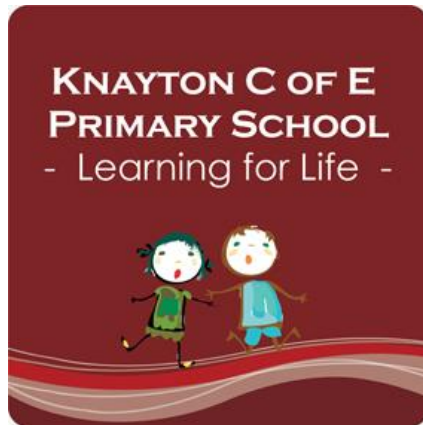


# Knayton Primary School



## Safeguarding Information for Parents and Carers

### Introduction

*This leaflet is designed to provide some useful advice and guidance on safeguarding.*

We hope you will find it useful.

At Knayton Primary School we are committed to Safeguarding and meeting the needs of all children and vulnerable adults.

If you have any concerns about a young person you meet in Knayton Primary School, you should immediately report this to a member of staff.

#### **The designated staff responsible for Child Protection at Knayton Primary School are:**

Mrs Nikkie Beniams –Headteacher and  
Miss Rachael Globe – Assistant  
Headteacher - Miss Rachel Padget –  
SENCO

**No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe. If you are worried about the safety of any child, please do not hesitate to contact us.**

### School Staff

School staff receive training in safeguarding and are obliged to pass on any concerns about any child to the designated teacher.

Should you have any concerns about a child's welfare please speak to Mrs Nikkie Beniams or Miss Rachael Globe.

Parents who wish to discuss matters of a private nature with the Headteacher are encouraged to do so and we operate an open door policy.

### DBS Checks

Part of the safeguarding policy requirement is that all staff, volunteers and people working in the school are checked by the Disclosure and Barring Service (DBS). This is to ensure that unsuitable people are prevented from working with children.

Mrs Beniams Headteacher and Mrs Catchpole, the Business Manager, can advise you further on this.

A Single Central Record is kept in school detailing the checks which have been completed. The Headteacher and Business Manager are pleased to meet parents/carers to discuss any issues as they arise.

## First Aid

There is always a qualified First Aider available on site during the school day, normally based in the School Office. First Aiders have 'workplace' qualifications. These are renewed regularly.

Children who are unwell or injured are dealt with promptly.

### **Records are kept of all injuries.**

Parents are contacted promptly if injuries are significant.

Accident forms are completed for serious accidents or injuries, signed by the Business Manager and submitted to Health and Safety at NYCC.

### **Knayton's First Aiders are:**

Mrs Bev Catchpole

Mrs Helen Hallam

Miss Emily Almond

Miss Emily Walker

Mr Ben Clayton

## Health and Safety

The school follows North Yorkshire County Council guidance and policies for Health and Safety.

Fire drills take place termly.

The Governing Body regularly reviews Health and Safety matters.

Risk assessments are revised regularly.

### **The Health and Safety representatives at Knayton Primary School are:**

Mrs Bev Catchpole (Business Manager)

## School Trips

All school visits must operate in line with school procedure and LEA rules.

A risk assessment is carried out for all school trips.

Full details can be obtained from the School Office.

## Child Safety at the Beginning and End of the Day

Pupils are expected to arrive at school on time and be accompanied by a parent\* or other known adult.

Knayton School Teachers and Teaching support are always available when welcoming children and parents/carers in the morning. Class teachers are available after school for meetings by appointment.

Parents are expected to collect their child promptly at the end of the day.

Parents are expected to let staff know if their child is to be collected by someone else.

Pupils are collected from the classroom door. Teachers wait with pupils until they are collected. Uncollected children are brought to the School Office. Parents are contacted.

\*At the Headteacher's discretion and in agreement with their parents, upper KS2 children may walk to school and/or home on their own.

School Office Number **01845 537291**