Dear Parents and Carers,

A warm welcome back to school and to the 1st Safeguarding and Well-Being Letter Information Overview. As a school, we feel it is very important to ensure that the parent body is aware of the safety, security and well-being measures we have in place at school, so as we start this new academic year I am sending this Overview to reinforce and reassure the school community of the systems we have in place but also to draw your attention to new information relating to safety and security at our school and how the Leadership Team and I take our roles and responsibilities so seriously.

We trust that you will find this informative and reassured by the systems we have in place to safeguard your child. Please take time to read and digest the information given as well as visit our school website links.

Best wishes
Ann-Marie Grant (Headteacher - September 2017)

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Keeping Children Safe In Education

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfill this responsibility effectively, all professionals should make sure their approach is child-centered. This means that they should consider, at all times, what is in the best interests of the child.”

(Department for Education: Keeping Children Safe In Education: September 2016)

As stated previously, at St Michael's we very are proactive in ensuring that the safeguarding of all children remains a priority for the school. We firmly believe that safeguarding and all that it entails is the 'gold thread' that runs throughout our school. We have policies and procedures in place, which all staff and Governors have to follow. These policies can be found under the Our School tab on the school website:


Furthermore, in order to maintain safeguarding we ask that you take note of the following points by visiting our website:


If you have any questions relating to the above points or the information contained in this update, do not hesitate to contact the school office.

Staff Training

All staff received Safeguarding training on Monday 4th September by an external consultant. Furthermore, the staff also received training on 'Prevent' on Monday 11th and Tuesday 12th September - again by an external consultant.

This term, we have an external speaker in to lead a talk on e-safety as we have highlighted this as an area of concern. It is the evening of Wednesday 22nd November (please see e-safety information below)

Emergency Evacuation

At St. Michael's we take the safety and security of the children, staff and visitors most seriously. We have procedures in place for emergency evacuation and are developing our 'Lockdown Procedures' this forthcoming half term.

Please refer to the following link for further information:


Signing in and Out

As you are aware we have updated our signing in / out arrangements and have now gone electronic. The system is easy to use and enables us to track who is on site as well as having a personalised ID. It is vital that all visitors sign in / out using this system now.

As part of the security arrangements, all staff, Governors and visitors to the school must sign in
and out of school and wear a school ID. If parents / visitors are in school and not wearing the ID they will be asked to return to the main Office Reception and/or leave the school site.

**Please do not come into the school** using the side doors or back door entrances. Please come in via the main front entrance. The only exceptions to this are when delivering your child to the ‘Early Birds Club’ first thing in the morning or entering and leaving by the Hall for Parent Workshops and Class Assemblies.

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**E-Safety at Home - Reminder for Parents**

Staying safe online is **so important** for children and a key part of our safeguarding policy. Parents must make sure that protecting their children is a key priority and as such, please see the clear guidelines we are giving:

**Follow Guidelines**
Instagram, Facebook and other social networks have age restrictions for a very important reason, to protect children. Follow these guidelines. Whatever you think of your child's maturity or what they might want to go on, it is for their protection that they are not allowed on social networks before a certain age. Please stick to these guidelines and restrictions for the protection of your children.

**Agree boundaries**
Be clear what your child can and can't do online - where they can use the internet, how much time they can spend online, the sites they can visit and the type of information they can share. Agree with your child when they can have a mobile phone or tablet.

We strongly recommend that children **DO NOT** have a smartphone. It is not a necessary piece of technology. As well as protecting children from online dangers, “dumb phones” are much less likely to be targeted or stolen.

Please also avoid smart watches. These encourage mobile addition and a constant need to be accessing technology as well as being a target for theft.

**Explore together**
The best way to find out what your child is doing online is to ask them to tell you about what they do and what sites they like to visit. If they're happy to, ask them to show you. Talk to them about being a good friend online.

**Put yourself in control**
Install parental controls on your home broadband and any internet-enabled devices. Set up a user account for your child on the main device they use and make sure other accounts in the household are password-protected so that younger children can't access them by accident.

**Use airplane mode**
Use airplane mode on your devices when your child is using them so they can't make any unapproved purchases or interact with anyone online without your knowledge.

**Stay involved**
Encourage them to use tech devices in a communal area like the lounge or kitchen so you can keep an eye on how they're using the internet and also share in their enjoyment.
Talk to siblings
It’s also a good idea to talk to any older children about what they’re doing online and what they show to younger children. Encourage them to be responsible and help keep their younger siblings safe.

Search safely
Use safe search engines such as Swiggle or Kids-search. You can save time by adding these to your ‘Favourites’. Safe search settings can also be activated on Google and other search engines, as well as YouTube or using YouTube Kids as an App.

