



# Windmill Hill Primary School

17<sup>th</sup> September 2021

Dear Parents and Carers

## **Safeguarding Information**

As it is the start of the new academic year, I thought it would be useful to send you the letter reminding you of some of our safeguarding measures. If you have any questions about the areas covered, please do not hesitate to speak to me.

### **Medicines, Medical Conditions and First Aid**

- If your child has been prescribed medication, which needs to be taken during the school day, it must be brought to the school office and a form must be completed. The medication needs to be in its original packaging with the insert included. A senior member of staff (either office or leadership team) will oversee the administration of the medicine.
- Children must not be sent in with any medication in their book bags.
- If your child has an EpiPen we will also hold a care plan for them. The EpiPen will be kept centrally in the school office.
- If your child has a care plan for a particular medical condition, it will be kept in the school office. Staff members who work with your child will have training about the care plan. If your child's care plan changes, please let us know as soon as possible. Please also notify the school office if your child no longer needs medication.
- If your child has asthma, please let us know (if you haven't already). If your child was prescribed an inhaler and no longer needs it, please let us know.
- We have 9 members of staff who are trained to administer First Aid.
- The school maintains an accident book with a record of all incidents of an injury to a child.

### **Child Protection**

Windmill Hill Primary School has a commitment to the safeguarding and protection of all children.

To do this, we have a responsibility to consider the wellbeing of all children who attend this setting. This means we are aware of the things we see and hear from children that might indicate the child is at risk of harm. In most situations, any matter of concern that is identified will be discussed with you as the parent/carer of the child. We recognise these can be difficult conversations to have but we will raise matters with you as we know the wellbeing and safety of your child is important. In the best interests of your child, we would hope that, should the situation arise, we could have an open and honest conversation.

In certain circumstances, we will share these concerns in accordance with the school safeguarding procedures. This means we will contact ICART (Integrated Contact and Referral Team) for support. They will make a decision as to whether the concern warrants further assessment or investigation.

In very rare circumstances and where children are seen to be at risk of immediate harm, we may contact ICART without parent notification and without your agreement.

More detail of the safeguarding and child protection practices for Windmill Hill Primary School can be found in our Safeguarding policy. A copy of this policy is available online on the school website or can be made available on request.

If you have any concerns about the safety or welfare of a child who attends Windmill Hill Primary School, please contact the Safeguarding Team.

**Designated Safeguarding Lead :- Mrs Newman**  
**Deputy Safeguarding Lead :- Andrea McCoy**  
**Deputy Safeguarding Lead :- Darren Stoddart**

### **Behaviour**

High standards of behaviour are expected in and out of school by our children at all times. However, we know that children fall out from time to time. Where this is the case, an adult, who will give both children the time to explain what the issue is and helps to resolve the problem, will deal it with sensitively. Our behaviour policy is reviewed annually and can be found on the school website. Children are also often reminded about the school rules and they know that we have them in order for everyone to feel safe and happy.

### **Safer Recruitment and selection of staff at Windmill Hill Primary School**

At Windmill Hill Primary School, we are committed to ensuring that all of our staff members are right and proper to work with our children. The school Governors and Headteacher ensure that all staff and volunteers who work in school on a regular basis are subject to rigorous checks. The school is legally obliged to do this and we go above and beyond to ensure that all checks are carried out prior to a member of staff working with children in our school.

**Finally, please can I assure you that the wellbeing of all of the children and families in our school community is our highest priority. If you have a concern about an issue in your own family or have a concern about the safety or wellbeing of a child who attends our school, please do talk to a member of staff. We are here to support you.**

Kind regards

Yours sincerely



**Miss P Newman**  
**Headteacher**