

Pimperne CE VC
Primary School



Pimperne CE VC Primary School

Parent Partnership Policy 2021-2022

in conjunction with the Home School Agreement

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Statement of intent

At Pimperne Primary School, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our pupils.

We know that parents' interest and involvement in their child's learning is associated with securing positive outcomes and higher achievement for their child, academically as well as holistically. We believe parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and pupils. Strong partnerships with parents are pivotal to our school life, and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

For the purpose of this policy, "parent" refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

This policy provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure they are fully involved in every aspect of the school community.

Contact Details:

Pimperne CE VC Primary School

Newfield Road

Pimperne

Dorset

DT118WF

01258 452025

office@pimperne.dorset.sch.uk

Signed by:

FWaller

Headteacher

Date:

Sept 2021

PSlocombe

Chair of governors

Date:

Sept 2021

1. Aims

1.1. This policy has been developed with an aim to:

- Help parents support their child's learning and be involved in the life of the school.
- Support pupils to achieve the highest standards through close partnerships between home and school.
- Develop a clear communication strategy to keep parents well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
- Ensure parents have the opportunity to be fully involved in school life and the school community.
- Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns.
- Ensure arrangements are in place for parents to provide their feedback.
- Support parents both inside and outside of school by providing useful information.
- Create an inclusive environment that welcomes all parents.

1.2. We aim to be a **welcoming school that communicates regularly with parents** through:

- Promoting positive dialogue about learning.
- Having an open-door policy for parents to visit the school.
- Ensuring our Main School Office arrangements are welcoming.
- Ensuring all communication is user-friendly, useful and informative.
- Publishing regular informative whole-school newsletters.
- Maintaining and developing our school website and social media accounts.
- Ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.

1.3. We aim to **help parents enhance their own learning and to be actively involved in school life** by encouraging parents to:

- Volunteer to support in school.
- Attend workshops and courses.
- Attend school performances, events and celebrations.
- Become involved in school projects or fundraising by the Parent, Teacher Association (PTA)
- Become school governors.
- Celebrate diversity throughout the school.

1.4. We aim to **actively involve parents in the education, progress and wellbeing of their children** through:

- Ensuring safeguarding procedures are robust.
- Providing practical strategies to support learning at home.
- Supporting new parents to the school.
- Supporting parents to promote their child's attendance and punctuality.
- Providing information regarding the curriculum.
- Informing parents of their child's learning and progress through reports and consultation meetings.
- Providing guidance for parents to support their child through times of transition, e.g. between years and key stages.
- Celebrating, Believing and Aspiring!
- Making sure all school policies are accessible and easy to understand.
- Sharing and living through our school Values.

1.5. We aim to **establish the views and opinions of parents and act upon these** through:

- Establishing clear lines of communication between home and school, and recognising the importance of parental voice.
- Providing regular opportunities for parental consultation and informing parents of the results.

2. Roles and responsibilities

2.1. The school is responsible for:

- Establishing effective means of communication with parents.
- Communicating the curriculum clearly to parents.
- Informing parents of all school events within appropriate timelines.
- Regularly keeping parents informed of their child's progress and helping parents to support their child's learning.
- Providing opportunities for parents to communicate with the school regularly to provide their feedback.
- Listening to the views and concerns of parents.

2.2. Useful Roles to know:

Headteacher: [Mrs F. Waller](#)

Deputy Headteacher: [Miss S. Lee](#)

Designated Safeguarding Leads: [Mrs F. Waller](#) and [Miss S. Lee](#)
safeguarding@pimperne.dorset.sch.uk

Safeguarding Team (Level 3 Qualified): [Mrs G. Gatehouse](#), [Mrs K. Raine](#)

Designated Teachers: Mrs F. Waller and Miss S. Lee

SENDCo: Miss S. Lee

School Support Services Manager: Mrs S. McCarthy
office@pimperne.dorset.sch.uk

Extended Childcare Services Co-ordinator: Mrs K. Raine

E-Safety Champion: Miss S. Tatham

Anti-Bullying Champion: Miss S. Lee

Trauma Informed Practitioners: Mrs Gatehouse, Mrs Green, Miss Lee
and Miss Masters elsa@pimperne.dorset.sch.uk

Chair of Governors: Mr P. Slocombe

chairofgovernors@pimperne.dorset.sch.uk

Clerk to the Governors: Mrs S. McCarthy

clerktogovernors@pimperne.dorset.sch.uk

The Governing Board: Mrs J. Torrance (Foundation), Mrs J. Roper (Parent), Mr B. Barr (Co-opted), Mrs C. Brannigan (LA), , Mrs L. Regan (Parent), Miss S. Tatham, Mr N. Cloke (Parent), Sir D. Latham (Foundation), Rev. Marflitt (Ex-Officio), Mr P. Slocombe (Co-opted), Miss S. Lee (Co-opted) and Mrs F. Waller

