



October 2020

Dear Parents,

Keeping children safe whilst they are at school is our fundamental priority. Mr Tite has already written to you about the measures we are taking with regards to the Covid 19 pandemic. I would like to take this opportunity to draw your attention to some other matters:

Safeguarding/Child Protection Policy

The Safeguarding Children and Child Protection policy can be found on the school's website. Please be aware that where school staff have a concern over a pupil's welfare, they have a duty to refer the concern to Children's Social Care.

Online Safety Policy

The online Safety policy can be found on the school's website. It has recently been amended slightly in relation to Covid 19 issues. Enclosed with this letter is the pupil acceptable use agreement. Please read it through with your child and complete it via the link.

Designated Personnel

The members of staff in school responsible for Safeguarding and Child Protection (The Designated Safeguarding Leads – DSLs) are Mrs Ackroyd, Mrs Spicer, Mr Kelly, Mrs Schofield.

Fire evacuation/Lockdown

The decision to evacuate school or put school in 'lockdown' (staff/pupils stay indoors) would only be taken in an extreme emergency. Pupils will be fully briefed about what to do in an emergency situation.

Photography and filming/Online Safety

Taking photographs and recording of pupils involved in school activities, plays a key part in being able to acknowledge and celebrate success; it is actually a requirement on some courses that images are recorded. If you do not wish your child to be photographed or filmed, it is crucial that school staff are informed.

Please note that if Parents/Carers take photographs of their children and record video and images at key school events, this must be strictly for **personal** use only; **images must not be shared with other parties unless permission has been sought.**



Social Media

Given that an increasing number of issues and challenges are presenting in school as a result of social media, it is crucial that parents supervise children's activity on social networking sites and encourage safe behaviour on line at all times.

Web-site

Parents are encouraged to use the links on the school's website which provide information and advice on how parents can help keep their children safe. This includes keeping safe online.

Bullying

Reported incidents of bullying are taken seriously. Parents with any concerns should contact the Form Tutor or Head of Year.

Escorting children to and from school

It is parents' responsibility to provide adequate arrangements for pupils' safe journeys to and from school, including activities which may extend beyond the school day.

In instances where pupils are denied access to particular adults, **school must be informed in writing and be provided with the appropriate legal documentation.**

Mental Health and Well-being

To promote and support the mental health and wellbeing of all members of our community, including staff and parents, the school has a 'Healthy Heads' strategy. Positive mental and emotional health is essential for us all to achieve the best outcomes in life, live well and be resilient to the ups and downs in life that we all face at times. More detail is available on our school website.

Emergency Contact Numbers

Please note that in case of an emergency, we are required to have TWO emergency contact telephone numbers. Please could you inform school of any changes so that up to date records can be kept.

I hope you find the contents of this letter useful. May I reiterate the importance of contacting your child's Form Tutor/Head of Year/Pastoral Leader in the first instance if you have any concerns over your child's welfare.

Yours sincerely

Mrs J A Ackroyd
Safeguarding Lead