



**Your safety is important to us
and we are here to help.**

**We are committed to
safeguarding and promoting
the welfare of the children in
our school.**

Hoo St Werburgh Primary School Safeguarding Team

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Hoo St Werburgh Primary School Safeguarding Procedures

Information for Parents/Carers

Introduction

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. (*Keeping Children Safe in Education—Sept 2025*)

Our Duty of Care

At Hoo St Werburgh Primary School & The Marlborough, all our staff have a responsibility to provide a safe environment in which children can learn.

We recognise the importance of providing an ethos and environment within school that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly.

Our staff receive appropriate safeguarding and child protection training which is regularly updated; this ensures they are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication.

If a pupil makes a safeguarding disclosure of any kind to a member of school staff, whether it is regarding a parent/carer, family member, member of staff or another pupil, that staff member has a duty and legal obligation to report what your child has said to one of the schools Designated Safeguarding Leads (DSL's). The Designated Safeguarding Lead then has a duty to act upon the information and ensure that appropriate action is taken.

Wherever possible the school will share safeguarding concerns, or the intention to refer a child to Children's Social Care, with parents /carers. However staff will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions it may be necessary to consult with First Response and/or the police for advice on when to share information with parents/carers.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child/ children.

We will continue to monitor pupils who have been identified as having welfare or child protection concerns; keeping confidential records which are stored securely and shared appropriately with other professionals.

Where children leave the school, the Designated Safeguarding Lead will ensure their child protection file is transferred to the new school as soon as possible.

Online Safety

It is recognised that the use of technology presents challenges and risks to children and adults, both inside and outside of school.

We recognise that many pupils and parents will have unlimited and unrestricted access to the internet via 3G and 4G in particular this is external to the schools control such as mobile phones and other internet devices. Where concerns are identified, appropriate action will be undertaken.

The school will also support parents and the wider community to become aware and alert to the need to keep children safe online.

Curriculum and Staying Safe

Working Together to Safeguard Children (2023) states that the curriculum should ensure opportunities for 'developing children's understanding, awareness and resilience'.

Schools play a pivotal and essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

What to do if you have a Safeguarding Concern

Any safeguarding concerns should be raised with the school immediately. If a concern or a child is at immediate risk then the individual needs to contact First Response on 01634 334466 or the police on 101. All school visitors will be given a safeguarding leaflet that outlines how to share concerns and also a code of conduct expected by visitors/ contractors.

All reported concerns will be taken seriously and considered within the relevant and appropriate process.

Anything that constitutes an allegation against a member of staff or volunteer needs to be reported to the Headteacher, and will be dealt with under the specific policy (Dealing with Allegations against Staff).