contributors Policy.

Behaviour

- All of our children are expected to be a Parklands Person – this underpins our whole school ethos.
- We have a clear behaviour policy which outlines our systems for rewards and sanctions which are consistent across the school.
- Our policy is to praise in public and promote good role models. Children who have proved they are a Parklands Person can move their name to the Parklands Person attribute they demonstrated. Children who demonstrate exemplary behaviour can move their name on to the 'Gold Spot'. A sanction for poor behaviour is missing 5 minutes of playtime. If poor behaviour continues, the child is spoken to by a member of the senior leadership team. Parents are informed of ongoing poor behaviour as appropriate. All teaching staff log poor behaviour in a weekly behaviour log which is monitored by the Senior Leadership Team. The Behaviour Policy is not a 'one size fits all' and some children may need an individual behaviour management plan.
- The school also has access to the Derbyshire Behaviour Support Service which provides support for children who may have behavioural difficulties.
- Behaviour is monitored by members of the senior leadership team and an audit of behaviour is undertaken each term.
- Each week certificates are awarded to children who have demonstrated that they are a Parklands Person.
- We have a Positive Play TA who can work with children who may need extra support with behaviour.

Attendance

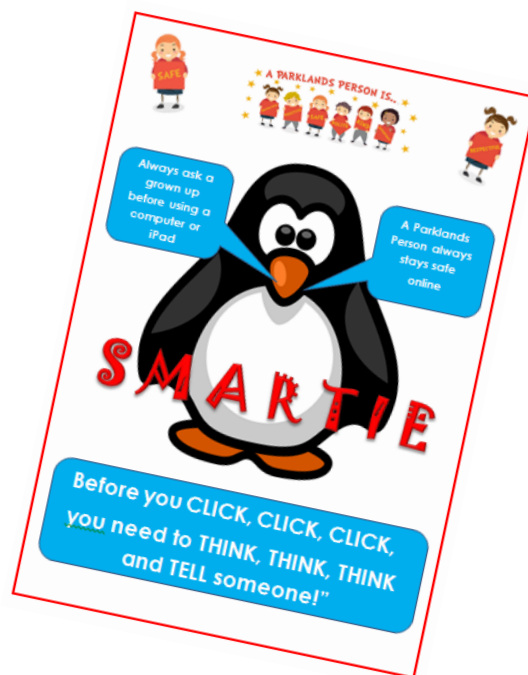
- We expect all our pupils to attend school regularly and to have an attendance of at least 95%.

- The school will only grant leave of absence for pupils in exceptional circumstances. This must be discussed in advance with the headteacher.
- If children are absent from school, the school office will contact parents to find out the reason for this (although there is an expectation that parents contact the school prior to the start of the school day).
- All unexplained absences are chased up through a letter from the school office.
- The Headteacher monitors absence and tracks attendance of pupils across the school. Families of persistent absentees are contacted to discuss this further. Attendance letters are sent home at the end of each term to parents/carers of children with attendance below 95% .
- Where school staff have ongoing concerns about the attendance of a child, the school may refer the family to the school's Early Help Practitioner.
- Good attendance is celebrated weekly for each class and Good Attendance Celebration Assemblies are held termly for all children who have attendance of 95% or over.
- The School have a School Attendance Policy and Children Missing Education Policy with a clear procedure for following up absences.

Attendance Percentage		Days missed over a school year
100%		0 days
95%		10 days
90%		20 days
85%		30 days
80%		40 days