2.3. Parents are responsible for:

- Reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings.
- Engaging with verbal communications so that they understand the information being communicated to them.
- Logging on to the school website for detailed information about the school calendar, term dates, events, school information and other useful downloads.
- Ensuring the school is informed of any important information, such as their child's medical needs, safeguarding information or changes of contact details.
- Raising any concerns they may have with the school through the advised channels. This often would start with communicating with the class team.
- Engaging in opportunities to provide feedback.
- Agreeing to and supporting the Home School Agreement

3. Safeguarding

3.1. Everyone is responsible for safeguarding children. If you are concerned about the safety and well-being of a child, you can:

- Telephone the Multi-Agency Safeguarding Hub (MASH) on **01202 228866** and tell them.
- Telephone the Police
- Speak to us as a school. We will then support you in reporting this to the MASH team. You can contact us on safeguarding@pimperne.dorset.sch.uk

3.2. How we safeguard your child(ren):

- Providing a happy, comfortable, productive and, above all, safe and secure environment for pupils to thrive in is at the forefront of all we do.
- The person who leads on safeguarding pupils is called the designated safeguarding lead (DSL). If you have any questions or comments about the safeguarding of pupils, then you can contact the DSL.
- In addition to a DSL and a Deputy DSL, we have a Safeguarding Team, all trained to DSL level, who work in a supporting role.
- All staff, governors and volunteers receive regular training covering all aspects of safeguarding pupils, and we have a robust programme of continuing professional development in place.
- Being safe within the school grounds and creating a safe environment is a responsibility for all staff, governors and parents. To meet these responsibilities, we have policies in place to help ensure that all staff, pupils and stakeholders have a consistent approach. These policies are shown below.

3.3. Child Protection and Safeguarding Policy - This policy ensures all our staff are trained to identify and respond to areas of concern. Training is held regularly to keep staff up-to-date with child protection and safeguarding legislation and policy updates. All staff have training within this area. There are various members of staff additionally trained to provide extra support.

3.4. Recruitment Policy - This policy aims to prevent risk and highlight to the community the robust standards within the school. We actively use safer recruitment techniques in advertising and interviewing for roles within the school – this includes checks such as Disclosure and Barring Service checks, asking for references and identity checks.

3.5. Anti-Bullying Policy - This policy enables staff to highlight any areas of concern to the correct person through the correct channels. Bullying, in any form, shall not be tolerated. We have a 'child friendly' Anti-Bullying policy that all classes display, to encourage understanding and awareness of what constitutes 'bullying behaviours'

3.6. Attendance Policy - The school monitors the attendance of pupils (in addition to Dorset Council) and follows up on any patterns or trends. This is to ensure

there is a full level of support given to the pupils, and any barriers to learning can be addressed.

- 3.7. Staff Code of Conduct - All members of staff have to adhere to the Staff Code of Conduct, which outlines the standards the school maintains in order to provide the best learning and support for the pupils.
- 3.8. All Governors adhere to a Governor Code of Conduct.
- 3.9. We also expect that our Parents and Visitors adhere to a Code of Conduct.
- 3.10. E-Safety Policy - As part of the overall safeguarding policy, e-safety is of the utmost importance. Pupils spend time using a variety of electronic devices, both at school and at home. Support must be given to guide them on how to use the internet safely, as well as recognise and report threats. We have an E-Safety Champion on the staff who ensures that opportunities to promote safe use of the internet are regularly embedded in our teaching and learning.
- 3.11. Visitor Policy - This policy outlines how the school deals with visitors. The provisions allow the school to monitor who is on site and ensure proper safeguarding procedures are followed regarding those who potentially have access to the pupils.
- 3.12. Volunteer Policy – If you would like to volunteer in school, we would be very pleased to have you. Please make contact with the school office. In order to keep our children safe we have a clear Volunteer application process and interview. We require references, confidentiality agreement and a DBS check from all our volunteers.
- 3.13. The governing body has a responsibility to make sure that we are keeping pupils safe and are compliant with safeguarding legislation. The governors do this by monitoring safeguarding procedures, being involved with the annual safeguarding audit and action plan as well as ensuring regular updates and anonymous reports are shared with the full governing board.
- 3.14. The governing body delegates some aspects of the monitoring of safeguarding practice and compliance to a governor who has the appropriate knowledge and has received specific training. The governor who has responsibility for monitoring safeguarding is Mr Greg Regan.

