

# Parental Safeguarding Policy

**Signed:**

**Chair: S. Gribbin**

**CEO: R. Swindells**

**Date: 5<sup>th</sup> February 2026**

**Review date: February 2027**

*This policy applies to the Collective Vision Trust and all of its schools.*

### What do we do in school to keep your child safe?

***‘Safeguarding is everyone’s responsibility, every day’.***

Our first and foremost priority is to keep your child safe and healthy. Under the latest OFSTED framework safeguarding is a key indicator of what constitutes a good school. Keeping your child safe means:

- The health and safety of all children
- Making sure that the adults who work here have undergone safety and security checks
- Protecting children from deliberate harm
- Being an anti-bullying school
- Being proactive against racist behaviour
- Protecting our children from harassment and discrimination
- A positive approach to behaviour management including the use of physical intervention safely, when necessary
- Meeting the needs of children with medical conditions
- Providing first aid
- Protecting children from drug and substance abuse
- Children enjoying safe educational visits
- Caring for children’s personal needs
- Keeping children safe when using the internet and making sure they are aware of cyber bullying.
- Making sure our school is secure and safe
- Being a ‘listening school’.
- Ensuring they know who to go in school if they have a problem

Your child and their health & safety are our number one priority. We employ the following strategies to keep your child healthy and safe:

### Child Protection

All staff receive appropriate training in Safeguarding and Child Protection to ensure that they are aware of the school’s procedures for child protection and their responsibilities. We have a written policy and procedures for Child Protection complying with Local Authority guidance. The following table gives the names of the Designated Teachers for Child Protection (DSL) at each of our schools and the member of the local governing committee nominated to oversee child protection (LGC member).

School	DSL	Deputy DSL (s)	LGC Member
Chesterton Community Sports College	Deryth Machin	Sarah Francis	Roy Dutton
Churchfields Primary School	Diane Beardsmore	Clare Pattison, Michelle Tucker	Susan Phillips
Chesterton Primary School	Helen Swindells	Lemara Rotherham, Sonia Grocott	Lorraine Bradshaw
Crackley Bank Primary School	Sara Stevenson	Lisa Taylor, Nikki Pearson & Kelly Norcup	Vicky Wynne
Bursley Academy	Emily Harley	Amy Green, Sara Stevenson & Deb Verdiani	Wayne Foster
Cheswardine Primary School	Rachael Williams	Alice Gray & Emma Titchen	Alice Harrison & Rachel Richards
Hinstock Primary School	Rachael Williams	Gemma Watkins & Daniel Walne	Alice Harrison & Rachel Richards
Woore Primary and Nursery School	Michelle Ward	Eve Battrick	Peter Goringe

### **Recording and reporting racist incidents**

Under the *Race Relations (Amendment) Act 2000* and *Home Office Code of Practice on reporting and recording racist incidents (2000)* schools are required to record and investigate all racist incidents and to report them to the Trust board on a termly basis.

Definition of a racist incident: as recommended in the Stephen Lawrence Inquiry Report 1999: ***'A racist incident is any incident which is perceived to be racist by the victim or any other person.'*** S. George Jan 2019.

### **Collecting your child during the school day**

Please try and make appointments out of school hours if possible. If you have to collect your child during the school day for a medical or dental appointment, please let the office staff know or, for primary pupils, send a written note to the class teacher. Staff may ask to see evidence of medical appointments.

### **If your child is ill**

Please keep them at home and notify us as early as possible on the first day of any absence so that we know they are safely at home with you. We have a policy of contacting parents / carers if we haven't received a message by the time specified in the list below:

- Chesterton Community Sports College – 9am
- Churchfields Primary School – 9am
- Chesterton Primary School – 9am
- Crackley Bank Primary School – 9am
- Bursley Academy – 9:30 am
- Cheswardine Primary School – 9:30 am
- Hinstock Primary School – 9:30 am
- Woore Primary and Nursery School – 9:00am

If your child becomes ill during the day they will be monitored, and we will telephone you if we feel it is necessary to do so. Any first aid incidents will be dealt with by our qualified first aiders. If your child sustains a head injury / head bump, then we will contact Parent/Carer to advise, and the child will be sent home or monitored throughout the rest of the day.

### **Medicines**

If a child is receiving ongoing medication, parents must fill in a medication form and bring the medication to the school office. For primary age children parents are allowed to come into school by prior arrangement to administer this. Medication cannot be administered by school staff without prior agreement. Medicine and tablets must never be given to a child to be brought into school, these should be handed in to the main office. Please advise the school if there are any changes to your child's health which the school should know about.

