



HANDBOOK FOR PARENTS AND CARERS





HANDBOOK FOR PARENTS/CARERS

This handbook contains important information about Ottery St Mary Primary Schools safeguarding practices and what we do to keep our children safe.

WHAT IS SAFEGUARDING?

All organisations that work with or come into contact with children should have safeguarding policies and procedures to ensure that every child has a right to equal protection from harm.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

WHAT DOES THIS MEAN?

Every pupil in the school has a safeguarding file. This is set up automatically when they join the school. If a child tells us about something that they are worried about or if we have concerns about something we see or hear we will usually record this on the child's safeguarding record. In almost all cases we would then share this information with parents and carers. The safeguarding file will be automatically transferred when a child moves to a new or different school.

WHAT IS A DSL?





A Designated Safeguarding Lead or DSL is the person responsible for overseeing Safeguarding within a setting. They will ensure that all systems and procedures are working effectively in school so that all children are safe. In the event that there is a safeguarding incident that is potentially more concerning or serious it is normal practice for the DSL to assume responsibility for managing this. In Ottery St Mary Primary School our safeguarding team is as follows:

Designated Safeguarding Lead: Dan Western

Deputy Designated Safeguarding Leads: Frankie Finlay, Mark Gilronan, Katie McClelland.

All Safeguarding Leads hold a level 3 Safeguarding qualification which is updated every 2 years.

WHY ARE THERE SO MANY CHECKS WHEN I WANT TO COME INTO SCHOOL?

In the attempt to keep our children safe we run a full set of safeguarding checks on any adult that comes into school on a regular basis. We will never allow an unchecked person to be left unsupervised within the school when there are children present. For this reason we use two different lanyard straps in Ottery St Mary Primary School.

Green: (Means Go) A safe person who can be on their own in the school.

Red: (Means Stop and Look) This person should not be on their own in the school. There will always be a member of staff with this person at all times. The red lanyard enables people who do not frequent the school regularly to come in and work alongside the staff and children.

POLICIES:

The school has numerous policies which are accessible on the school website [here](#).





These policies are regularly updated as part of a review cycle so that they remain up to date.

SIGNPOSTING:

Here are two organisations that contain various guidance and support for parents/carers and children. Childline offers an opportunity for children to speak via the phone, text or email to a trained counsellor. This service is free, anonymous and can be accessed at any time by a child who may need support, reassurance or help. The website offers parents and carers up to date information regarding the dangers our children face to their physical and mental health. The link is embedded in both pictures.



childline

ONLINE, ON THE PHONE, ANYTIME
childline.org.uk | 0800 1111

The link below is a website that gives guidance and support in managing harmful online content. It offers people the opportunity to report offensive, inappropriate and illegal online content.





USING COMPUTERS IN SCHOOL:

One of the greatest Safeguarding challenges faced by school and parents/carers is the access to harmful content that children can be exposed to whilst online.

Clear guidelines are set out in the mobile phone policy and in the Online Safety policy which are accessible via the school website. All staff, parents and carers and children are expected to abide by the rules detailed in this document whilst on the school premises.

Pupils are expected to sign an agreement to say that they understand and agree to how they use computers whilst at school. A copy of these two forms are displayed below:

Key Stage 1 and EYFS









How I will behave when I use the school computers

Name of pupil:

When I use the school computers and get onto the internet in school:

	<ul style="list-style-type: none"> ● I will not use a computer if there isn't an adult with me
	<ul style="list-style-type: none"> ● I will tell an adult if I see something that worries or scares me on the computer.
	<ul style="list-style-type: none"> ● I will look after the school computers.
	<ul style="list-style-type: none"> ● I will keep my password safe.

Signed (pupil):

Date:











Key Stage 2

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS.

Name of pupil:

	<ul style="list-style-type: none"> I will not use a computer in school if I am unsupervised.
	<ul style="list-style-type: none"> I will treat the school computers with respect and look after them.
	<ul style="list-style-type: none"> I will inform an adult if I see something inappropriate on a computer.
	<ul style="list-style-type: none"> I will not use a computer to write or look at inappropriate material.
	<ul style="list-style-type: none"> I will never share my password with anyone else.
	<ul style="list-style-type: none"> I will check with my teacher before I print anything.

Signed (pupil):

Date:





BRINGING MOBILE PHONES INTO SCHOOL:

All adults must conform to the mobile phone policy whilst in the school. Children in **Year 6** are allowed to bring a mobile phone into school with the following conditions:

Each child must have had a consent form filled in before they can bring in a mobile phone into school.

The mobile phone must be turned off before entering the school building. It must be handed to a designated person (staff) at the start of the day. It is then returned to the child at the end of the day. The mobile phone can not be turned back on until the child is outside of the school building.

If a child not in year 6 wishes to bring in their mobile phone their parent or carer must have a conversation with the school to discuss appropriateness. Decisions will be made on an individual basis. If it is agreed that a younger child can bring in their mobile phone a consent form will need to be filled in and returned to the school before the phone can be brought in. The procedure for bringing the phone into school detailed above then applies in exactly the same way.