4. Systems of communication

- 4.1. The school will communicate with parents in the following ways:
 - School ParentMail app (and Teachers2Parents until March 2021)
 - Verbal communication (in person or by telephone)
 - HASP Books (Home and School Partnership)
 - Class Handbook (for each year group)
 - Letters home
 - Text messages

- Newsletters
 - Leaflets
 - Class termly letters and topic maps
 - The school website
 - Parents' evenings
 - Drop-in sessions
 - Class assemblies
 - Email
 - Training sessions
 - Social media - Twitter
 - School information boards
- 4.2. Parents will receive newsletters to the email addresses given to the school office, at the beginning of the academic year via email. Newsletters are usually half termly.
 - 4.3. For general enquiries, parents should ring the school office, which is open Monday-Friday between 8:30am and 3:15pm, during term time only. The telephone number is **01258 452025**.
 - 4.4. For general enquiries, parents should email the school using:
office@pimperne.dorset.sch.uk
 - 4.5. Parents can also visit the school office regarding enquiries.
 - 4.6. Parents will be given a login to the school's lunch provider, Local Food Links, website at the beginning of the academic year.
 - 4.7. Parents will be given a link to Parent Mail and to +Pay, to access the After School Care, Breakfast Club provision and extra-curricular club booking system. Payment for items such as PE t shirts, school trips, are also via this system, From March 2021 all communication will be through Parent Mail.

5. Communicating with new parents and pupils

- 5.1. Prospective parents are encouraged to visit the school website to find out more about our school.
- 5.2. Prospective parents, looking for a 'within year transfer' are welcome to email or telephone the school office to make a visit appointment.
- 5.3. Prospective parents, following an offer of a Reception Class school place, are invited to an open evening via email in the Summer preceding the year of entry to the school. They are given an information pack which contains essential school information and welcomed into the school.
- 5.4. Home Visits to our new Reception Class families usually take place during the Summer Term before the children start school. These are arranged through the paperwork received for new children and in conversation with parents. Two members of the Reception team will visit for approximately 15 minutes to say

hello to your child and answer any queries that you may have. These meetings are hugely beneficial for both the child, we hope for parents too, and for the staff.

- 5.5. Prospective Reception parents, who have been offered a school place, are invited to an induction ('Stay and Play' sessions) along with their child in the Summer term before the new academic year.
- 5.6. Parents are invited to meet their child's teachers via a formal 'Meet the Teacher' meeting arranged early in the Autumn Term. At this meeting you are able to ask questions and will receive the class handbook for the year. Later, in October/November there is an open door 'Book Look' session which runs from after school until early evening. This enables parents to 'drop in' at their convenience to chat with the teacher around their child's 'settling' so far, review learning through a 'book look' and arrange a time to address any concerns.

6. Communicating pupil progress and information

- 6.1. Parents are invited to attend two parents' evenings per year - Book Look in Autumn and formal parents consultation in Spring where parents will meet with their child's teachers and discuss progress and well-being.
- 6.2. Parents are provided with a written academic report towards the end of the Summer term outlining their child's progress and attendance. Any queries can be discussed with their child's teacher by arranging an appointment.
- 6.3. Parents will be invited to individual meetings to discuss their child's progress where the teacher deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about attendance and/or conduct.
- 6.4. One-to-one meetings will be scheduled, at least termly, for parents to discuss and review any educational plans in place to support their child, such as EHC plans.
- 6.5. One-to-one meetings can be arranged by parents with the headteacher, class teacher, SENDCo or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should visit/ telephone the school office or email to office@pimperne.dorset.sch.uk To arrange a meeting with the class teacher, parents may also communicate through their child's HASP Book.
- 6.6. Parents wishing to speak with a pastoral member of staff can do so by contacting the following: elsa@pimperne.dorset.sch.uk and either Mrs Gatehouse or Mrs Waller will be in touch with you.
- 6.7. Class teachers will not be available to discuss pupils' progress or any queries with parents before the start of the school day, as they will be welcoming children and preparing for teaching. They will however, be happy to arrange a time that is mutually convenient.

- 6.8. Pupil success will be celebrated on the school's website, where consent (for individuals) has been provided to do so.
- 6.9. Parents engaging with the school's social media channels are expected to adhere to the school's Social Media Code of Conduct for Parents. This section is found within this policy at Appendix A.
- 6.10. Pupils' educational achievements will be celebrated through letters, texts and emails home, assemblies and events throughout the academic year. Parents will be invited to attend these events.
- 6.11. Curriculum information will be provided to parents each term by class teachers. This is in the form of a class letter and Curriculum Map / Knowledge Organiser.

7. Communicating school information

- 7.1. Parents can access the following information from the school website:
 - Curriculum information
 - Term dates
 - Copies of letters to parents, where appropriate
 - School Calendar with main events
 - Newsletters, leaflets and updates
 - Emergency contact details
 - School policies
 - Community Information and Activities
 - Ofsted and SIAMS reports
 - Safeguarding information
- 7.2. Parents will be kept informed of any important school information, such as key dates and events, via newsletters, emails, text messages or the school website
- 7.3. Parents will be invited to partake in some volunteer work at school, for example, educational visits (if they have a valid DBS check) and events.
- 7.4. Parents are encouraged to use their child's HASP Book to communicate information with the class teacher.
- 7.5. Home learning will be sent in line with the class information.

