

# Safeguarding

Welcome to the first ever safeguarding newsletter!  
In particular, welcome to our new families.

As we start the year I would like to remind you all that at Cranford Park Academy, safeguarding and promoting the welfare of children is everyone's responsibility and our top priority. Everyone who comes in to contact with the children and families who comprise our community has a role to play.

Everything that we do has the children at its centre. Their wellbeing, their safety, their achievement, their happiness underpins every decision we make. Often when safeguarding is mentioned, the immediate thought is about child protection – when a child is suffering harm, or is in danger of suffering harm. However, safeguarding is much more complex than this and encompasses a very wide range of areas. At CPA we ensure that all of our staff are well trained in all aspects of safeguarding and this training is regularly updated and frequently revisited throughout the year. We also ensure that our curriculum provides the children with age-appropriate opportunities to learn how to keep themselves healthy and safe.

With this in mind we will continue to send out a half-termly newsletter informing you of any recent safeguarding updates as well as providing you with key information around a range of safeguarding issues. This issue will introduce you to the school's Designated Safeguarding Team, the DfE document 'Keeping Children Safe in Education' 2023 and the importance of attendance and punctuality.

Miss Mitchell (Deputy Principal & Designated Safeguarding Lead)



**Lorna Mitchell**  
**Designated**  
**Safeguarding Lead**



**Ramya Logathas**  
**Deputy Designated**  
**Safeguarding Lead**



## Keeping Children Safe in Education (2023)

Keeping Children Safe in Education is a statutory Department for Education document that all schools are required to follow when carrying out their duties to safeguard and promote the welfare of children. It covers many aspects of safeguarding, including different forms of abuse, early help processes, safer-recruitment, how concerns must be reported and the role of the Designated Safeguarding Leads. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Click here for the full document:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181955/Keeping\\_children\\_safe\\_in\\_education\\_2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)

## Useful Safeguarding Acronyms and Vocabulary

**DSL:** Designated Safeguarding Lead  
**MASH:** Multi-Agency Safeguarding Hub  
**CP:** Child Protection  
**ciN:** Child in Need  
**CEOP:** Child Exploitation and On-Line Protection Centre  
**KCSIE:** Keeping Children Safe in Education  
**PREVENT:** Part of the Government's Counter-Terrorism Strategy to stop people being drawn in to extremism  
**CAMHs:** Child and Adolescent Mental Health Services  
**SEND:** Special Educational Needs & Disabilities

Keeping children safe is everyone's responsibility



# Attendance at CPA

- All schools must report their termly attendance percentages to the local authority.
- Parents have a legal responsibility to ensure that their child receives a full-time education.
- Parents can be issued with a fixed penalty notice for failing to ensure their child attends school regularly – this includes taking a child out of school on holiday.
- The local authority has the power to prosecute parents in the magistrate's court for the offence of failing to ensure their child attends school regularly.
- If your child arrives after 9am we are required to mark them as having an unauthorised absence for the whole morning – arriving after 9am once in a week brings their attendance down to 90% for that week.

There is much evidence to show that good attendance plays a vital role in helping your child to achieve their potential. We also know that poor attendance can lead to other problems for children.

## **Children who do not attend school regularly are more likely to:**

- Fall behind in their school work
- Find it difficult to make and keep friends
- Be unhappy at school
- Misbehave so that others cannot see that they are finding the work difficult
- Learn poor attendance habits that follow through to secondary school and future employment

## **Poor punctuality can also disadvantage children in many ways:**

- Being frequently late adds up to lost learning. For example, arriving 15 minutes late every day is the same as being absent for 2 weeks of the year
- When children are late they find it harder to settle in to the routine of the day
- When children arrive late they often miss key messages and teaching which continues to have an effect on their learning for the rest of the lesson or day
- Poor punctuality disrupts the class and is embarrassing for the child
- Your child being late disturbs the learning of the whole class

**Gates open at 8:40am and close at 8:50am, it is vital your child is here on time!**

**Getting here on time every day really is important in helping your child to become a happy and successful learner. Every day really does count!**





## How can I help with my child's attendance?

- Talk to your child about school
- Take a positive interest in your child's work, including their homework
- Make sure your child understands why school is important
- Show your child that you are interested in what they have done at school
- Get everything ready for school the night before
- Arrange appointments before or after school or during the school holidays wherever possible
- Bring your child to school for the time before or after any appointment that has to happen within the school day wherever possible
- Take holidays during school holidays and **not** during term time
- Set your alarm and an alarm for your child – see who can beat the clock!
- If your child is just slightly under the weather, still send them in to school. Children often feel better as the day goes on and they get busy. If school is worried, we will call!

- Children can attend school if they are taking medication – speak to the welfare team and they can support with this.
- We can give children certain medications with your permission.

Please also ensure that you:

- Keep in touch with school staff – we may be able to help you with advice, rewards for your child or other incentives for coming in.
- Contact school on the first day of absence if your child is unable to attend for whatever reason and keep in contact on subsequent days
- Make sure school has up-to-date contact details
- Attend meetings about your child's attendance if you are invited to do so. At these meetings we can agree an action plan so that school, parents and children can work together to improve things
- If your child is absent for an appointment, please show the office the appointment card or letter

**If you are struggling with your child's attendance, ask for support from Margaret O'Donovan (Family Support Worker) if you need it.**

**We can work together!**



# Safeguarding team at CPA

## CPA SAFEGUARDING TEAM

If you have a safeguarding concern about a child, please contact:



**Lorna Mitchell**  
**Designated**  
**Safeguarding Lead**



**Ramya Logathas**  
**Deputy Designated**  
**Safeguarding Lead**

If they are not available, please contact one of the team members below:



**Helen Walter**  
**Year 3/4 VP**



**Stewart Matthews**  
**SLT**



**Sarah Evans**  
**Principal**



**Cathy Howells**  
**SENCo**



**Holly McGrath**  
**Nursery Teacher**



**Shelly McFarlane**  
**Reception Teacher**



**Margaret**  
**O'Donovan**  
**Family Support**  
**Worker**



**Lewis Cole**  
**Be Active Coach**



**Rob Walter**  
**Year 2 Teacher**