



Keeping your child safe at Highbury School

We are very aware that sending your child to school for the first time can be a daunting experience for both them and for you as parents/carers.

At Highbury School this can be heightened due to your child's additional needs which means that they are also more vulnerable and may not have an awareness of danger and know how to keep themselves safe.

We want you to have confidence in us to provide your child with a high standard of education in an environment which is committed to keeping them safe.

Whilst we endeavour to do all we can to manage risk, we are a school and first and foremost we want to provide your child with opportunities to play and explore the world and so this means we can never eliminate risk entirely and accidents can and do happen. We want to work with you and communication between us and you is vital to ensuring that we are all working towards the same goal. Below are some of the key things we have in place to keep your child safe and to keep you informed. If you every have any questions or concerns please do not hesitate to contact us.

Safeguarding

We have five designated safeguarding leads (DSLs) in the school; The Head teacher (Debbie Sweet), Deputy Head (Sarah Nelson), Assistant Head (Sarah Gumbs), Family Liaison Officer -FLO (Helen Norris) and teacher in charge of satellite provisions (Lauren Cook). The DSLs are all trained by the Calderdale safeguarding team and attend regular refresher training. The DSLs role includes supporting families at difficult times and working with care services to ensure that where we do have concerns about a child's safety or well-being, we are proactive in responding. DSLs support school staff to identify signs that a child or family may be experiencing some difficulties. The DSL role is statutory and it is the schools duty to ensure that DSLs are well trained and vigilant.

Rarely, there may be cause to make referrals to children's care services if we have **on going** or **immediate concerns** that a child is at risk of significant harm. A DSL would always attempt to explain such a referral to parents/carers, acknowledging that whilst this can be difficult to accept, such decisions are only made in the best interests of the child.

Family support

Helen Norris is our family liaison officer (FLO) and she can support families to access support and services at home where there are concerns about safety. Helen can work with families to apply for benefits and funding to support with costs and can liaise with services such as occupational therapy to source specialist safety equipment. Please contact school if you feel you would benefit from this type of support.

Parent Training

We offer a range of parent training sessions which are led by key members of Highbury staff to provide support. The types of training that we offer include Sleep and Medication Information, Transitions, Food Aversion, Behaviours that place children at risk, Phonics and Early Reading, Toileting and Self Care and Language and Communication.



Staff Training

All school staff receive annual safeguarding training to ensure that they are fully informed as to risks and current issues. In addition, the staff meet on a weekly basis for a staff briefing. You may also notice around school that we have safeguarding messages of the month to ensure that safeguarding is at the forefront of everyone's thinking at all times.

If you have a concern about a child and want to talk to a DSL please contact the Head teacher.

Support Services

We work very closely with a range of support service such as The Disabled Children's Team (DCT). Having a child with a disability can at times be very challenging and often our parents need support with a wider range of issues from toileting to behaviour management. The important thing to know, now that your child is attending Highbury, is that you do not have to manage alone. If you are experiencing difficulties, even if they may seem tiny, please don't hesitate to speak to someone. We have such a range of skills and experience on the staff team and access to services beyond school and we want to help. Don't wait until you may be at the end of your tether before asking for help.

Staff Checks

All staff in school are subject to an enhanced DBS check before commencing employment and staff are recruited following safer recruitment practice by staff who have been trained in safer recruitment.

All volunteers working in school have to apply and are always supervised by a member of staff.

Medical Needs

We have a trained staff nurse and health care assistant on site. We also have nine paediatric first aiders. We are able to support with a range of needs including referrals to services such as the dietician or the dentist, administering medications, communication with paediatricians etc. Our nursing staff are employed by the NHS and receive their clinical supervision via their service manager. They also play a key role in training our staff in some areas such as administering rescue medication, epi pens, gastrostomy feeds etc.

All medications are stored in a locked cabinet and fridge in the locked medical room in school. Should your child need medication at school you must return the permissions form and have a clear pharmacy label on the medication.

