

### **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 the register, they are considered to be late and the register must be left blank. 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. There is also a large portable first aid kit for break and lunchtimes. The office staff are responsible for ensuring that these are kept stocked up.

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 parents or carers. The office staff will complete an on-line form and send it to parents or carers. If a child or member of staff has an accident which requires medical attention by a doctor or hospital, parents or next of kin must be contacted immediately. Online forms or Oshens reports 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!**

A 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.

### **Lockdown Drill**

A high pitched tone signals an intruder or lockdown procedures. Please hide under a desk or anywhere out of site of windows and doors

**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 & VOLUNTEERS**

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

Telephone: 01483 566586  
[reception@sandfield.surrey.sch.uk](mailto: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 staff must ensure that they are aware of these procedures. There is a link to the Safeguarding Policy on the school website. 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 Deputy Headteacher, please report it to the Chair of Governors.

The Designated Safeguarding Lead for Sandfield Primary School is Mrs Kate Collins. In the absence of the DSL, please report any concerns to the Deputy DSLs, Ms Claire McIlroy or Mrs Lucy Lidstrom. The Chair of Governors is Mrs Melanie Hancox who can be contacted at [chairSF@gepacademies.com](mailto:chairSF@gepacademies.com)

**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 ensure that they sign in and out every day.
- To display their ID badge at all times.
- To complete CPOMS records and share with relevant members of staff whenever they have concerns about the welfare or well-being of a child.
- To seek and respond to advice from the DSL or Deputy DSL, if they are unsure of how to proceed.
- To complete all Compliance i.e. Safeguarding training annually.
- 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.

08:40-08:50 Children enter classrooms for registration.  
08:45 School begins  
10:00 KS1 Breaktime  
10:15 Assembly  
10:30 KS2 Break Time  
11:30 KS1 Lunchtime  
12:30 KS2 Lunchtime  
15:15 End of the school day

### Academic Year 2021– 2022

Term	From	To
Autumn	01/09/2021	17/12/2021
Half Term	25/10/2021	29/10/2021
Spring	04/01/2022	01/04/2022
Half Term	14/02/2022	18/02/2022
Summer	19/04/2022	22/07/2022
Half Term	30/05/2022	03/06/2022

### Inset Dates for the Year

Wednesday 1<sup>st</sup> September 2021  
Thursday 2<sup>nd</sup> September 2021  
Tuesday 4<sup>th</sup> January 2022  
Wednesday 5<sup>th</sup> January 2022  
Tuesday 19<sup>th</sup> April 2022  
Friday 27<sup>th</sup> May 2022  
Friday 22<sup>nd</sup> July 2022