



## A GUIDE TO KEEPING CHILDREN SAFE

### WHINNEY BANKS PRIMARY SCHOOL

#### Contact:

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website: [www.whinneybanks.org.uk](http://www.whinneybanks.org.uk)

Head Teacher & Safeguarding Lead:  
Mrs S Thorpe

Family Liaison Officer: Ms K McKeown

#### What parents must do:

Parents are the most important people to keep their children safe. Please 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 school know if your child has a medical condition.
- Let school know if you have any court orders relating to the safety of your child.
- Let school know if you move house, have a new contact number, change your name or there is a change of parental responsibility.
- Let school know who will be collecting your child.
- Supply two other emergency contact details.
- Let school know if your child is going to be absent and the reason why.

### **What school must do:**

- School's Designated Person for Child Protection is Mrs S Thorpe.
- The deputy Senior Designated Person for Child Protection is Mrs Farrow.
- The Designated Governors for Child Protection are Mrs Green & Mrs Jones.
- School's Family Liaison Officer is Ms K McKeown
- We will always listen to you and work closely with you if there are any concerns about your child.
- We will help your child to learn about keeping themselves safe including healthy eating, online safety, road safety and healthy relationships.

There is a detailed Child Protection Policy operating within the school and the Governing Body ensure the policy is reviewed annually.

### **Safeguarding**

#### **Attendance:**

Our Educational Welfare Officer monitors your child's attendance daily.

#### **Behaviour:**

We have clear behaviour rules for the whole school that must be followed to keep everyone safe and happy.

#### **Health & Safety:**

Everyone has a responsibility to keep adults and children in a safe environment. We have fully trained first aiders to help with any accidents in school.

#### **Online Safety:**

We recognise that technology plays an important role in the education of our children. We will help parents and children to learn about keeping safe online. All children will be asked to read and sign our acceptable use agreement.

### **Code of Conduct:**

- All visitors to sign in and out of the building.
- Treat everyone with respect and tolerance.
- Respect everyone's privacy and dignity.
- Never use your mobile phone in school.

#### **Fire & Emergency:**

On hearing the alarm leave the building immediately by the nearest exit and make your way to the playground.

#### **Queries:**

If you have any queries, please contact Mrs S Thorpe, Head Teacher.