Check if it’s suitable
The age ratings that come with games, apps, films and social networks are a good guide to whether they’re suitable for your child. For example, the minimum age limit is 13 for several social networking sites, including Facebook and Instagram. Although sites aimed at under-10s like Moshi Monsters and Club Penguin also have social networking elements.

At St. Michael’s, we believe that the use of technology is highly beneficial to the education of young people. As well as technology, such as the internet, being used in a positive way for educational outcomes, we also acknowledge that there are many risks in using these. Our philosophy is to educate young people to make the right choices when using the internet and to teach them how to be safe when using online technologies.

We have an e-safety policy which is part of our safeguarding policy.

As with all bullying, we will not tolerate cyber-bullying and would encourage young people and their parents to report any such issues to the school, either to the Safeguarding Designate, the Phase Leader or class teacher. In addition, if there are any concerns in relation to any content which is on the internet or any persons who may be contacting young people, there is an option to report this online through clicking on the CEOP button which looks like this:

CEOP’s Children and Young People’s programme; Thinkuknow, is used in schools nationwide to educate young people about how to stay safe online. As parents, you can play a fundamental role in this aspect of their education. To stay up to date with further information and advice, please visit www.thinkuknow.co.uk/parents to find information on:

What are the risks posed to your child online?
What can you do to protect your child?
Where can you go if you are concerned?

On Wednesday 22nd November, an e-safety session will be held at school and hosted by special guest, Steve Welding, the e-safety advisor to the London Borough of Sutton. Steve had lots of useful tips and hints for parents on how best to protect their children online.

After this meeting, we are also hoping to set up a working party with staff, governors and parents and pupils to better support all stakeholders to stay safe online.

For more information please see our school website page: http://www.stmichaels.wandsworth.sch.uk/curriculum/esafety/
Letters of Quality Assurance - External Lettings & Clubs

The Board of Governors and staff of St. Michael's CE School fully recognise the responsibilities and duty placed upon them to have arrangements to safeguard and promote the welfare of all pupils at the school. We recognise that all staff, including volunteers, have a full and active part to play in protecting pupils from harm. We believe that our school should provide a safe, caring, positive, and stimulating environment in which pupils can learn and which promotes the social, physical and emotional wellbeing of each individual pupil.

This declaration also extends to external lettings and personnel who come into school on a regular basis. We have sought a quality reassurance from all of the externally run clubs and also from the Church for the letting for 'Toolbox' on a Sunday and all organisations have confirmed the following:

The External organisations have completed the school 'Letter of Assurance' for safeguarding and it can be viewed by clicking on the link below. This will be reviewed on an annual basis as part of our school safeguarding quality assurance.

- St. Michael's CE School: Safeguarding Letter of Assurance From Bob Luxa (Tennis)
- St. Michael’s CE School: Safeguarding Letter of Assurance From The Church (Toolbox)
- St. Michael’s CE School: Safeguarding Letter of Assurance From Kick London (Sports)
- St. Michael’s CE School: Safeguarding Letter of Assurance From The Italian Consulate (Italian)
- St. Michael’s CE School: Safeguarding Letter of Assurance From Stage by Stage (Drama)
- St. Michael’s CE School: Safeguarding Letter of Assurance From Link Chinese Academy (Mandarin)
- St. Michael's CE School: Safeguarding Letter of Assurance From AM Sports Academy (Sports)

Points Of Contacts

As part of our duty of care we have published contact points and web links to the main organisations locally and nationally relating to safeguarding of children. Please refer to the following link to gain an overview of the main points of contact.

http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/safeguarding-points-of-contact/

Update Overview of Staff & Board of Governors Commitment to Safeguarding

Safeguarding Updates - Quality Assurance of a Commitment to Safeguarding and Our Robust Procedures. - This page on the website gives an overview of the on-going monitoring updates for Safeguarding and acts as a quality assurance of our robust procedures in place at St. Michael’s.

