



### WHO TO CONTACT IF YOU HAVE A CONCERN ABOUT A CHILD

If you are worried about a child's safety, please do not hesitate to contact the Designated Safeguarding Lead or Deputies straightaway.

**If a child is in immediate danger, call the Police on 999**

### Meet the Designated Safeguarding Team:

The Safeguarding Team oversee and coordinate all aspects of the school's work to ensure that children are kept safe. They regularly attend training to ensure their skills and knowledge are up-to-date.

#### Designated Safeguarding Lead:

**Mrs V Prowle**

#### Deputy Designated Safeguarding Leads:

Mr C Pickard  
Miss N Chinnery  
Mrs L Bright

#### School Safeguarding Governors:

Mr L Donohoe

All can be contacted via the office or by telephone on:  
**01582 728262**

For a copy of our school's Child Protection Policy, please visit the Safeguarding page on our [school website](#):

Dear Mums, Dads and Carers,

Welcome to the first safeguarding newsletter of a brand-new academic year! In particular, welcome to our new families.

As we start the year I would like to remind you all that at Putteridge Primary School, safeguarding and promoting the welfare of children is everyone's responsibility and our top priority. Everyone who comes in to contact with the children and families who comprise our community has a role to play.

Everything that we do has the children at its centre. Their wellbeing, their safety, their achievement, their happiness underpins every decision we make. Often when safeguarding is mentioned, the immediate thought is about child protection – when a child is suffering harm, or is in danger of suffering harm. However, safeguarding is much more complex than this and encompasses a very wide range of areas. At Putteridge we ensure that all of our staff are well trained in all aspects of safeguarding and this training is regularly updated and frequently revisited throughout the year. We also ensure that our curriculum provides the children with age-appropriate opportunities to learn how to keep themselves healthy and safe.

With this in mind we will continue to send out a half-termly newsletter informing you of any recent safeguarding updates as well as providing you with key information around a range of safeguarding issues. This issue will introduce you to the school's Designated Safeguarding Team, the DfE document 'Keeping Children Safe in Education' 2023 and the importance of attendance and punctuality.

*Mrs V Prowle (Designated Safeguarding Lead)*

**Keeping Children Safe in Education** is a statutory Department for Education document that all schools are required to follow when carrying out their duties to safeguard and promote the welfare of children. It covers many aspects of safeguarding, including different forms of abuse, early help processes, safer-recruitment, how concerns must be reported and the role of the Designated Safeguarding Leads. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Click here for the full document:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181955/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)

**Keeping children safe is everyone's responsibility**



Report any concerns if you suspect a child is being abused or is in danger of being abused. Please contact a Designated Safeguarding Lead, or any member of staff. You can also contact the Multi-Agency Safeguarding Hub (MASH) on:

☎: 01582 547653

Out of Hours service: 0300 300 8123

✉ MASH@luton.gov.uk

Or make an online referral via the website:

[https://directory.luton.gov.uk/kb5/luton/directory/service.page?id=aJZE\\_OSgZfQ](https://directory.luton.gov.uk/kb5/luton/directory/service.page?id=aJZE_OSgZfQ)

## Types of Child Abuse



## What is a Designated Safeguarding Lead?

Each school must have an appropriate senior member of staff to take lead responsibility for child protection. Key aspects of the 'Designated Safeguarding Lead' role include:

- Ensuring that **all** staff are aware of the processes for raising safeguarding concerns
- Ensuring all staff understand the signs of child abuse and neglect
- Referring any concerns to Social Care
- Monitoring children who are the subject of Child Protection and CiN (Child in Need) Plans
- Maintaining accurate and secure child protection records
- Raising awareness of the school's safeguarding policies and procedures, and ensuring these are implemented and reviewed regularly.

## Safeguarding Governor Role

The Safeguarding Governors' responsibilities include:

- Ensuring the school is following safer recruitment procedures when recruiting any new staff members
- Reviewing all activity and policy relating to the physical and emotional well-being of all children
- Seeking improvement to ensure the school follows best practice in creating a productive and safe environment for all

## The Safeguarding Curriculum

We believe that one of the best ways to safeguard children is to equip them with the knowledge and skills to be able to keep themselves safe. Safeguarding themes are interwoven throughout our curriculum and the opportunities we offer in school. Some examples include:

- Our 'Values' assemblies which are delivered to all children from EYFS to Y6
- Online Safety days with age-appropriate workshops
- Online safety discussions within computing and other relevant lessons
- Involvement in Anti-Bullying Week and Mental Health Awareness Week
- Relationships, Sex & Health Education (RSHE) lessons
- Personal, Social, Health and Citizenship Education (PSHCE) lessons
- Our OPAL playtime project

Our Values for this half term are:

September: **Democracy**

October: **Tolerance**

## Useful Safeguarding Acronyms and Vocabulary

**DSL:** Designated Safeguarding Lead

**MASH:** Multi-Agency Safeguarding Hub

**CP:** Child Protection

**CiN:** Child in Need

**CEOP:** Child Exploitation and On-Line Protection Centre

**KCSIE:** Keeping Children Safe in Education

**PREVENT:** Part of the Government's Counter-Terrorism Strategy to stop people being drawn in to extremism

**CAMHs:** Child and Adolescent Mental Health Services

**SEND:** Special Educational Needs & Disabilities





We are sure that like us, you as parents and carers realise the importance of attendance and punctuality. At Putteridge we continue to work hard to maintain our excellent attendance levels and to reduce incidences of lateness.