At the start of each year the nurse meets with each class teacher to go through medical information to update their plan. This information is shared with relevant class staff and stored securely. Throughout the year all paper copies which are no longer needed or not up to date are shredded.

Communication is again the best way to ensure that we keep your child as safe as possible if they have additional medical needs. If your child has any changes to their condition, please inform school immediately.



Accidents

We do all we can to mitigate against accidents but they do still happen. Staff are highly trained and classes are highly staffed. Some of our children can exhibit challenging behaviour which may sometimes impact on other children. Whilst we make every effort to plan to prevent this, it can happen that a child can obtain an injury as a result of an encounter with another child. If this happens you will always receive a phone call from the class teacher to explain. We will not however name the other child. Please trust that we will be working with teams within school to support all children concerned and we will take a proactive approach to preventing further injury through adaptations to teaching and the environment.

In the same way, if your child falls over or has another similar accident and sustains an injury, a member of staff will always call you. We would only send a message via weduc if we could not get hold of you by telephone. This is to ensure that you have the chance to ask any questions.

In some circumstances we may be required to call 999 in response to an injury or medical emergency. In this instance we would make contact immediately and should you be unable to reach school before the ambulance a member of staff would always accompany your child to hospital and relevant medical information would be shared. The school nurse and/or health care assistant will always be present to support any child who requires emergency treatment and will share all relevant details with the emergency services.

We hold risk assessments for some activities in school which present a greater risk such as; slides, swimming, cycling, rebound, garden school and climbing. If you wish to see any of those risk assessments please ask. We want all children at school to embrace every opportunity we provide and would not exclude a child from an activity unless it would be unsafe for them to be involved. By exception, we may write an individual risk assessment for an activity that may present additional risk for your child. If this needs to happen, you will be informed and included in writing the risk assessment. An example of this may be when we take a child swimming who is prone to seizures.

School Trips

We encourage staff to plan trips outside of school to offer children valuable learning experiences. Before a trip is authorised, staff have to submit a planning sheet and risk assessment.

Absence from school

If your child is unwell or not attending school for another reason, you **must contact the school office before 9.30 am** or provide advance warning of any appointments to the class teacher via weduc.

It is vital that we hold at least three contact details for your child. We have a procedure called **first day calling** which means if you have not contacted the school office by 9.30, someone will start to phone the numbers on your contact card. If we are not successful in reaching anyone we will either send a member of staff to your home or contact the police. This is to ensure that everyone is safe and that an accident has not occurred which may have left someone incapacitated and unable to call the school.

If your child has **sickness and diarrhoea** we ask that they are kept off school for **48 hours** until they are clear, this is to prevent spread across the school.



The premises

Entrance to the building is via the main door only and this is staffed by our front of house team. All visitors to the school will have their ID checked and will be supervised by a member of staff throughout their visit. The exception to this is regular visitors where we have seen evidence that they have been DBS checked. An example of this are the physiotherapists and school nursing team. The premises are as secure as possible to prevent risk of children absconding. In some classes doors are secured using a fob system and in all others top locks are used. Every classroom has a safe and secure outside area.

Fire Drills and Lock Down

We know that it is especially important to practice what happens in the event of a fire and so we practise evacuation of the school every half term. All staff are informed of the evacuation procedures and support pupils during an evacuation. We have slide mats and buggies for those children who are unable to walk and need to be moved quickly. We also practice our lock down procedures, this is when we need to advise children and staff to stay in the building if there is risk outside.

The behaviour team

We have a behaviour team in school which is managed by our Deputy Head - Sarah Nelson. The team is made up of key staff from across school who work collegiately to support children and families. If we have any ongoing concerns about behaviour we refer to the team who may choose to implement a behaviour profile or a behaviour plan. Very rarely, we may need to include a positive handling technique in your child's plan. If this happens, you will always be consulted. All staff in school have been trained in positive handling and would only ever use a technique that is safe and that they have been trained to do and only ever in response to keeping your child, another child, or member of staff safe.

For further information on any aspect of safety, please visit our school website www.highburyschool.co.uk or contact the school office on **01484 716319**.