

Dear parents and carers,

This information is about how as a school we safeguard children and promote their well-being. You may remember that a similar letter was sent to you in the summer term last academic year but some of the key information has changed. Whilst most of this information is on our school website, I feel it is important to highlight this information to you. At Four Elms Primary School we are committed to supporting all of our children to do well and we will do everything we can to ensure our children are safeguarded and protected from harm.

What does safeguarding mean?

Every child has the right to be safe from harm and danger. It is everyone's responsibility to ensure every child is free from fear and able to learn and develop in safe, secure environments. The child protection policy can be viewed by parents on the website. Hard copies are available. A particular aspect of child protection involves the internet & e-safety. We make sure our pupils do not access unsuitable material on our computers & tablets. Please ensure you have the necessary security & parental blocks on your devices at home.

Who is responsible for safeguarding?

Everyone is responsible. If teachers, parents, carers, family or community members have a concern about a child you should report this to the designated safeguarding lead or the Area Safeguarding Advisor, Robin Brivio, on 03000 412445 or via email on [robin.brivio@theeducationpeople.org](mailto:robin.brivio@theeducationpeople.org). Our staff have been trained as to the procedures they should follow if they have any concerns in school and this training is regularly updated. These procedures are highlighted in our Child Protection Policy. If staff are concerned they understand they have a duty to record and share these concerns with Mrs Mitchell (Designated Safeguarding Lead), and in her absence, Miss McCann or Mrs Smurthwaite (Deputy Designated Safeguarding Leads). We also have a governor in charge of safeguarding named Suzie Darlington and she can be contacted via [sdarlington@four-elms.kent.sch.uk](mailto:sdarlington@four-elms.kent.sch.uk).

I am worried about a child but should I say something?

Sometimes you may have unconfirmed worries about a child, but have little concrete evidence that abuse is taking place; this may leave you feeling unsure about how to proceed. There have been many cases where unconfirmed worries have turned out to be the tip of the iceberg. It is vital therefore, that even vague "worries" are recorded and passed on to the Designated Safeguarding Lead (DSL) at the earliest opportunity. The DSL will then be in a position to collate all known information, involve other agencies, and decide whether a further referral is required. Alternatively, if you do not feel comfortable addressing your concerns with the school you can, as mentioned above, contact Robin Brivio or the NSPCC hotline anonymously (0808 800 5000).

### What can you expect from us?

- A safe environment for your child to learn that complies with safeguarding in education legislation and guidance.
- We will take good care of your child whilst they are with us. We will talk to you about anything we see that we are worried about.
- If your child transfers to another school we will share important information with them that will help to support your child's move.
- We will contact you if your child is absent if you haven't let us know why.
- We will respond promptly to any problem you tell us about.
- Our staff will offer support and assistance when needed.

Websites you may find useful are:

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

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

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

<https://www.net-aware.org.uk/>

<https://www.thinkuknow.co.uk/>

Should you require more information our full Children Protection Policy can be found on our website, or please speak to myself or Mrs Mitchell.

We all know that children thrive better and are able to reach their full potential when school and families work closely together. All of us here at Four Elms are totally committed to this and we look forward to our continuing close partnership with you.

Kind regards

Katie McCann  
Head of School  
Four Elms Primary School

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