8. Providing support

- 8.1. The school aims to support parents in every way possible to help them with the educational development and wellbeing of their child.
- 8.2. The school runs various information meetings, workshops and drop-in sessions providing opportunities to help parents with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.

- 8.3. All parents will be made aware of relevant events and invited to attend these sessions.
- 8.4. The school also provides various forms of written communication, such as leaflets and guidance, to further support parents.
- 8.5. Parents are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.
- 8.6. Parents will be provided with support and resources to help them make informed choices about school transitions and will have the opportunity to discuss their child's transition with the class teacher.
- 8.7. Parents are encouraged to telephone or email the school office in order that we can ask the most appropriate staff member to make contact with them.

9. Parental feedback

- 9.1. The school will consult with parents on various aspects of school life throughout the academic year.
- 9.2. Questionnaires will be accessible from either emails or via online surveys.
- 9.3. Parents are encouraged to provide feedback to the school as and when they need to.
- 9.4. All parental feedback is valued and responses are considered.

10. Key documents

- 10.1. The school publishes key documents and policies on the school website. Parents can download these documents.
- 10.2. The school aims to create documents that are accessible to parents and easy to understand.
- 10.3. If parents wish to have a hard copy of a policy, they can be requested from the school office.
- 10.4. Parents can access any relevant school policy; however, specific documents that parents may wish to access include the following:
 - Child Protection and Safeguarding Policy
 - E-Safety Policy
 - Parent Code of Conduct
 - Home School Agreement
 - SEND Policy and Information Report
 - Relationships Policy
 - Behaviour Policy
 - Complaints Policy
 - Social Media Policy

- 10.5. If parents have any questions concerning a key document, they are encouraged to speak to the headteacher by telephoning or emailing the school office.

11. Monitoring and review

- 11.1. This policy is reviewed annually by the headteacher and the governing board.
- 11.2. Any changes made to this policy will be communicated to parents.
- 11.3. The scheduled review date for this policy is September 2022

Appendix A - Social Media Code of Conduct

Contents:

- Statement of intent
- Legal framework
- E-safety and social media conduct
- Online messaging
- Monitoring and review

Statement of intent

Pimperne Primary School understands the benefits of using social media; however, if misused, the school community can be negatively affected, such as damage to the school's reputation.

This code of conduct sets out clear procedures for how we expect parents to conduct themselves on social media and when using messenger apps, such as WhatsApp or Facebook.

We ask that parents read this document, complete the relevant section of the '**Permissions and Agreements**' form that is sent out as a separate document at the start of each school year and ensure that they always act in accordance with the stipulations detailed below.

Legal framework

This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation 2018
- Protection of Freedoms Act 2012

This document operates in conjunction with the following school policies:

- Complaints Procedure and Policy
- Social Media Policy

E-safety and social media conduct

The school expects parents to conduct themselves in a civilised nature online and offline and will not tolerate any of the following online behaviour:

- Posting defamatory statuses about parents, pupils, the school or its employees
- Complaining about the school's values and methods on social media
- Posting statuses containing confidential information, e.g. regarding a complaint outcome
- Contacting school employees through social media, including requesting to 'follow' them or sending them private messages regarding any school related matters
- Creating or joining private groups or chats that victimise or harass a member of staff or the school in general

Concerns and Complaints

- If parents wish to raise a concern, they are encouraged to do so, as we maintain an open-door policy to enable us to talk to parents when there are queries or concerns.
- Following this, parents are able to make a formal complaint, the school has a **Complaints Procedures and Policy** in place. This is a formal route which will be handled accordingly.
- Breaches of this code of conduct will be taken seriously by the school and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution.
- Parents should be aware that staff will not be permitted to 'friend' or 'follow' any parent on social media to discuss or gain information regarding the school or related matters.
- Parents are instructed not to post anonymously or under an alias to evade the guidance given in this code of conduct.
- The school retains the right to request any damaging material is removed from social media websites
- Parents' social media usage will be in accordance with the school's **Social Media Policy**.

Online messaging

The school expects parents to use messaging apps, such as WhatsApp, for purposes beneficial to themselves and the school, and will not accept any of the following behaviour:

- Sending abusive messages to fellow parents
- Sending abusive messages about members of staff, parents or the school
- Sending abusive messages to members of staff
- Sending frequent messages to members of staff

The school appreciates the simplicity and ease of instant messaging; keeping in contact outside of school can benefit the school community by keeping it closer.

