

# Watton Westfield Safeguarding Team



**Mrs H Kemp Executive  
Head Teacher**



**Trust SENCO**



**Mrs R Mather  
Deputy Head Teacher**



**Miss J Raine  
Teacher**



**Mrs D Newby  
Higher Level Teaching  
Assistant**



**Mrs L Bone  
Pupil Support Officer**

Watton Westfield Infants & Nursery School	Watton Junior School	Manor Field Long Stratton	Aslacton Primary School
Helen Kemp – Head Safeguarding Lead Rachel Mather – Deputy Safeguarding Lead Bryony Best –Trust Primary SENDCo/ Alternative Safeguarding Lead Jess Raine- Alternative Safeguarding Lead Lisa Bone - Alternative Safeguarding Lead/ PLO Domini Newby - Alternative Safeguarding Lead	Helen Kemp – Safeguarding Lead Victoria Spencer – Deputy Safeguarding Lead Sonja Warnes - Alternative Safeguarding Lead Bryony Best – Trust Primary SENDCo/ Alternative Safeguarding Lead Rebecca Bailey – Alternative Safeguarding Lead	Heather Haines – Safeguarding Lead Laura Turk – Safeguarding Lead Bryony Best – Trust Primary SENDCo/ Alternative Safeguarding Lead Jenny Kirk - Alternative Safeguarding Lead Rebecca Anderson - Alternative Safeguarding Lead	Heather Haines – Safeguarding Lead Laura Turk – Safeguarding Lead Bryony Best – Trust Primary SENDCo/ Alternative Safeguarding Lead

*Trustee for all schools – Chris Nicholls*

## **Safeguarding Leaflet for Parents and Carers**

### Keeping children safe

Westfield is committed to creating a happy and safe environment for our children to learn.

This leaflet will help you understand how we keep your children safe by telling you:

- How children can be harmed
  - What we must do to keep your child safe from harm
- What you must do as a parent to help your child be safe and enjoy school

Our priority is to work with you but there may be times when we have to involve other people.

Everybody has a responsibility to keep all children under the age of 18 safe.

Harm is identified in different ways:

- Physical
- Sexual
- Emotional
- Neglect
- Extremism and Radicalisation

### **What School Must Do**

A child should be able to go to school and feel safe so that they can achieve their very best.

Anybody who works or volunteers at Westfield will be subject to a DBS check, to make sure they are safe to work with children and then trained to identify child abuse and what to do if they are concerned.

We will always listen to you and work closely with you if we are concerned about your child but, sometimes, we may not be able to discuss our concern. The school has a safeguarding policy which tells you more about this and when we must speak to the police or children's services.

There is a copy of the Safeguarding policy on our website.

We will help your child to learn about keeping themselves safe. Lessons can include healthy eating, anti-bullying, online safety, road safety, healthy relationships, drug and alcohol awareness. As part of these lessons your child will be told what to do if they are worried or concerned about their safety.

### **What Parents Must Do**

- You should always:
  - Feel confident to raise concerns about your child.
  - Send your child to school on time, every day.
  - Talk to school if you need help or support.
  - Read the school policies about safety issues.

### **Let the school know:**

- If your child has a medical condition or a change in medical condition.
  - If you have any court orders relating to the safety of your child.
- If there is a change in your circumstances such as a house move, change of name, change of parental responsibility.
  - Who will be collecting your child.
  - At least two emergency contact numbers.
- Of any changes to agreed arrangements. If your child is going to be absent and the reason why. We have a duty to investigate all absences. We will require proof of medical appointments.

