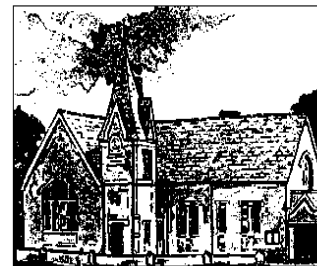


HARSTON AND NEWTON COMMUNITY PRIMARY SCHOOL

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Headteacher : Mrs. Siobhan Rouse

30th March 2023

Dear Parents and Carers,

Safeguarding reminders

As you know, Safeguarding is one of the most important parts of our work as a school and I wanted to remind you on a few key safeguarding messages that we need all parents to follow.

Informing school of absence

If your child is unwell or unable to attend school for any reason, please email the school or phone and leave a message. It is really important that we know that children who are not in school are safe and well and the office staff spend a lot of time each morning checking on absence.

Signing Children in and out

If you need to collect your child early for an appointment or are bringing them in after registration, please ensure that **an adult** comes to the school office to sign them in or out. It is essential for fire safety purposes that we know exactly who is on site at any time.

Use of mobile phones on school site

In accordance with government guidelines, mobile phones should not be used on school sites when children are present. **Can we remind all parents that they should not be using their mobile phone when they drop off or pick up children or while they are waiting in the playground.**

We know that many parents and carers use their mobile phone as a camera/video device to record their child at special performances e.g. class assemblies, concerts, sports day etc. On these occasions the use of a phone is permitted for photographing/videoing only; images should only be taken by parents and carers if they include their own child and that the use of these images is for their own personal use and must not be uploaded for any internet use including Facebook or any other social media sites or used in any form of publication unless they are solely of their own child. We remind parents of this requirement before such events and ask them to sign a form agreeing to this.



Use of school play equipment

Children are only permitted to use the play equipment on the school field during school session times when they are supervised by members of school staff. We are not insured for it to be used by children before or after school, unless they are doing this as part of a school club. The outdoor gym equipment is designed for Key Stage 2 children and is not suitable for Pre-school and Reception children, who have access to the Yellow climbing frame instead.

Collecting from school or after school activities

We would ask that parents do not arrive to collect their children more than 10 minutes before the end of the day or an after school activity. PE lessons are often still taking place on the playground or the field and the presence of parents (and possibly younger siblings) causes potential health and safety concerns.

We are fortunate to have a wide range of after school clubs and activities happening each day as well as Rainbow Club, which means we have a large number of children on the school site. We have to ask that parents do not remain on the school site to wait for their child while a club is taking place. If you have had to collect another child, you will need to make another arrangement - going home, going to the park etc. We cannot have adults who are not DBS checked on site when activities are taking place, unless they are coming to see a member of school staff or collect a child from an activity.

I appreciate your support with all of these matters and I am sure you understand the reasons for them. If you have any questions, please do not hesitate to speak to me.

Regards



Siobhan Rouse
Headteacher