The school recognises that some staff are parents, however, the school will not condone parents sending frequent and unimportant messages to staff about school related business. Parents should understand that staff should never be contacted outside of working hours.

If parents wish to talk to staff, parents should arrange a meeting with the teacher.

Should any problems arise from contact over messaging apps, the school will act quickly by contacting parents directly, to stop any issues continuing.

The school can request a meeting with parents if any misconduct, such as sending abusive messages or posting defamatory statuses, occurs online.

The school's complaints procedure will be followed as normal if any members of the parent teacher association, acting as a representative of the school or governing board cause any issues through their conduct whilst using online messaging.

The headteacher can, with the permission of the parent, view messages sent between members of the parental body to deal with problems quickly and effectively.

The headteacher can request that 'group chats' are closed down should any problems continue between parents or parental bodies.

Agreement

All parents will be required to read this code of conduct and sign the Parental 'Permissions and Agreements' form.

Appendix B – Safeguarding Leaflet for Visitors

Keeping yourself safe

Upon arrival, you will be made aware of, and must adhere to, the relevant school policies and procedures, including, but not limited to:

- **Visitor Policy**
- **Health and Safety Policy**
- **Prevent Duty Policy**
- **Child Protection and Safeguarding Policy**
- **Invacuation, Lockdown and Evacuation Policy**

Whilst on site, you must always remain professional, especially if you are a volunteer, trainee or on work experience. Please be aware that you may be escorted or supervised throughout your visit.

Always be aware of how you speak to a pupil – they may interpret jokes or compliments differently. Avoid physical contact and do not make racist, homophobic or sexualised comments.

You should avoid being alone with a pupil; however, if your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open, or you can be seen so that you are visible to others.

If a pupil touches or speaks to you inappropriately, you must tell the Headteacher or Deputy and ensure you record the date and time of the incident.

Where a pupil has told you that they are being harmed, you must not question the pupil and must report the incident to the DSL

immediately. Only trained investigators should question a pupil who has said they are being harmed.

You must never share contact details with a pupil or arrange to meet them outside of school hours.

Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms.

Taking photographs or recording videos is not permitted unless consent has been granted by the headteacher for the relevant school activity.

Useful contacts

Below is a list of useful contacts should you have any queries or concerns.

The DSL: [Fiona Waller](#)
The Deputy DSL: [Sammy Lee](#)
Email Fiona and Sammy on:
safeguarding@pimperne.dorset.sch.uk

All members of the public have a duty to call the police if a child is at risk of harm. The public can also contact the Multi Agency Safeguarding Hub (MASH) on: 01202 228866

When in school - all concerns MUST be reported to staff, you will be asked to complete a form recorded on 'MyConcern'. This will be emailed directly to the DSL.
Safeguarding ALWAYS takes priority. Please help us keep our children safe.

Please be advised that this leaflet covers topics that may be sensitive in nature.

Visitor procedures

Our Visitor Policy details the procedures that you must adhere to whilst visiting the school.

All visitors, including trainee teachers, volunteers, parents, and those on work experience, must:

- Immediately report to the school office on arrival.
- Provide their details to the office staff, including their name, purpose of the visit, name of the pupil the visit affects / staff member who arranged the visit.
- Sign in using the visitors' sign in facility
- Display the ID badges & lanyard provided, at all times whilst on school property.
- Return ID badges and lanyards to the school office before departure or place them in the foyer postbox.
- Sign out via the visitors' facility upon departure.

All visitors will be made aware of the relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.



Types of harm

The following is a list of possible forms of harm that pupils can face:

Physical abuse – a pupil suffers physical harm or injury, e.g. bruises and cuts.

Emotional abuse – a pupil receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a pupil is forced or enticed into taking part in sexual activities, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone in particular.

Neglect – a pupil's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) and child criminal exploitation (CCE) – a child is subject to a form of abuse where an individual or group takes advantage of, or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants/needs. An indicator may be that the child has unexplained new items/presents.

Peer-on-peer abuse – peer-on-peer abuse can involve domestic abuse, CSE, serious youth violence and harmful sexual behaviour

Pimperne Primary School

Child protection and safeguarding guide for visitors



We are committed to protecting our pupils from harm and safeguarding their welfare both in and out of school. To ensure this, we ask that all staff, volunteers and visitors share this commitment too.

This leaflet contains information about our expectations while you are visiting us. If you have questions about these arrangements, please speak to any of the named contacts included on the reverse side of this leaflet.

Last updated: Sept 2021

Reporting concerns

You must inform the school's designated safeguarding lead (DSL); our DSL is **Fiona Waller or Sammy Lee** about:

- Something a pupil says.
- Marks or bruising on a pupil.
- A pupil's behaviour, or changes to their behaviour.

