

## Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage them from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including our website and brochures) when a child joins.
- If external visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- We should be sensitive to the feelings of pupils who may be uncomfortable about being photographed and also be aware that placing images of some children on public forums or websites may put them at risk of harm so it is asked that any images of other people's children are not placed online.

## Working Together

We all know that children thrive better and are able to reach their full potential when school and families work closely together. All of us here at St Richard's VC Academy are totally committed to this and we look forward to our continuing close partnership with you in the future.

## Complaints

Should parents have any complaints we will listen to your concerns and will follow up any issues arising. There is a clear procedure in place which can be viewed on our website. Remember no problem is too small and can often be prevented from becoming a bigger issue so please speak to your child's class teacher or Mrs Griffin / Mrs Bentley about any Safeguarding issues

**Our designated Safeguarding Lead:**  
Mrs E Griffin (DSL)  
**Safeguarding Team includes:**  
Mrs A Bentley (DDSL)  
**Our designated Safeguarding Governor:**  
Mrs E Hawkins



## Keeping Children Safe in Education

## Information for Parents



September 2017

Child Protection is an important subject in which all staff receive regular training. Our priority is to work with you but there may be times when we have to involve other people. Everybody has a responsibility to keep all children under the age of 18 safe. **St Richard's VC Academy has a statutory responsibility** to share any concerns it may have about a child in need of protection with other agencies and in particular police, health and children's social care. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances, the school will be able to inform the parents/carer of its need to make a referral.

However, sometimes the school is advised by children's social care or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.

Parents are the most important people at keeping their children safe. You should always:

- Feel confident to raise concerns about your child.
- Talk to us if you need help or support.
- Read our policies about safety issues
- Let us know if your child has a medical condition
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility
- Who will be dropping off or collecting your child and two other emergency contact. You must inform us of any changes to agreed arrangements
- Let the school know if you have any court orders relating to the safety of your child



**Attendance** Your child's regular attendance is extremely important. We monitored daily, and significant absences are always followed up with visits by the EWO – Miss S Gawthorpe. We ask that you inform us, as soon as possible, if your child is absent, as per our Attendance policy. Proof is required for medical appointments

**Bullying** We take all cases of bullying very seriously and will work with children and families to try and resolve any problems. We have an anti-bullying policy, which can be accessed via our website or school office.

**Health and Safety** Everyone at St Richard's VC Academy has a right to work in a safe environment. We have a clear health and safety policy and procedures, which everyone must follow. We also have fully trained first aiders to deal with any accidents.

**Online Safety** The world of online safety can be confusing and overwhelming. There is so much information out there and often the children are so much further ahead in their understanding. We promote e-safety in all aspects of ICT usage. Below you can find useful information and guidance to keep your child safe on-line.

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>