



SAFEGUARDING INFORMATION for PARENTS and CARERS

Dear Parents and Carers,

As a school, we have a **responsibility to safeguard and promote the welfare of your children**, along with all staff and visitors to our site. Quite rightly, the issue of **safeguarding** is high on every school's agenda and it is timely to make you aware of the measures we have in place to ensure we are compliant with all statutory guidance. **Safeguarding is defined as:**

- **protecting** children from maltreatment.
- **preventing** impairment of children's health or development.
- **ensuring** that children are growing up in circumstances consistent with the provision of safe and effective care.
- **taking action** to enable all children have the best possible outcomes.



The following is a brief summary of the safeguarding procedures and activities we have established here at Lea Endowed. Our school:

- has a fully trained **Safeguarding Team** and up-to-date procedures for dealing with safeguarding matters;
- ensures that all **staff are appropriately briefed** concerning safeguarding matters;
- **adopts the local authority's recommended policy and procedures** concerning safeguarding;
- works within its **established recruitment policy** in respect of the appointment of all new staff. This includes fully comprehensive procedures covering all aspects from advertising, interviewing, appointing and inducting new members of staff;
- **works closely** with numerous **outside agencies** related to any safeguarding concerns;
- ensures that all **new recruits are subject to Enhanced Level Disclosure and Barring Service** (formerly CRB) checks prior to appointments being confirmed. The school maintains a central DBS record of all current staff for audit/Ofsted inspection;
- ensures that staff taking extended school activities (e.g. trips and other off-site visits) are fully conversant in completing the appropriate checks that need to be made;
- ensures that all **building contractors comply with the school's safeguarding procedures**;
- has procedures in place for **managing safeguarding allegations**, including whistle-blowing procedures;
- has current procedures in place for the **appropriate use of ICT**;
- has current procedures in place for health and safety, security and the safe evacuation of everyone on the premises in the event of emergency situations;
- ensures that only authorised visitors gain access to the site. All staff and authorised visitors are required to sign in at reception and then display personal ID;
- ensures that **'Safeguarding' is the number one agenda item at every weekly Senior Leadership Team meeting**;
- **Governors discuss Safeguarding at every Full Governors' meeting.**

If you have **any concerns regarding safeguarding issues**, the contact points are:

- **MRS CATHERINE SEAGRAVE** (Designated Safeguarding Lead)
- **MRS ROSIE BOLTON** ('Back-Up' Designated Safeguarding Lead)



I hope you find this information useful. As always please don't hesitate to contact me if you have any questions or concerns.

Yours sincerely,

C M Seagrave (Headteacher)