If a pupil discloses that they are being harmed you must:

- React calmly.
- Listen carefully.
- Not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Not question the pupil further – this should be done by somebody who is trained to investigate.
- Reassure the pupil that they have done the right thing.
- Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.

Should you have concerns about the conduct of a member of staff following an observation or disclosure, you must immediately inform the headteacher or, in their absence or if the concern regards them, the deputy headteacher.

Appendix C –Child Protection Summary

Pimperne Primary School Child Protection Summary for all Visitors

Please be advised that this guide covers topics that may be sensitive in nature

Keeping Yourself Safe

Whilst on site, you must always remain professional, especially if you are a volunteer, trainee or on work experience. You must wear the ID badge and lanyard given to you at all times whilst on the school premises. Always be aware of how you speak to a pupil – they may interpret jokes or compliments differently. Avoid physical contact and do not make racist, homophobic or sexualised comments. Please be aware that you may be escorted or supervised throughout your visit. You should avoid being alone with a pupil; however, if your duties require you to be alone with a pupil, always ensure that a desk is between you, the door is open, or you can be seen so that you are visible to others. If a pupil touches or speaks to you inappropriately, you must tell the headteacher and ensure you record the date and time of the incident. Where a pupil has told you that they are being harmed, you must not question the pupil and must speak to the designated safeguarding lead (DSL) immediately. Only trained investigators should question a pupil who has said they are being harmed. You must never share contact details with a pupil or arrange to meet them outside of school hours. Pupils should not be contacted through social media and you should not discuss the school, its teachers or its pupils across such platforms. Taking photographs or recording videos is not permitted unless consent has been granted by the headteacher for the relevant school activity.

As an adult entering this school you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

It is your responsibility to ensure that you seek out the staff named below should you have concerns around a child. All information that you acquire whilst visiting our school should remain confidential.

You must follow the principles of safer working practice, which include use of technology –If you have a mobile phone or device that captures images on your person- this should be declared on entry. No device should be visible to children at any time. If you need to receive a call, please ask the staff to direct you to staff only areas, where you may make and receive calls.

If the behaviour of another adult in the school gives rise to concern you must report it to the [Headteacher, Mrs Fiona Waller](#).

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the Deputy who are;

Our Designated Safeguarding Lead is [Mrs F Waller](#)
Our Deputy Designated Safeguarding Lead is [Miss Sammy Lee](#)
Also on the safeguarding team are: [Mrs Gill Gatehouse](#), [Mrs Katie Raine](#)
Our Nominated Governor for Safeguarding is [Mr N Cloke](#)

Any concerns raised, will need to be logged on our school system 'My Concern'. Instructions for this can be found in the staffroom, where there are two 'Safeguarding' laptops available for use with instruction sheets.

Types of Harm

The following is a list of possible forms of harm that pupils can face:

Physical abuse – a pupil suffers physical harm or injury, e.g. bruises and cuts. Keeping yourself safe

Emotional abuse – a pupil receives emotional maltreatment which causes adverse effects on their development, e.g. being told they are worthless.

Sexual abuse – a pupil is forced or enticed into taking part in sexual activities, whether or not they are aware of what is happening. Indicators may include the use of sexual language or not wishing to be alone with someone in particular. **Neglect** – a pupil's basic physical and/or psychological needs are consistently not met, resulting in serious impairment of their health or development, e.g. by providing inadequate amounts of food. A child may appear tired or malnourished.

Child sexual exploitation (CSE) and **child criminal exploitation (CCE)** – a child is subject to a form of abuse where an individual or group takes advantage of, or manipulates, a child into sexual or criminal activity, in exchange for something the victim wants or needs. An indicator may be that the child has unexplained new items or presents.

Peer-on-peer abuse – peer-on-peer abuse can involve physical abuse, CSE, CCE, serious youth violence, and harmful sexual behaviour between pupils and their peers.

Reporting Concerns

The information that you are handling is strictly confidential. You must inform the school's DSL if you are worried about something a pupil says, marks or bruising on a pupil, a pupil's behaviour and/or changes in a pupil's behaviour.

If a pupil talks to you about (discloses) you have a duty to report it.

If a pupil discloses that they are being harmed, you must:

- React calmly, listen carefully and reassure the pupil they have done the right thing.

- Not promise confidentiality; explain that you may need to tell somebody if the pupil's safety is at risk.
- Not question the pupil further – this should be done by somebody who is trained to investigate.
- Take a record of what the pupil has said, including the date, time and how and when the information was received. This information must be passed to the DSL immediately.
- Go to the staffroom, use the laptops there, log on to 'My Concern'. Write an account of the disclosure as soon as you are able (definitely the same day, before leaving the site).

