

# NEWSLETTER



## January 2024

Be the best you can be

### Safeguarding

Safeguarding at Vicarage is everyone's responsibility

*Excellence  
Resilience  
Respect*

#### What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people have the best outcomes.

Child protection is one part of the safeguarding process. It focuses on protecting children identified as suffering or likely to suffer significant harm. This includes child protection procedures which outline how a school responds to concerns about a child. Safeguarding children and child protection applies to all children up to the age of 18.

Please remember that if you have a **safeguarding concern** regarding your child, or any another child, you can always speak to any member of staff or a member of our school's safeguarding team.



Ms Khan  
Head Teacher  
Designated Safeguarding Lead (DSL)



Ms Dennett  
Attendance/Early Help Lead  
Deputy DSL



Mrs Watson (former Clunis)  
Assistant Head for Inclusion  
Deputy DSL  
Mental Health Lead

#### Keeping your child safe means:

- The health and safety of all children
- Making sure that the adults who work in the school have undergone safety and security checks
- Protecting children from deliberate harm
- Being proactive against any discriminatory behaviour
- Protecting children from harassment and discrimination;
- A positive approach to behaviour management including the use of physical intervention safely, when necessary
- Meeting the needs of children with medical conditions
- Providing basic first aid;
- Children being safe on educational visits
- Keeping children safe when using the internet
- Making sure the school buildings are safe and secure

All of our staff at Vicarage have regular safeguarding training. Safeguarding is also part of our induction programme for new staff.

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### How are children taught about safeguarding?

At Vicarage we are committed to safeguarding and promoting pupil welfare. We take every opportunity to embed these into our curriculum through the following:

- Promotion of the school and British values
- Writing of class rules/charters at the start of every academic year and revisiting them regularly
- Discrete teaching of relevant topics during PSHE, Computing, Science, RE and RSHE lessons.
- Utilising opportunities in other subjects, e.g. exploring characters and themes in Literacy or looking at democracy, beliefs and Rule of Law in different civilisations and cultures through History and Geography topics.
- Daily assemblies incorporating school values, British values and safeguarding topics.
- Holding school events such as Anti-bullying week, Black History Month, Safer Internet day, Road Safety Week and Mental Health Awareness Week
- Providing opportunities to discuss what's going on in school and the wider world, including accessing the news through appropriate channels such as Newsround.
- Holding regular fundraising activities to promote local and global citizenship.
- Class forums to enable pupils to think about safeguarding matters, their own physical and mental wellbeing and the wellbeing of others
- A democratically elected School Council which seeks the views of all pupils to look at issues at school, local and national levels

### **Here are some National safeguarding support services that you may wish to look at.**

Anti-Bullying Campaign [www.bullying.co.uk](http://www.bullying.co.uk)

Child Exploitation & Online Protection (CEOP) [www.ceop.gov.uk](http://www.ceop.gov.uk)

Child Accident Prevention Trust (CAPT) [www.capt.org.uk](http://www.capt.org.uk)

Childline [www.childline.org.uk](http://www.childline.org.uk)

Gingerbread (practical support for single parents) [www.gingerbread.org.uk](http://www.gingerbread.org.uk)

Karma Nirvana (supporting victims of honour crimes and forced marriages) [www.karmanirvana.org.uk](http://www.karmanirvana.org.uk)

National Centre for Eating Disorders [www.eating-disorders.org.uk](http://www.eating-disorders.org.uk)

FRANK – The National Drugs Helpline [www.talktofrank.com](http://www.talktofrank.com)

NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)

Private Fostering Campaign [www.privatefostering.org.uk](http://www.privatefostering.org.uk)

The Samaritans [www.samaritans.org.uk](http://www.samaritans.org.uk)

Women's Aid (support for domestic violence victims) [www.womensaid.org.uk](http://www.womensaid.org.uk)

Young Minds (children's mental health) [www.youngminds.org.uk](http://www.youngminds.org.uk)

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### Senior Mental Health Lead



I am Mrs Watson (former Clunis) introducing myself as the Senior Mental Health Lead at Vicarage Primary School. Alongside this role, I am Assistant Head teacher for Inclusion and one of the Deputy Safeguarding Leads.

Last year I embarked on a training course to support me in my role as Senior Mental Health Lead (SMHL). The aim of the role is to cultivate an ethos and environment to develop positive mental health and wellbeing of pupils.

An audit and needs analysis has been carried out through questionnaires and pupil conferencing. This will be followed by an action plan which will incorporate training for staff, parent workshops and activities for pupils.