### **Attendance facts:**

- All schools **must** report their termly attendance percentages to the local authority.
- Parents have a **legal** responsibility to ensure that their child receives a full-time education.
- Parents can be issued with a **fixed penalty notice** for failing to ensure their child attends school regularly – this includes taking a child out of school on holiday.
- The local authority has the power to **prosecute parents** in the magistrate's court for the offence of failing to ensure their child attends school regularly.
- If your child arrives after 9.15am we are required to mark them as having an unauthorised absence for the whole morning – **arriving after 9.15am once in a week brings their attendance down to 90% for that week.**

There is much evidence to show that good attendance plays a vital role in helping your child to achieve their potential. We also know that poor attendance can lead to other problems for children.

Children who do not attend school regularly **are more likely to:**

- Fall behind in their school work
- Find it difficult to make and keep friends
- Be unhappy at school
- Misbehave so that others cannot see that they are finding the work difficult
- Learn poor attendance habits that follow through to secondary school and future employment

Poor punctuality can also disadvantage children in many ways:

- Being frequently late adds up to lost learning. For example, arriving 15 minutes late every day is the same as being absent for 2 weeks of the year
- When children are late they find it harder to settle in to the routine of the day
- When children arrive late they often miss key messages and teaching which continues to have an effect on their learning for the rest of the lesson or day
- Poor punctuality disrupts the class and is embarrassing for the child
- Your child being late disturbs the learning of the whole class

**Getting here on time every day really is important in helping your child to become a happy and successful learner. Every day really does count!**

### **How can you help your child attend school regularly and on time?**

- Talk to your child about school
- Take a positive interest in your child's work, including their homework
- Make sure your child understands why school is important

- Show your child that you are interested in what they have done at school
- Get everything ready for school the night before
- Arrange appointments before or after school or during the school holidays wherever possible
- Bring your child to school for the time before or after any appointment that has to happen within the school day wherever possible
- Take holidays during school holidays and not during term time
- Set your alarm and an alarm for your child – see who can beat the clock!
- If your child is just slightly under the weather, still send them in to school. Children often feel better as the day goes on and they get busy. If school is worried, we will call!
- Children can attend school if they are taking medication – speak to Mrs Rand in the school office.
- **We can give children certain medications** with your permission.

**Please also ensure that you:**

- Keep in touch with school staff – we may be able to help you with advice, rewards for your child or other incentives for coming in
- Contact school on the first day of absence if your child is unable to attend for whatever reason and keep in contact on subsequent days
- Make sure school has up-to-date contact details
- Attend meetings about your child’s attendance if you are invited to do so. At these meetings we can agree an action plan so that school, parents and children can work together to improve things
- If your child is absent for an appointment, please show the office the appointment card or letter

## *Good to know – reminders of the minimum age for popular apps*



**Facebook (minimum age 13)** – lets users create their own profiles, share status updates, pictures, videos and chat with other users and also has a messenger app.



**Instagram (minimum age 13)** – allows users to alter photos, upload them and share to other social networking sites. Photos and videos can be sent directly to specific users.



**Snapchat (minimum age 13)** – a photo-sharing app where users can send photos or videos to their friends. These will display on screen for up to ten seconds before being deleted, although it is possible to take screenshots of messages and download other apps designed to capture and save Snapchat content.



**TikTok (minimum age 13)** – TikTok users can make their own short videos on the mobile app and often like to have music accompany these. The users have creative control over the videos. Other TikTok users can ‘react’ to videos they see by filming their responses alongside the original video, or ‘duet’ by making a video alongside another video.



**Twitter (minimum age 13)** – a social network that lets users send and read ‘Tweets’: messages limited to 280 characters.



**Tumblr (minimum age 16)** – a social networking site where users can post blogs and follow other people’s blogs. Some of the content on this site includes sexual and/or pornographic images.



**WhatsApp (minimum age 16)** – a free-of-charge, real-time messaging service. Users can share images and videos, take part in ‘group chats’ and share locations. As it’s based on knowing the user’s phone number, you can only message users if you already have this information.



**YouTube (minimum age 16)** – allows users to watch, create and comment on videos. The dislike button can create insecurities with content posted even if comments are turned off for the video.

