20 November 2017

Our Ref: HP6843

Dear Parents/Guardians

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 at Hardwick Primary School. The information below is intended to explain some of the ways that we do this.

**Designated Safeguarding Lead in school is: Mrs Sandhu (Head of School)**

**Deputy Safeguarding Leads are: Mrs Yates, Mrs Oliver and Miss Shelden (SENCO)**

**Safeguarding Governor: Mr Repesa**

The person who leads on safeguarding pupils is called the Designated Safeguarding Lead (DSL). The DSL is **Mrs Sandhu**. If you have any questions or comments about the safeguarding of pupils, then you can contact **Mrs Sandhu** by **phoning school on 01332 272249**.

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 include the following:

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| **Name of policy** | **Purpose of the policy** |
| **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.**A full list of the Policies can be found in the “policies” section of the school’s website.** |
| **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. |
| **Anti-Bullying/ Behaviour Policy** | These Policies enable staff to highlight any areas of concern to the correct person through the correct channels. Bullying, in any form, shall not be tolerated. |
| **Attendance Policy** | Mrs Golding, our School Attendance Administrator, monitors the attendance of pupilsand 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. |
| **Employee 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. |
| **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 to recognise and report threats. |
| **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.  |

The Governing Body has a responsibility to make sure that, at Hardwick Primary School**,** we are keeping pupils safe and are compliant with safeguarding legislation.

Yours sincerely

Mrs R Sandhu

Head of School