

## Keeping Children Safe

Southwold is committed to creating a happy and safe environment for our children to learn. This leaflet will help you understand how we keep your children safe by telling you:

- How children can be harmed
- What we must do to keep your child safe from harm
- What you must do as a parent to help your child be safe and enjoy school

### Child Protection

This is an important subject in which all staff receive regular training. Our priority is to work with you but there may be times when we have to involve other people.

Everybody has a responsibility to keep all children under the age of 18 safe. Harm is identified in **four** ways:

**Physical**—This is when a child is deliberately hurt or injured.

**Sexual**—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or none physical, e.g. being made to look at an inappropriate image.

**Emotional**—This is when a child is made to feel frightened worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence

**Neglect**—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not meeting medical needs, not keeping appointments for additional support, not coming to school or being left home alone.

## Useful Contacts



**Designated Safeguarding Lead:**  
**Mrs Y. Salmeron**  
**Head Teacher**



**Deputy Designated Safeguarding Lead:**  
**Mrs. R. Stone**  
**Learning Mentor, Attendance and Behaviour**



**Chair of Governors with Safeguarding responsibility:**  
**Mrs K Truman**



## Southwold Primary School

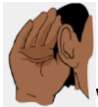
### Keeping Children Safe in Education

### Information for Parents and Carers

## What School Must Do

A child should be able to go to school and feel safe so that they can achieve their very best.

- Anybody who works or volunteers at Southwold will be checked by the Police (vetted) to make sure they are safe to work with children and then trained to identify child abuse and what to do if they are concerned.
- The school has a Designated Lead for Safeguarding, **Mrs Y Salmeron**, who has had extra training to know what to do when a concern is brought to them.



- We will always listen to you and work closely with you if we are concerned about your child but, sometimes, we may not be able to discuss our concern.

The school has a safeguarding policy which tells you more about this and when we must speak to the police or children's services. Please visit our school website <https://southwoldprimary.com/keeping-safe/safeguarding/> or ask for a copy.

- We will help your child to learn about keeping themselves safe. Lessons can include healthy eating, anti-bullying, e-safety, road safety, healthy relationships, drug and alcohol awareness.

As part of these lessons your child will be told what to do if they are worried or concerned about their safety.

## What Parents and Carers Must Do



Parents and carers are the most important people to keep their children safe. You should always:

- Feel confident to raise concerns about your child.
- Talk to school if you need help or support.
- Read the school policies about safety issues
- Let the school know if your child has a medical condition
- Let the school know if you have any court orders relating to the safety of your child
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility
- Who will be dropping off or collecting your child and two other emergency contacts. You must inform the school of any changes to agreed arrangements.
- Let the school know if your child is going to be absent and the reasons why.



## Safeguarding Issues

**Attendance**—your child's attendance is monitored daily and significant absences are always followed up by the attendance officer. The school has an attendance policy that you should read and understand.

**Behaviour**—Southwold has clear behaviour rules for the whole school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help resolve the situation.

**Bullying**—The school takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. The school has an anti-bullying policy that you should read and understand.

**Health and Safety**—Everyone at Southwold has a responsibility to keep adults and children safe in the work environment. The school has a clear health and safety policy which everyone must follow. The school have fully trained first aiders to deal with any accidents in school.

**E-safety** - The school recognises that technology plays an important role in the education of children and is committed to safeguarding children in the virtual world. To support parents, the school has e-safety information to help keep your children safe both in school and at home.

**Complaints**—If you have any complaints about how the school is working with you or your child please feel confident to speak with us. The Headteacher will always be happy to speak to you to resolve any difficulties. It is better to speak to us as soon as you have a concern so that it does not become a bigger issue. If you do not feel the matter has been resolved, you can raise your concerns with the governing body.