



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 co-ordinate 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

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 I 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' 2024 and the importance of attendance and punctuality.

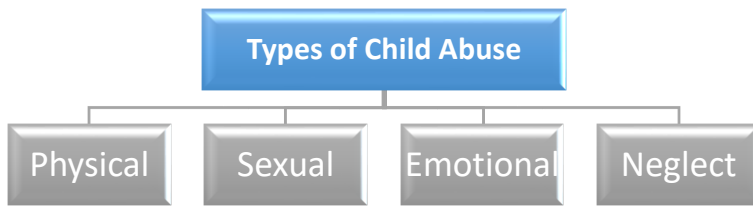
Mrs V Prowle (Designated Safeguarding Lead)

'Keeping Children Safe in Education 2024' 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:

[Keeping Children Safe in Education, 2024](#)



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

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 significant 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 Governor's 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
- OPAL playtimes
- MyHappyMind Mental Health and Wellbeing programme

Our Values for this half term are:

September: **Friendship**

October: **Co-operation**

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.

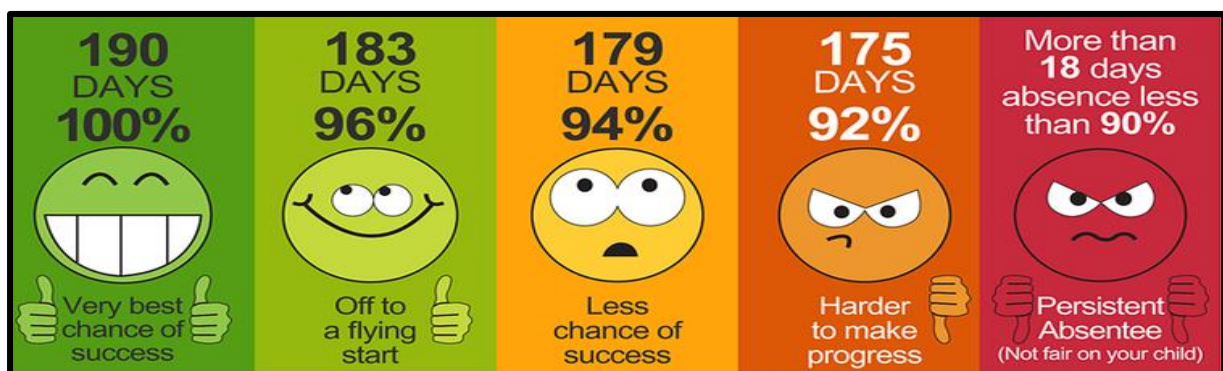
Children who do not attend school regularly **are more likely to:**

- 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
- ✓ If an appointment must be taken during the school day, wherever possible bring your child to school before and after that time
- ✓ 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



How can we support at school?

Mrs Kilbey, Ms Clarkson and Mrs Bennett are all here to support the children in school and you as families if there are any issues or concerns that cannot be solved by the class teacher who should always be the first port of call.



Mrs Kilbey is our Family Worker: she works across the school supporting children and families and helping to reinforce and extend the links between home and school. Mrs Kilbey's work ranges from running social and nurture groups with children to supporting parents with court cases and other legalities, to making referrals to the food bank or other support agencies and, perhaps most importantly, she makes a great cup of tea if you just need to talk to someone!

Please contact her at: fw@putteridgeprimaryschool.org.uk



Ms Clarkson and Mrs Bennett - Learning Mentors: working across the school Ms Clarkson and Mrs Bennett support children with their social and emotional needs where these are becoming a barrier to their learning. This work may take the form of group or individual sessions all of which are tailored towards the children's needs.

Please contact them at: pastoral@putteridgeprimaryschool.org.uk