Online Safety

- All members of staff are required to read and sign the Acceptable Use of IT, the Internet, and Electronic Communication Policy. All pupils are expected to sign the child friendly version of this policy; Online Safety and Acceptable Use at the start of their time at the school.
- All teaching staff receive safer internet/online safety training. Staff also have cyber safety training.
- The school uses Smartie the Penguin as a mascot to champion online safety. He is used to remind children that "Before you click, click, click, you need to think, think, think... and tell someone." We also ensure that children are familiar with the story of the PenguinPig.
- The school only publishes images of children on the school website where permission has been sought from parents.
- The school has an appropriate filtering service which prevents any unsuitable material from getting through to our computer system.
- Due to the age of our children, physical monitoring of online activity is carried out when children are online. If anything needs reporting, the member of staff informs a DSL immediately.
- Children are taught how to be safe online through our computing curriculum. There is a clear focus for each half term.
- The school conduct an audit of on-line safety.
- Each year we take part in Internet Safety Day to further highlight the importance of being safe online.
- We hold internet safety workshops for parents, highlighting what can be done at home to keep children safe online and to raise awareness of current issues.



- We have a CEOP (Child Exploitation and Online Protection) button on our website which allows children, teachers and parents to report concerns over internet use.
- Our school website has a dedicated page to online safety with useful links and tips for parents/carers.

Anti-Bullying

- We use the acronym **STOP** to ensure our pupils know what bullying is and what to do if it is happening. Bullying is **Several Times On Purpose** and if it is happening, children know that they should **Start Telling Other People**.
- Worry boxes are available in each teaching area for children to report any concerns or worries that they may have.
- The school has a clear report format for recording incidents of bullying, or discriminatory behaviour.
- We have wellbeing days which help to promote friendship and the Parklands Person ethos.
- Each year we take part in National Anti-Bullying Day to further promote our anti-bullying message.
- The School have training on peer on peer abuse and our Relationships and Sex Education Policy covers this also.
- Our Safeguarding Team and Anti-Bullying Lead Mrs Etchells, made a child friendly version of our Anti-Bullying Policy.
- Our Anti-Bullying Governor is Mrs Evitts.



Inter-Agency Working

We work with a wide range of other agencies to ensure the safety and wellbeing of all of our pupils. These include:

- Educational Psychology Service
- Social Care
- School Health Service
- Multi-Agency Teams
- Health Visitors

- Behaviour Support Service
- Speech and Language Therapists
- Occupational Therapists
- Virtual School for Children in Care
- Support Service for Special Educational Needs (SSSEN)
- Local Nurseries and Schools as part of transition arrangements

Pastoral Support

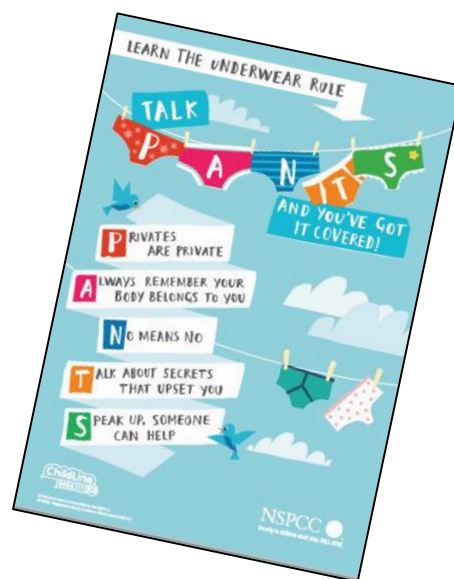
- Parklands is very proud of its relationship with parents/carers. Parents/carers are welcome to talk to the class teacher at the start/end of the school day or send a message on ClassDojo.
- We offer our families access to a before and after school club, Panda Club, to provide wrap-around-care.
- We run a nurture group for children who need to build their confidence and self-esteem. This follows the Derbyshire Nurture Group model. We also have a trained ELSA (Emotional Literacy Support Assistant) and run Behaviour Box and Positive Play sessions.
- In our playground we have a 'buddy bench' and Year 2 buddies who are trained to help children who struggle to join in with others. We also use 'worry boxes' to support children who may struggle with social situations.
- The school has an Early Help Practitioner, Mrs Light who is available for drop in sessions for parents who need advice or support with behaviour and other family issues, and also supports families on a wide range of issues. Mrs Etchells is our Pastoral Lead and works alongside Mrs Light supporting children in school.