As part of this work we have teamed up with the charity 'Place To Be' to mark Children's Mental Health Week, which will take place week beginning 5<sup>th</sup> February 2024. This year the theme is 'My Voice Matters', which will focus on empowering children and young people to be able to express themselves with confidence.



### Parent Code of Conduct

At Vicarage Primary School we are proud to have supportive parents.

Our parents recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to support them and their children. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

We ask that parents respect the professional judgements made by staff. Parents who disagree with actions taken by the school are requested to raise their concern with a member of staff. Please note that all emails to the school will be responded to within 48 hours. If you have an urgent matter that requires immediate attention please phone the school office.

We have a Parent Code of Conduct so that parents and those with parental responsibilities are aware of the expectations with regards to their interaction with school staff, other parents and children at the school.

We expect parents, carers and visitors to:

- Respect the ethos, vision, values of our school
- Work together with staff in the best interest of our pupils
- Maintain reasonable expectations for staff response to general communication (up to 2 working days)
- Treat all staff members with respect
- Seek a reasonable solution to any issues raised
- Follow parking rules when dropping off and picking up children. This includes not parking on double yellow lines, near school gates or on the driveways of neighbouring buildings
- Wear appropriate clothing when on school premises
- Respect the school environment by not dropping litter in the playgrounds

Whilst unacceptable behaviour is rare the school will not tolerate;

- Using loud and/or offensive language when speaking to a staff member, parent or child
- The use of aggressive language or threatening harm to a staff member, parent or child.

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- Damaging school property.
- Sending abusive or threatening emails, phone or social media messages.
- Smoking or being intoxicated on school premises.

These incidents will be reported to the Local Authority who may issue a warning letter or prohibit the offending adult from entering the school grounds.

There will be occasions when a parent has a concern or a complaint they wish to raise with the school. Please be assured that all concerns and complaints are taken seriously and every effort is made to resolve the matter as quickly as possible to ensure the best outcome for all concerned.

Many issues can be addressed informally by speaking to the class teacher or another member of staff. If, however a parent would like to make a formal complaint, the steps to follow are outlined clearly in the Complaints Procedure which can be found on the school website. A hard copy can be obtained from the school office.



### Social Media Code of Conduct for Parents

At Vicarage Primary School, we value the partnership between parents and the school community. Social media can be a powerful tool for communication and collaboration, but it is essential to use it responsibly and respectfully. To maintain a positive online environment and ensure the well-being of our students, we ask parents to adhere to the following Social Media Code of Conduct:

#### **Respect Privacy:**

- Do not share personal information about pupils, parents, or staff at the school.
- Do not post photos or videos of children other than your own

#### **Positive Communication:**

- Address concerns directly with the school in line with the Complaints policy rather than on public forums.

#### **Confidentiality:**

- Respect confidentiality. Do not share sensitive information or discuss confidential issues on social media platforms.

#### **Think Before You Post:**

- Consider the potential impact of your posts on the school community.
- Ensure that your comments and content align with the values and ethos of Vicarage Primary School.

#### **Role Modelling:**

- Remember that you are a role model for your child. Demonstrate responsible social media behaviour to teach them appropriate online conduct. Do not make comments anonymously or use an alias.

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### **Be Inclusive:**

- Do not post content that may be offensive or discriminatory.

### **Promote the School Positively:**

- Share positive stories, achievements, and events related to the school. Help create a supportive online environment that reflects the strengths of our school community.

### **Respect School Policies:**

- Familiarize yourself with and adhere to the school's policies and procedures including the use of social media.

Vicarage Primary school retains the right to request any damaging material to be removed from social media websites.

Breaches of this code of conduct will be taken seriously by the school and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution.

By engaging with the school's social media pages, you are agreeing to comply fully with the Code of Conduct.

This Code of Conduct will be reviewed regularly and any changes will be communicated to all teachers and parents.

### **Legal framework:**

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Data Protection Act 1998
- Defamation Act 2013
- Protection of Freedoms Act 2012 (as amended)

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### Dates for your diary

**Friday 2nd February - Number Day**

**Tuesday 6th February - Safer Internet Day**

**Monday 12th February - Friday 16th February - Half term break**

**Monday 19th February - All pupils return to school (Term 4)**

**Monday 26th February - MAT Staff Training Day - School closed for pupils**

**Tuesday 27th February - 9am-7.15pm Nursery Parents Meetings**  
(Nursery closed for pupils)

**Tuesday 27th February - 3:30-7.15pm - Reception to Year 6 Parents Evening**

**Wednesday 28th February - 3:30-5.15pm - Reception to Year 6 Parents Evening**



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