Should you have concerns about the conduct of a member of staff following an observation or disclosure, you must immediately inform the headteacher or, in their absence or if the concern regards them, their deputy. If you have any questions or concerns about the safeguarding of pupils, you can contact the DSL using the contact details provided.

Useful Contacts

School DSL: [Fiona Waller / Sammy Lee](#)

For all referrals (concerns about children, which require a social work assessment) call Dorset's

MASH – Multi agency safeguarding hub; [01202 228866](#)

Dorset Local Authority Designated Officer (LADO) [Patrick Crawford 01305 221122](#)

Dorset Virtual School for Children in Care [01305 228350](#)



Home and School Agreement 2020-2021



At Pimperne Primary School, we believe that every child is unique, should be celebrated for their individualism, be given rich and diverse experiences to strengthen their beliefs in themselves and others and have opportunities to build aspirations for the future. We aim to offer a partnership between home and school for the benefit of every child who comes to Pimperne Primary, in order that they may know the value of positive nurturing relationships and learn life long values that will lay a foundation for their path into the future. Please read this agreement with your child before you both sign and return it to the School Office. Thank you.

Appendix D – Home School Agreement

A copy of this will be sent home at the start of the school year. Please share the relevant section with your child and ask them to sign it. We also ask parents to sign their section. This should then be returned to school.

<p>School: We will...</p> <ul style="list-style-type: none"> ⇒ Keep children safe, following our school rules ⇒ Form positive relationships with children ⇒ Treat all parents and carers as we would want to be treated ⇒ Be open and honest ⇒ Inform you of behavioural concerns as they arise ⇒ Welcome you into our school, responding to your questions or concerns as quickly as we can ⇒ Greet you with a smile ⇒ Provide a curriculum that is relevant, engaging and fun for all children so they can be their best ⇒ Inform you of your child's progress and next steps during our Parent Consultation meetings ⇒ Share any information with you that we feel could support your child's learning at home ⇒ Offer the best support we can to our families in times of need, when parenting is difficult or if they need a listening ear ⇒ Encourage a love of learning and create a happy and friendly environment ⇒ Promote a safeguarding culture throughout the school community ⇒ Engage with and be a part of our wider school community to better our children's experiences ⇒ Promote our school values ⇒ Live out our 'Celebrate, Believe and Aspire' motto in our work at Pimperne Primary School 	<p>Parent/Carer: I will ...</p> <ul style="list-style-type: none"> ⇒ Ensure my child attends school wearing the correct uniform, arrives on time ready to learn and with everything they need ⇒ Ensure my child is collected on time and keep the School Office informed of who is able to collect my child ⇒ Role model respect by talking to staff, parents and other school community members as you would like to be spoken to ⇒ Greet my child with a smile and positivity and not a mobile ⇒ Help my child with their reading skills (whatever standard they have reached) at least 3 times every week ⇒ Support my child in completing their home learning (so that they grow in confidence in the now and preparedness for their secondary education in the future) ⇒ Support the actions of the professionals within the school towards my child ⇒ Refrain from speaking negatively or inappropriately in front of my child, seeking a time and place more suitable ⇒ Name all my child's belongings and encourage them to take responsibility for them at school ⇒ Help the school community thrive by adding positivity and resilience, engage in events, play an active part in school life and contribute to school improvement ⇒ Use the proper channels for raising concerns or complaints and refrain from negativity in group social media forums, maintaining the school's positive image at all times ⇒ Promptly notify the school of changes to contact details or changes that may affect my child and/or their behaviours ⇒ Support school safeguarding policies to protect children ⇒ Know and support the school's vision and values 	<p>Child: I will...</p> <ul style="list-style-type: none"> ⇒ Remember and respect the 3 school rules ◆ <i>Show good manners at all times</i> ◆ <i>Follow instructions with thought and care</i> ◆ <i>Care for everyone and everything</i> ⇒ Reflect upon my actions as a consequence of inappropriate behaviour and engage in learning to regulate myself ⇒ Work hard to forgive others for their mistakes, as I hope they too will let me start afresh if I make a mistake ⇒ Choose to speak to a 'trusted adult' when I am upset, worried for myself or someone else or have a problem ⇒ Use appropriate language ⇒ Wear the correct uniform and PE kit ⇒ Complete my homework on time ⇒ Read at least 3 times a week to an adult ⇒ Remember the school expectations when I am in my school uniform outside of school ⇒ Aim to be 'Switched On' to learning ⇒ Treat others as I would like to be treated ⇒ Be a friend when someone needs one ⇒ Follow the E-Safety advice for safe use of technology both in and out of school ⇒ Aim to eat well, rest and sleep, participate in some activity or exercise to keep myself healthy in body and mind ⇒ Keep myself and others safe, report what is not safe
<p>Headteacher's Name: Mrs. F. Waller Date: Sept 2020 Headteacher's Signature: <i>FC Waller</i></p>	<p>Parent / Carer's Name: _____ Parent / Carer's Signature: _____</p>	<p>Child's Name: _____ Child's Signature: _____</p>
		<p>Date: _____</p>

Appendix E – Parent Code of Conduct

This policy is available on our website. However, it is best summarised by the **Home and School Agreement**, which outlines the partnership that we believe in, between home and school.

