

Attendance

We expect that all parents/carers will ensure children arrive to school every day and on time. Exceptions to this are illness or absence agreed with the Headteacher in advance. If your child is ill, please contact the office by 9:15am on each and every day of the absence.

Registration

If a child arrives after their name has been called, they are considered to be late and the register must be left blank. If a child arrives after the register has been sent to the office they must go to the office to be signed in. If a child appears to be missing during a session the office **must** be notified immediately in order to initiate a search.

Procedures for Children who are Injured or Unwell

Both Key Stages have a first aid cupboard for the treatment of minor injuries and the office staff are responsible for ensuring that these are kept stocked up.

All staff on break or lunch duty must have their first aid bag with them at all times. If a child is in need of more extensive treatment or is obviously unwell during lesson time they must be accompanied by a Teaching Assistant (or member of the Junior Leadership Team is generally sufficient) to the office.

If a child is in need of treatment at lunchtime they must be treated by a lunchtime supervisor and the class teacher must be informed at the start of the afternoon session if the child is unable to return to class.

A child who is injured or unwell will not be sent to the office alone, and will not be left there unattended unless the office is made aware.

Any injury involving blood or any other bodily fluid must only be dealt with when wearing gloves. These are available in the first aid cupboards. If a child is physically sick in the building or playground, the mess should be covered as quickly as possible with sawdust and other pupils should be kept away. The caretaker must be notified immediately in order to arrange the clearing up.

Notification of Accidents and Injuries

Any head injury **must** be reported to a member of the SLT to be checked. A white slip must be completed and sent home to the parents. If a child or member of staff has an accident which requires medical attention by a doctor or hospital, an accident report form must be completed as quickly as possible. These forms are vital for insurance purposes and are forwarded to County.

If a child is sent home for any reason, this must be recorded at the office.

Fire Drill - Please remember!

One long continuous bell signals the fire alarm – details for evacuation can be found in class rooms and around the school. Assembly point is on the main playground.

The school is covered under the Data Protection Act to hold information regarding staff and pupils.

If you have any queries or questions always ask a member of staff for help.

Welcome to



SAFEGUARDING INFORMATION FOR STAFF, PARENTS, CARERS & VISITORS

Headteacher: Mrs Kate Collins
Sandfield Primary School
Stoke Road
Guildford
GU1 4DT

Telephone: 01483 566586
reception@sandfield.surrey.sch.uk

You probably will not be able to read all of this on your arrival, but if a question or incident pops up during the day, you may be able to find some information in here to help you.



Safeguarding Children on the Premises

Sandfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This school has a clearly defined Safeguarding Policy and ALL personnel must ensure that they are aware of these procedures. The Safeguarding policy is on the school website. Hard copies are in the office foyer and the staff room. Parents and carers are welcome to read the policy on request.

If you have a concern for the well-being or safety of a child, report your concern to the Designated Safeguarding Lead (DSL), who will ensure the necessary procedures are followed.

If your concern relates to the actions or behaviour of a member of staff or volunteer which could suggest that he/she is unsuitable to work with children, then you should report this to the Headteacher.

If the concern relates to the Headteacher, or Acting Deputy Headteacher, please report it to the Chair of Governors.

The Designated Safeguarding Lead for Sandfield Primary School is Mr Jonathan Kirkham. In his absence please report any concerns to the Deputy DSL, Mr Mark Mosley. The Chair of Governors is Mrs Melanie Hancox who can be contacted at cofg@sandfield.surrey.sch.uk

Do NOT conduct your own investigation.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's

welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Responsibilities of all adults in the school

- To complete written, signed and dated 'records of concern' and pass to the DSL whenever they have concerns about the welfare or well-being of a child.
- To seek and respond to advice from the DSL if they are unsure of how to proceed.
- To attend child protection training every three years.
- To maintain confidentiality by discussing child protection issues only with those that have a 'need to know'
- To maintain honesty and integrity at all times.
- To make a referral (Multi-Agency Referral Form) to Surrey Children's Service themselves if they continue to have concerns that a child is at risk of significant harm, and they are not content with the school's decision not to pursue a referral. How to do this is detailed in the schools Safeguarding Policy.

The School Day & Term Dates

The school day is from 8.45 am to 3.15 pm. All teaching staff must be in their classrooms between these times, except for playtimes and lunchtimes.

- 08:45 Children enter classrooms for registration.
- 10.15 Whole school playtime
- 10.30 Playtime ends
- 12:15 Lunchtime
- 13:15 Registration

14.45 Assembly (apart from Mondays at 8.55am)

15:15 School ends

15:15-16:15 Various after school activities throughout the week.

Academic Year 2018 – 2019

Term	From	To
Autumn	04/09/2018	19/12/2018
Half Term	22/10/2018	26/10/2018
Spring	03/01/2019	05/04/2019
Half Term	18/02/2019	22/02/2019
Summer	23/04/2019	24/07/2019
Half Term	27/05/2019	31/05/2019

Inset Dates for the Year

Tuesday 4th September 2018

Wednesday 5th September 2018

Friday 19th October 2018

Thursday 3rd January 2019

Friday 4th January 2019

Friday 5th April 2019