

Keeping your child safe



at Hillstone School

# Safeguarding

When you send your children to school each day you need to feel secure in the knowledge that they will be safe. This booklet explains all the various ways in which we work hard to keep your children safe and explains ways in which you can help us.

## RECRUITMENT

All adults who work at Hillstone School whether paid or voluntarily have to undergo a DBS (Disclosure and Barring Service) check to ensure that they are deemed fit to work with children. Governors, senior staff and our HR team have undertaken safer recruitment training. This ensures that we follow a very rigorous procedure when we employ new staff to work at the school. All staff undergo safeguarding training each year which covers areas such as health and safety, child protection and online safety.

## PREMISES

The grounds are surrounded by metal railings with electronic gates which means that cars cannot just drive on to site without permission. Our new extension has enabled us to site the office next to the front doors so that we can closely monitor who is on site at all times. We have doors installed in front of the corridors which lead down to the Key Stage one classrooms. These are only able to be opened with the use of a swipe card, so no unauthorised person will be able to go past the front reception area. Any visitors have to sign in when they are on site and all adults wear identity badges.



We hold fire drills every half term and the fire brigade are very impressed that we are able to evacuate the entire school in under two and half minutes.

Our Breakfast Club opens at 8:00 - 8:30a.m. Please arrive at school between these times to ensure your child receives their breakfast.

Only Year 6 children, with written parental consent, will be allowed to walk home unaccompanied. **No** pupil will be allowed to leave with anyone under the age of 14.

## How you can help?

- *Arrange to see your child's teacher after school when other children have left rather than in the morning.*
- *You must inform the office if anyone else is picking up your child from school. We will not let them go with anyone who does not have permission.*

## CHILD PROTECTION

We have three designated child protection officers, Lillian Hepburn, Gill Sparrow and Kerry Dunlevy. However, child protection is everyone's responsibility and if you have concerns about a child's safety or welfare you may talk to us in confidence. Sometimes families are in a crisis situation and need help. We have access to a number of organisations that can provide support.

## ACCIDENTS

All our equipment is checked regularly by professionals to ensure that it meets requirements. We have very high staffing ratios. There are 51 teachers and teaching assistants (including nursery and pre-school). At lunchtimes we have 12 lunchtime supervisors, 6 play workers and sports coach. All staff have had first aid training and in many cases specialist paediatric first aid training. Accidents do happen though and we will ensure that your child is looked at by a first aider and the incident recorded in first aid book. Most children are ok though in some instances we phone parents to inform them. In an emergency we phone for an ambulance.



### How you can help?

- *Make sure we have correct contact numbers.*
- *Children must stick to the uniform policy. No jewellery and flat black shoes or trainers. Inappropriate footwear is often the cause of accidents in the playground.*

## PLAYTIMES

Bullying, racism or inappropriate language is not tolerated at Hillstone. Any instances should be reported to adults or prefects. We will be running a twelve week training programme for prefects entitled 'playground buddies'. We employ play workers and the sports coach who run numerous lunchtime clubs to ensure that children have plenty to occupy them. We ensure through our teaching that such issues are dealt with and children taught how to treat each other with respect. One of the biggest causes of conflicts starts with name calling. We have 12 children who are trained play leaders to support children on the playground.

### How you can help?

- *Explain to your child that they must tell someone if they have been bullied or see anyone being bullied.*
- *Do not tell you child to hit back in school. I know it is tempting but in our experience this only makes the situation worse.*
- *Do not let children watch inappropriate films. We see children copying the language and violence from the films.*
- *Provide a good role model for children so that they do not hear swearing or racist language.*

## Off-site

A risk assessment is carried out for every trip that we undertake. Staffing ratios are high. Reputable coach companies are used and we ensure that children have their seat belts fastened. Children must not bring mobile phones on any trip. We will send out a group call message if we are late.

### How you can help?

- *Ensure that we have correct contact details.*

## THE CURRICULUM

Junior and year 2 children are taught to swim; our aim is that all children can swim at least a length before they leave Hilstone. Children in year 5 have the opportunity to take part in bikeability to improve their road safety. They also go on a visit to Safeside which provides a virtual learning environment for children to learn about fire, and other potential accidents that can happen at home. We have Hillstone Life Skills which a comprehensive Personal, Social, Health education programme which runs throughout the school. Children learn about:

- ✚ Road safety
- ✚ Safety around trains
- ✚ Water safety
- ✚ Dangers of drugs
- ✚ Electricity
- ✚ Fire safety
- ✚ Cyber safety

Safety is also taught when required in other lessons such as cookery, DT or PE.

## ICT

Children are taught in ICT lessons about being safe on the internet. We constantly reinforce the message about being SAFE, RESPECTFUL and RESPONSIBLE when using ICT. We have firewalls in place in school which means children cannot access inappropriate material. We also monitor all content that is sent via e-mails and that children are searching for on the internet. Children are **not** allowed to bring mobile phones into school. The exception to this is a few year 6 children who have written permission from their parents to walk to and from school alone. The phones are then handed in to the office on their arrival. I know that children have been worried or frightened by text messages that they have been sent by other children. I will not allow this to happen in school. Children do not use social media in school but I do see the results of children being upset by messages that they have been sent at night through Facebook, Blackberries or texting.

### How you can help?

- *Teach your child about safety protocols. There are many web sites available to help with this.*
- *Tell children they should not send abusive messages to or about anyone.*
- *There is an age limit of 13 to be on Facebook. If your child is using social medial - do you know what they are writing to each other?*

## SUPPORT FOR PARENTS

From time to time we would like to run workshops for parents to discuss ways of keeping children safe in the local area, online at home and when out and about.

Here are some websites you may find useful.

<http://www.nspcc.org.uk/>

<http://www.lscbbirmingham.org.uk/>

<http://www.internetmatters.org/>

<https://www.thinkuknow.co.uk/>