Ultimately, we wish for good relationships to support each unique child through their primary school years. We therefore, urge you to read our '**Relationships Policy**' on the school website.

As you would expect, we do our very best to put things right when there is a concern. However, we will under no circumstances tolerate aggressive or derogatory actions. We have policies and procedures in place to protect the staff, as well as the children and their families from any unacceptable behaviours.

Appendix F - 'Permissions and Agreements'

At the start of the school year we send out an **online agreement form** asking for your permissions to the following:

<p>Safeguarding</p> <p>The Designated Safeguarding Lead (DSL) is: Mrs Fiona Waller and Miss Sammy Lee</p> <p>The Governor for monitoring Safeguarding is: Mr Greg Regan</p> <p>As a parent, if I have any concern regarding a child, I will report it to one of the staff above or directly to Children's Services. I am aware I can find this information on the school website, in the Parent Partnership Policy and in my child's Class Handbook.</p>	<p>Emergency treatment declaration</p> <p>In the event of an accident or emergency involving my child, I understand that every effort will be made to contact me and /or my 'Emergency' contacts immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by a member of staff designated by the Headteacher or a member of the Senior Leadership Team. The health professionals are responsible for any decisions on medical treatment in my absence.</p>
<p>Photographs</p> <p>On occasion, I understand that my child's class may be recorded whilst taking part in curriculum activities or as a record of school events. These records are sometimes shown on the school website, during open evenings, assemblies and presentations to inform other children and visitors of activities taking place in school. I give permission for my child to have their photo taken and used in and around school in books, displays and on the school website.</p>	<p>Photographs by outside agencies</p> <p>Occasionally, the staff and children may be photographed by outside agencies such as the local newspaper. Additionally, the school may send photos to the media for publication. No names will be placed alongside photographs. I give permission for my child to have his/her photos taken as per the above conditions and to these photographs being displayed in a public place including social media.</p>
<p>Complaints</p> <p>I agree, should I need to complain, I will need to follow the school's complaints procedure and policy. I understand that this is available on the school website and that I may ask for a copy from the school office. I understand that any deviation from the policy may negatively impact on my case.</p>	<p>Short trip – general outings</p> <p>Occasionally, my child may be taken within a group or class, on walks to the church or other local places. Cross-Country runs are also often off-site. These general outings are in the locality and this permission will cover all these local trips during the school day.</p>
<p>Administration of Calpol</p> <p>The school office will hold a central bottle of Calpol for children. We will therefore be in a position to administer this for unexpected medical conditions, if and when required by your child. The school will contact you before the administration of any dose. This will also be recorded in a central book in the school office.</p>	<p>Home/School Agreement</p> <p>I have read, understood and agree to support the Home/School agreement. I understand that I am required to support the learning of my child and to support the school. This agreement is read to the class and from this a class charter is drawn up. Children are expected to conduct themselves according to the Home/School Agreement.</p>
<p>Policies and Procedures</p> <p>I have read the policies and procedures that are expected of me, that are located on the school website www.pimperne.dorset.sch.uk</p> <p>These policies include the Child Protection Summary, The Parent Partnership Policy, Relationship Policy, Behaviour Policy, The Code of Conduct for Parents, Social Media Code of Conduct, Attendance Policies, Charging and Remissions Policy, Safeguarding Summary, Parent Mail and +Pay Account Information and the use of Breakfast and After School Club Provision.</p>	<p>Children's Internet Use</p> <p>I have read and understood the E-Safety Policy and Social Media Policy. I will ensure that e-safety is part of my child's home life as well as in school. I will model responsible use of social media to my child. I am aware that if I have a concern (around home or school use of the internet) I can speak to a staff member about E-Safety.</p>
<p>Intimate Care</p> <p>I have read the Intimate Care policy adopted by the school. (This is usually limited to younger children and any children with specific SEND needs. I agree to the school operating 'intimate care' for my child. My child is not allergic to wet wipes and I am happy for them to be used when trained staff deem necessary. I will make the school aware in writing if I would prefer to be telephoned to attend site and DO NOT wish my child to receive intimate care from the school.</p>	<p>Tapestry (for Year R and Year 1)</p> <p>I have read the information around 'Tapestry' and understand and agree to this being a means of two-way communication enabling home and school to share successes of my child. I agree to it being used as part means to help keep me informed as to my child's learning in school. I agree to contribute where I can to share home learning too.</p>