

Working with parents/carers

- ◆ Parents and carers play an important role in protecting their children from harm.
 - In most cases, the school will discuss concerns about a pupil with the family and, where appropriate, seek their agreement to make a referral to Initial Contact Team/COMPASS.
 - Where there are any doubts, the designated lead should clarify with Initial Contact Team/COMPASS whether, and if so when and by whom, the parents should be told about the referral.
 - The pupil's views will be considered in deciding whether to inform the family, particularly where the pupil is sufficiently mature to make informed judgements about the issues, and about consenting to that. Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support provided for their individual needs. This should guide the behaviour of professionals. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs.

The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

The above paragraph has been included by governors in the school's prospectus.

Use of Mobile Phones

During working hours, mobile phones must be kept out of reach of children in a secure area accessible only to staff (i.e. the staff room, or within teacher's own separate secure storage areas) which are accessed only during breaks/lunchtimes. Lockers are made available for staff and volunteers in the Early Years/Key Stage One building and off the main staffroom area. All staff are regularly made aware of their duty to follow this procedure which is set out in the code of conduct.

Use of Mobile Phones and Communication

For parent contact, the main school number is used.

There is a school text messaging service which allows the school to send messages to parents (please note this is without a reply facility).

There is a separate school mobile phone, without a camera for nursery contact.

Important contact details for each child are kept secure in the school office.

Any visitors to the setting within the directed school time are requested to sign into the visitors' book and to not to bring their mobile phones onto the premises. Phones can be handed into the school office for collection on departure. Alternatively, visitors can keep their phones in their own car.

If any contractors need phones to access work systems, a member of staff will need to supervise/accompany the visitor during the school day when children are present.

Photographs

We believe that photographs can capture children's experiences and achievements and are a valuable way of recording milestones in a child's life.

Parental permission for the different ways in which we use photographs is gained as part of the initial registration at St Lucia's CE Primary School.

We take a mixture of photos that reflect the school environment, sometimes this will be when children are engrossed in an activity, either on their own or with their peers. Children are encouraged to use the camera to take photos with adult supervision.

All adults whether teachers/practitioners or volunteers at St Lucia's C.E. Primary School and Nursery understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.

The school will work with parents to arrange for photographs to be taken of different events for their own children. However, please remember that some parents do not provide consent and therefore photos shouldn't be taken or shared without previously obtaining full parental consent. Including sharing of any photographs and other information via social media platforms too.

- Safer recruitment training led by *People's Services Shropshire Council Safeguarding team/NCSL* has been attended by:

<i>Mrs Sarah Woolley</i>	<i>Date September 2020</i>
<i>Mrs Helen Smith</i>	<i>Date November 2020</i>
<i>Mrs Steph Brennan</i>	<i>Date September 2020</i>

Reviewed September 2021