



Safety Matters

September 2017

At Hill View School the safety of our children is our first priority.

In order to ensure the safety of the children at this school we must:

- provide a safe and secure environment for children to learn and play in
- ensure appropriate adult supervision throughout the day
- carry out a Disclosure & Barring Service (DBS – previously known as CRB)) check all adults who have regular, unsupervised contact with children throughout the day
- ensure staff are trained in Safeguarding procedures and principles every three years. (Designated adults ultimately responsible for safeguarding across the school must be trained every two years)
- check the safety of any unaccounted for children each day
(Mrs Preest is the school's Attendance Administrator. She goes through the registers each day to find the names of children who are absent without any reason provided. She will then attempt to contact you to ensure the safety of your child.)
- make regular, relevant, safety checks across the school, throughout the year
- monitor and record all visitors to the school
- listen to, and follow up, concerns about the welfare of any child at this school
(Mrs Ferens, Nicky Andrews, Mrs Thomas, Mrs Rorich and Mrs Gregory are the school's designated adults responsible for child protection). Any concern, raised by child, family or neighbour, will be passed to them, in strictest confidence, to be held on record and/or referred to outside agencies.)
- educate and empower children to keep themselves safe
- work with families to help and support them during periods of change or difficulty *(Mrs Nicky Andrews is our Family Support Officer. She works with families who are having difficulty of any sort, affecting a child's feeling of security and comfort and therefore, their ability to learn. She can be contacted through the school office.)*
- ensure that key policies regarding safety including Online Safety are made accessible on the school's website or via the school office and that they are reviewed accordingly.

In order to ensure the safety of your child at this school, you must:

- organise for them to be at school on time. *(Toast opens at 8.00am, school opens at 8.45am for 8.55am registration)*
- ensure they are dressed appropriately
- ensure they are properly equipped for each day *(for example, every child is legally required to undertake 2 hours of physical education each week which includes outdoor PE at least once each week. The children require trainers, suitable clothing for the weather conditions, including a change of socks and underwear.)*

- provide them with lunch, or money for lunch, every day *(your child may be entitled to free school meals if you are in receipt of income support. Please see Mrs Gregory in the school office if you require any further information)*
- provide them with a healthy (fresh fruit or vegetables) snack to be eaten at breaktime (KS2 only)
- keep the school informed of any absences both planned and unforeseen *(our absence answerphone (01295 227149) is available 24hours a day for you to leave a message – or text – to inform us, by 9.30am of the absence of your child)*
- drop off or collect them from school **on time** each day ensuring the school have an up to date list of named adults. You must also ensure:
 - *a secure password is on record in school for collection by another adult*
 - *inform the school if anyone different will be collecting your child*
 - *sign for permission for a Year 5 or 6 child to travel to and from school without the supervision of an adult*
- supervise and ensure the safety of your child and younger siblings in the school grounds before 8.55am/after 3.05pm each day.
- take responsibility for any children using play equipment on site at drop off and collection times
- inform the school of any medical conditions your child has and any steps it is necessary for the school to take to ensure their safety.
(for example, allergies, use of inhalers etc)
- ensure your child's inhalers and epipens are in school, in date and in good working order.
- park and drive considerately and safely outside the school when dropping off or collecting your child *(parents cannot use the school car park)*

This policy supports and complements Hill View's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care.