### Attendance, Punctuality, Collection & Welfare Arrangements

#### Our School Target for 2017-2018

**Our target is 97.5%**

As of the end of the Summer term we had a target of 97.6%. Thank you for your support here 😊

This academic year we hope to continue to aspire to 97.5%

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<tr>
<th>Attendance</th>
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<tr>
<td>We pride ourselves at St. Michael’s for having robust procedures in place for the monitoring of attendance and absences. At the most recent Educational Welfare Officer school review, our school community was commended for the ongoing high % for attendance that has placed St. Michael’s in the top 5% of schools for outstanding attendance. This is highly commendable and demonstrates the high importance both the school and parents place on school attendance. We have a comprehensive website tab that not only outlines the policies and procedures we have in place, but also how we celebrate positive attendance. Please refer to the following link:</td>
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<tr>
<th>Notifying the school if your child is ill: Absence Reporting App</th>
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<tr>
<td>The absence reporting app and urge parents to use this when reporting a child’s absence.</td>
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<tr>
<td>If your child is sick please notify the school by <strong>9:00 each day</strong>. Please do not take offence if the school telephones to find out where your child is if we have not heard from you.</td>
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<tr>
<th>Unexplained absences</th>
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<tr>
<td>If your child is absent and we have not heard from you we will be phoning to find out where your child is. If there is no response the absence will be marked as unauthorised. As part of the schools safeguarding, the school regularly monitors attendance and will directly contact parents of children who have unexplained absence.</td>
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<tr>
<td>As a school we adhere to the Department of Education (DFE) publications:</td>
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Parent / Carer Contact Information

If any of your contact details change it is very important that you inform the school immediately, including email addresses. In the event of an emergency we will go to the contact stored on the system. We have had incidents where we have been unable to reach a parent due to them failing to inform the school of a change of numbers/emails. Please keep us informed by completing the downloadable form. Thank you.


Collection of children up during the day:

If you need to collect your child during the school day please come to the Main Office and sign your child out and sign back in on their return. If your child is being picked up by someone not known to the school please inform the school in advance and ask that person to bring in some form of identification. Thank you.

Punctuality

At St. Michael’s punctuality remains a high priority with the Leadership Team, staff and the Board of Governors. We firmly believe it is essential that children attend school punctually if they are to achieve their potential. Lateness not only adversely affects a child’s attainment but also their personal and social skills and makes it difficult for them to settle for the day.

During the Spring term 2017 we launched a ‘Punctuality Drive’ and this was very successful up until the end of last term. We saw the number of late arrivals and collections decrease and the development of a more positive approach to the life skill of punctuality. Thank you so much for engaging with school and for promoting this life skill.

Please refer tour punctuality tab to gain an overview of the progress to date. We would like to thank parents for their support here; it really has made a difference. We look forward to continuing the punctuality drive this academic year.

http://www.stmichaels.wandsworth.sch.uk/our-school/attendance/punctuality/

We will continue to do all we can to encourage parents/carers to ensure that the children in their care learn that punctuality is a valuable life skill. Please refer to the ‘Every Day Lateness’ poster and our school ‘Punctuality Statement’ link below to see the impact a lack of punctuality can have upon your child.

* Every Day Lateness

* Punctuality Statement

Change to collection arrangements:

Any changes to the normal collection of your child must be communicated to the school by either writing in the class book, which can be found on the lunch box trolley for Early Years & Lower Phase, or by contacting the school by phone / email.

Please note: If someone not known to the school is collecting a child we will ask to see their ID and will not release them until we have contacted you and gained permission. We know that there are often changes to nannies and au pairs and when this happens it is important that you introduce them to their class teacher. Thank you.
Children walking to school on their own Year 5/6:
Children in Year 5 and 6 are encouraged to walk to and from school on their own. Permission for this has to be given by completing the Walking Alone form and returning it to the school office.


Once the school has received the above form confirming permission a note will then be made in the register indicating that your child is walking to and / or from school and so that should they not be in for registration we can inform you immediately.

If your child’s arrangements have altered for this term, please notify the school office ASAP. Thank you. ☺

OTHER SAFETY INFORMATION

Administration of Medicines: Reminder
If your child requires medicine to be administered during the school day please complete the on-line form or come into Reception and complete it. All medicines are to be left at the Office Reception where they will be safely stored.


Weather Information for the Autumn Term
As a school, we want to ensure that parents are kept informed of the procedures we have in place in the event of adverse weather conditions. If it is raining at the start of the day please follow the procedures outlined in the link below:

http://www.stmichaels.wandsworth.sch.uk/our-school/weather-information-and-procedures/

ST. MICHAEL’S CE SCHOOL LINKS FOR SAFEGUARDING

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<td>Disclosure Barring Applications (DBS)</td>
<td><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/disclosure-barring-applications/">http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/disclosure-barring-applications/</a></td>
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<td>Safeguarding '1st of the Month' Quality Assurance Checks at St. Michael's</td>
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<td>Points of Contact</td>
<td><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/safeguarding-points-of-contact/">http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/safeguarding-points-of-contact/</a></td>
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<tr>
<td>PREVENT &amp; Radicalisation</td>
<td><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/prevent/">http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/prevent/</a></td>
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“Working together for the good of all”
Thank you for your support in helping us to keep your child safe whilst in our care.