### **Jewellery**

For the sake of safety we request that jewellery should not be worn to school, with the exception of small stud earrings and watches which may be worn at the owner's risk. Children should not wear smart watches which can take images or photographs as this can pose a safeguarding risk.

All jewellery must be removed for P.E. Stud earrings must be covered with tape/plasters which the children must be able to do themselves.

## **Fire Drill**

Our fire bells are tested weekly, and a fire drill is held each term to ensure the swift evacuation of the building.

## **Road Safety**

### ***Primary Schools***

We ask parents / carers to support us and ease traffic congestion by walking your child to school; this provides an ideal opportunity to teach your child about road safety and traffic awareness. Zig-Zag lines are in force around the school so if you travel by car, please park well away from the school entrance for the sake of the safety of our pupils. Please do not park in school car parks. Note for Bursley Academy, parking is available at Bradwell community centre/Jill Clewes performing arts.

### ***Secondary School***

We ask parents / carers to support us and ease traffic congestion by encouraging your child to walk or cycle to school. Zig-Zag lines are in force around the school so if you travel by car, please park well away from the school entrance for the sake of the safety of our pupils.

## **Before and after school**

### ***Primary Schools***

Parents/carers are responsible for children on the way to school and on the playground before the start of the day, unless your child attends a before school club.

Please do not allow your children to ride bikes, scooters or play ball games on the school site at the beginning or end of the school day as this poses risks to other pupils and parents.

Please do not bring dogs onto the school premises, this includes dogs which are carried.

### ***Secondary School***

Parents/carers are responsible for pupils on their journey to and from school. Parents need to ensure the safety of their children on these journeys.

## **Playground safety**

### ***Primary Schools***

We have very clear rules about behaviour and use of play equipment in the playground. Supervising adults are outside with the children every playtime and lunch time and additionally many schools have Playground Leaders / School Ambassadors, if so, these are present in the playground to help supervising adults ensure that playtimes are a happy time for all children.

## **No smoking area**

Our school building and grounds are a designated No Smoking area (this includes vaping), so we ask for your co-operation in extinguishing cigarettes before entering the site – this includes e cigarettes.

## **Security**

The school was built with security of pupils and staff in mind including:

- perimeter fencing and gates
- fenced EYFS area for our youngest pupils (where applicable)
- a modern effective fire alarm system with smoke alarms
- door entry system
- all staff wear ID badges at all times

- CCTV

Although we want to have an open-door policy, we must balance this against the safety of pupils and staff, and we request that parents / carers respect this.

At the start and the end of the school day please do not enter the school building. If you wish to speak to a member of staff please go to the office and ask to see the member of staff you require, you may be asked to make an appointment if they are not available.

### **Visiting the school**

For schools that have electronic perimeter gates – visitors must use the call button to get access to the premises. Any visitors to the school must sign in and out as a visitor. Our staff are trained to challenge anyone not following this practice, so we apologise in advance.

### **Sex and relationships**

As part of the national curriculum, we have an age-appropriate sex and relationship education curriculum. For more information see the relevant policy.

### **Swimming**

#### ***Primary Schools***

In a designated year group children go swimming once a week. They are accompanied by members of staff who remain poolside during the lesson and closely supervise the children in the changing rooms. The children are taught swimming by fully trained instructors.

#### ***Secondary School***

Swimming is part of the secondary PE curriculum and is delivered by PE staff.

### **Risk assessments and school trips**

All school trips involve the undertaking of a rigorous risk assessment. Depending on the nature of the trip children may be required to wear school uniform as this identifies them as belonging to the school. Information about appropriate clothing will be part of the information provided to parents before the trip.

### **Bullying**

It is the responsibility of the whole school to ensure that school is a bully free zone. We are proactive in promoting a caring and positive ethos between all members of the school community. We have an anti-bullying policy with very clear procedures in place in the event of an incident involving bullying.

### **Online safety**

We take cyber safety very seriously at Collective Vision Trust. If we become aware of issues relating to specific children, we inform parents. Within our curriculum we regularly look at online safety.

When a pupil is allowed to bring a school i-pad home parents need to note the following:

Parents are responsible for monitoring pupils' online activity at home. We have comprehensive filters on all pupil iPads, filtering what they can access both in school and at home. Even with these filters, your child's iPad use at home should be monitored constantly to ensure that they are being used appropriately and safely.

We use the 'Lightspeed' system to highlight any searches that pupils make that could be a safeguarding concern. When this happens in school time they are addressed by pastoral or senior staff as soon as possible. If searches are made out of school hours (this includes during school holidays) these will not be flagged to us until the next school day. Parents need to be aware of this when monitoring their child's use of the iPads out of school hours and during school holidays.