

### End of the school day

We operate an 'Exit Register' system at the end of the school day. Children will be asked by their class teacher how they are getting home safely. They could say they are going home on their 'own' (which means they could be walking home, being collected or walking to a vehicle parked in area suggested on page 1 para. 3. Please note, teachers who take children down to the bus also take children down to the village square. Children maybe going home on the school bus in which case they will say 'bus'. They may also say 'club' as they attending an after school club. All these choices are marked in a daily register which is then sent to the school office to be checked. However, in all cases please ensure your child knows how they are getting home. We do endeavour to check — but we do encourage responsibility — it also is one of our school **Values**.

### School Bus

Children who take the bus home are registered using the **exit register** and escorted down to the bus and village square by two teachers and Julia Lovejoy-Brinkman, the official road crossing patrol on the A32. They then see the children onto the bus and check they all have seatbelts on before the bus leaves. As we are not there to supervise during the journey, we ensure children know our expectations about staying in their seats with their seatbelts on whilst the bus is moving. Parents and children are responsible for behaviour whilst the bus is in transit — clearly stipulated by Hampshire Transport.

### Clubs

We keep a register of all children for each club. If your child does not arrive at club and can't be found on site, we will contact you to check if they have gone home. If your child is not attending their club, please inform the school office.

If you have any questions or concerns regarding Safeguarding or Health and Safety at our school, please contact the school office.

[adminoffice@droxford.hants.sch.uk](mailto:adminoffice@droxford.hants.sch.uk)

01489 877537



To inspire and educate for life



## Safeguarding Our Children

2023 - 2024

### How we keep your child safe in school



*Our school 'Vision' is...*

*'Equipping our children with the knowledge and skills to navigate life successfully.'*

### **Child Protection and Safeguarding**

Safeguarding is of the upmost importance to us. We have three trained Designated Safeguarding Leads — Mr Dampier (HT), Mrs Smith (DHT) and Mrs Greenwood (SENCo) - from January 2024 our new SENCO—Mrs Burrell will be a DDSL, who will deal promptly with any child protection issues in accordance with school policy.

### **Keeping Safe before school.**

Our playground is open from **8.40am** when supervision begins. Please ensure your child does not arrive any earlier (unless by prior arrangement). We have a Breakfast Club which starts at 7:30 which you can use on a day to day basis. Please contact the school office to register.

Due to very busy traffic on the A32, we advise your child is dropped off in a safe place ( Village Square, or the car park adjacent to the Fire Station). There will be a crossing patrol on the A32 and the junction of Park Lane and Union Lane from **8.30am**. As access to the school is limited, we ask that you don't drive up to the site in the interests of children's safety.

### **Absence**

In order to ensure we know the whereabouts of your child, please inform us via the school office if your child will be absent from school. If we haven't heard from you by **9.30am**, we will attempt to contact you by phone, text or email.

### **During the school day**

Visitors only have access to the building via reception at the front entrance. The gates at the side of the playground and at the back of the car park are locked during the school day. All visitors must enter through reception where they will sign in and be given a visitor's badge on a Droxford Junior School lanyard.

If you need to take your child out of school during the day, they will need to be signed out at the office. Where possible, please let the office know in advance. Children will not be released into the care of an adult unless they are assured that they are the parent carer or representative; for example a grandparent.

### **Fire Safety**

In the event of a fire, an alarm will sound. Children are taught how to evacuate the building safely. 'Drills' are practised termly. The school has trained fire marshals who 'sweep' the building once its been evacuated. We 'muster' on the hard court

### **Adult / volunteer checks.**

All staff who are recruited to work at the school or adults who volunteer at the school are subject to Disclosure and Barring Service (DBS) checks. These are rigorous checks on their qualifications, references and general suitability to work at the school. We also adhere to national recruitment guidance and ensure at least one person is safer recruitment trained at interviews. All staff wear Droxford Junior School Photo ID badges on lanyards.

### **First Aid**

All staff have had first aid training. We also have three fully trained first aiders. If a serious injury or illness occurs, an ambulance will be called immediately and parents will be contacted. First aid is carefully incorporated in trip and residential risk assessments.

### **Internet Safety**

We have a filtered internet service which provides a safe environment for your child in school. Children are not permitted to use the internet at school unsupervised. E-safety forms part of the computing curriculum and is revisited regularly so that children know how to keep safe online or on any mobile devices. Our IT providers, Harrap, ensure the system is safe (in accordance with latest KCSiE) as well providing training and online safety workshops for children, staff and parents.

### **Curriculum and Pupil support.**

From time to time, children may need extra support. We give them the opportunity to work with our Emotional Literacy Support Assistant(s) (ELSA). Our Personal, Social, Health and Economic education (PSHE) curriculum helps children to manage their feelings and children know that they can turn to any member of staff if they are worried or upset.

### **Trips and Residential.**

All trips and residential will be **led** by an experienced, outdoor education trained staff member. Pre-visits are carried out and risk assessments completed. All staff, volunteers and children are taught how to manage those risks beforehand.

### **Photographs**

We hold a list of children whose parents / carers wish for their child **not** to appear on the website or in the media (including social media). Please inform us if you wish your child to be on this list.