

Safeguarding procedures

Alanbrooke Community Primary School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Alanbrooke, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. For a full copy of the school's Child Protection Policy, please follow the link on this website (under Policies). A paper copy is also available from the school office on request.

Designated Safeguarding Lead – Mrs Pippa Todd (Headteacher)

Deputy Designated Safeguarding Lead – Miss Lizzie Rigby

Nominated Governor – Major A Jackson

The start of the school day

Children should not arrive at school before 8.45am. Parents of pupils in KS1 are asked to wait with their children until 8.50 when the bell will ring and they will be escorted in by a member of staff. KS2 children can walk to school by themselves, with their parents' permission and join the other children on the playground.

Children who are late must be brought to the school through the main entrance so they can be registered.

At the end of the school day

Parents/carers of Reception children will collect their child from the Reception outdoor area. The member of staff will only allow the child to go with an adult who has been given permission to take them.

Parents/carers of KS1 children will be released by their member of staff from the main playground, to the adult who has permission to take them. Staff will bring the children out and ensure there is an adult to meet them.

KS2 children will be allowed to walk home on their own if they have written permission to do so. Any children who find there is no one in the playground to meet them will be escorted to the school office and then wait in the school entrance. If a parent/carer does not arrive a phone call will be made to arrange how the child is getting home.

Any children attending After School Club (*'Little Angels'*) will wait with their teacher until all pupils have been released and then will be escorted to the Classroom

When a child is absent from school.

When your child is ill, we ask that you ring the office on the first day of absence to inform us. There will be someone to take your call from about 8am. If we are not informed the School Office staff will ring or text to ensure they know the reason for your child's absence.

When a child is missing at the end of the school day.

When a child has not turned up for an after school club or another activity the following policy will be followed.

[Missing Children Policy](#)

First Aid

We have a number of Qualified First Aiders in school. Mrs Williams is our main First Aider and will treat any serious cases. If a child requires any treatment then an account will be made of the accident in our accident book. If a child has had a bump to the head then a letter will be put in the child's bag informing parents or carers. If it is felt that the parent/carer should be informed following a more major incident then a phone call will be made home. Following an incident in school, if there is treatment involving a doctor or the hospital we ask that the School Office is informed.

Medicines in school

School can only give medicines, such as antibiotics, that are prescribed to be taken four times a day. Permission Forms can be downloaded from here and brought to the school office. Children must not keep medicines in their school bag unless they are their personal inhalers. Painkillers cannot be given to children by our staff. The only exception to this is if a child returns to school following an operation and it is recommended by the hospital or GP.

[Medicine Form](#)

Health Care Plans

It is important that all staff are clear what to do when emergencies arise with children with medical needs. Therefore in these cases we work closely with parents and health care professionals to put together a health care plan. If you feel that your child requires one of these don't hesitate to contact the school.

Child Protection

Any Child Protection concerns should be directed to Mrs Todd who is the Designated Person for Child Protection in school. Mrs Todd may then pass this concern onto the Social Care Team who will decide on the appropriate action to take. Parents will be informed of this process unless it is felt that this information may put a child in danger.

Internet Safety

Every class is taught about internet safety as part of the curriculum. School E-Safety Policy is available on our website or on request from the school office.

Reviewed : Jan 2017

BY: Head teacher, Governing Body, Staff