

## What the Academy Must Do

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

Anybody who works or volunteers at Churchwood will be checked by the Police (vetted) 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 academy has a safeguarding policy which tells you more about this and when we must speak to the police or children's services.



Please ask us about how you can see a copy of this policy.

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.

We will also share up-to-date information with the children and parents from sources such as the NSPCC. If you would like more information about the current PANTS message please use the link below. <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule>

## What Parents Must Do

Parents are the most important people to keep their children safe. You should always:

- Feel confident to raise concerns about your child.
- Talk to the academy if you need help or support.
- Read the academy policies about safety issues.
- Let the academy know if your child has a medical condition.
- Let the academy know if you have any court orders relating to the safety of your child.
- Let the academy know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility.
- Who will be dropping off or collecting your child and two other emergency contact. You must inform the academy of any changes to agreed arrangements and use the agreed passwords.
- Let the academy know if your child is going to be absent and the reasons why.
- Follow the Academy Code of Conduct including the rules on mobile phones in the academy, taking pictures of children at events and the use of social media.



## Safeguarding & Child Protection



**Everyone has a  
responsibility to keep  
children and young  
people safe.**

**Information for Parents**

## Safeguarding Issues

**Attendance**—your child's attendance is monitored daily and significant absences are always followed up by the attendance officer. The academy has an attendance policy that you should read and understand.

**Behaviour**—Churchwood has clear behaviour rules for the whole academy community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help to resolve the situation.

**Bullying**—The academy takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. The academy has an anti bullying policy that you should read and understand.

**Health and Safety**—Everyone at Churchwood has a responsibility to ensure adults and children work in a safe environment. The academy has a clear health and safety policy which everyone must follow. The academy have fully trained first aiders to deal with any accidents in school.

**Online-safety** - The academy recognises that technology plays an important role in the education of children and is committed to safeguarding children in the virtual world. To support parents, the academy has online safety information to help keep your children safe both in academy and at home.

**Complaints**—If you have any complaints about how the academy is working with you or your child please feel confident to speak to us. The Principal will always be happy to speak to you to resolve any difficulties. It is better to speak to us as soon as you have a concern so that it does not become a bigger issue. If you do not feel the matter has been resolved, you can raise your concerns with the local governing body.



If you feel a child is at risk, or is the subject of abuse, you should contact the Designated Child Protection Officer who is:

**Mrs Ros Collett  
(Principal)**

Or in her absence

**Mrs Jo Bodiam  
(Vice Principal)**

## Keeping Children Safe

Churchwood 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.

### Child Protection



This is an important subject in which all staff receive regular training. 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 four ways:

**Physical**—This is when a child is deliberately hurt or injured.

**Sexual**—This is when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

**Emotional**—This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect**—This is when a child is not being taken care of by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to the academy or being left home alone.