- Pupil Premium funding is used to offer additional support to children and their families as required.
- Several transitions days are held in the Summer term to ensure a smooth transition into the school, between classes, and to junior school.
- We hold regular open mornings, topic celebrations, male helpers mornings and 'stay and play' sessions to allow parents to come and work with the children on projects in school. We also hold regular parent/carer forums to keep the school abreast of any whole school issues.

Curriculum

- We have a very strong PSHE (Personal, Social, Health Education) curriculum which promotes personal safety in a range of ways. We use a programme called Jigsaw which covers all aspects of PSHE.
- Children are taught that all adults in school are there to help them if they are worried but that the DSLs are special members of staff who have an important job to make sure they are safe.
- We often have visitors from different services who teach the children how to be safe e.g. the local PCSO (police community support officer), the fire service, NSPCC assembly, Anti-Bullying Workshops.
- All children are taught that they should never keep an adult's secret and we look carefully at the difference between secrets and surprises.
- Online safety is taught throughout the curriculum as well as focussed lessons in the Computing curriculum. We take part in the annual national Online-Safety Day.
- We teach our children about the NSPCC Pants Rule which outlines that some parts of our body are private and that we have the right to say 'no.'
- We teach children about the importance of road safety and the ability to distinguish between strangers and safer strangers.
- Relationships and Sex Education is part of our ongoing PSHE curriculum and teaches children about the differences between boys and girls and the correct terminology for body parts.
- We hold wellbeing days which are used to further promote the Parklands Person ethos and positive mental health. Children work together across the school to learn more about what it means to have positive mental health and wellbeing.



Medical Needs

- At Parklands we have a clear policy for supporting children with medical needs and work alongside pupils and their parents to ensure that these needs are met in school.
- All parents/carers of pupils with medical needs are asked to complete an individual treatment plan outlining any additional requirements which may be needed.
- All of our teaching assistants and midday supervisors are trained in Paediatric First Aid.
- All staff are aware of the management of anaphylaxis.
- We work alongside the school health service, physiotherapists and occupational therapists to ensure that children receive any treatment necessary in school.
- We have a policy to cover any intimate care pupils may need to ensure we are working in a transparent and the most safe way possible.



Health and Safety

- Regular health and safety checks are carried out by the site manager and any recommendations are fed back to the headteacher and the governing body. Our named Governor for Health and Safety is Mrs Coates.
- We have regular Fire Risk Assessments and other checks which are undertaken by Derbyshire Local Authority.
- Regular fire drills take place to ensure that all of our children know how to vacate the building in an emergency and staff are trained in fire safety.
- Whenever we take children on an educational visit, risk assessments are carried out using the Derbyshire Evolve system and parental permission is always sought. Adult/child ratios are always met.

Safeguarding at Parklands – Key Information

Headteacher: Mrs Callaghan – Designated Safeguarding Lead

Other Designated Safeguarding Leads: Miss Whittingham and Mrs Etchells

Designated Teacher for Children in Care: Mrs Etchells

Early Help practitioner: Mrs Light

SENCo: Miss Whittingham

School telephone: 0115 9732667

School email: enquiries@parklands.derbyshire.sch.uk

Useful Contacts

Long Eaton Children's Centre: 01629 532621

NSPCC: 0808 800 5000
www.nspcc.org.uk

ChildLine (24 hour helpline for children): 0800 1111
www.childline.org.uk

Derbyshire Police: 0345 123333

Call Derbyshire (for immediate child protection concerns): 01629 533190

Derbyshire Domestic Abuse Helpline: 0800 0198688
<http://www.ddvsas.org.uk/>

CEOP (Child Exploitation and Online Protection):
www.ceop.police.uk

Please remember that safeguarding is the responsibility of everyone; please share any concerns on to Mrs Callaghan, Miss Whittingham, or Mrs Etchells.

If you are concerned that a child is in immediate danger or is at risk of significant harm, please contact Call Derbyshire on 01629 533190 immediately or call the police on 999.