

ADULT CHECKS

All staff who are recruited or volunteer at the school are subject to Disclosure & Barring Service (DBS) checks. There are rigorous checks on their qualifications, references and general suitability to work at the school. All staff wear 'Herne Junior School Staff' lanyards and identity badges. Volunteers and students are also vetted and have ID when working in the school.

CHILD PROTECTION



Our children are kept safe from adults or situations that may cause them harm by a rigorous system in school for recording CONCERNS using CPOMS (Child Protection Online Management System). Where appropriate, we work with other schools, agencies in Hampshire and nationally to ensure children's rights to a safe childhood are protected.

PUPIL SUPPORT & ELSA

We provide emotional support for our children by giving them a chance to work with either our Emotional Literacy Support Assistants, Nurture Assistants or Pupil Support Manager, based in the Pupil Support Room. They also assist the Headteacher with Child Protection issues. Additional pupil support has been set up to help children where their families may have difficult circumstances, including hardship in the home or medical implications in the family. Staff may wear PPE for close care of children.

**We have 3 fully trained Designated Safeguarding Leaders (DSLs).
The Headteacher is the Senior DSL.**



INTERNET SAFETY

We have a filtered Internet service which provides a safe environment for the children to surf the 'Net' in school. Ensure your child is safe on the Internet at home or on their mobile phone. They should not have a social media account, as most social network sites have an age restriction of 13. For advice on online safety see our website: www.hernejunior.com Click on 'Parents' tab and look for 'E-Safety'.

FIRE SAFETY & OTHER EMERGENCIES

In the event of a fire or any other emergency, the fire alarm will sound and the children know what to do because we practice an evacuation drill at least once a term. Signage on playgrounds tell them where to m

ANY QUESTIONS?

Contact us regarding any Health & Safety matters.

Tel: 01730 263746 or email: admin@hernejunior.com

Public Child Protection: 0300 555 1384 9am - 5pm **or** 0300 555 1373 out of hours.

Safety Reminders: See Twitter [@HerneJunior](https://twitter.com/HerneJunior)

and our website or messages sent by text.



September

2024

UPDATE

This leaflet has been produced as a result of the work of our Governor Safety & Safeguarding Committee

SAFEGUARDING OUR CHILDREN

Do you know how we keep your child safe?

Before you leave the house in the morning, please make sure your child knows where they are going to meet you at the end of the school day.

If an adult isn't there to meet your child, we have told the children to come back to the school office where they will be safe. We can then help your child to find out what may have happened.



KEEPING SAFE BEFORE SCHOOL



Keeping our children safe on the way to school is a high priority, especially when we know that the world is rushing to get to work. Please ensure your child wears reflective clothing, a cycling helmet if they're on their bike or dropped off in a safe place. Please dismount your bike/scooter before entering or leaving our site. Children may enter the school 8.30—8.40 so they are at their desks ready for the 8.50 register.

We run a Breakfast Club where you may drop your child safely off at school from 07.15 onwards. They will be warm and safe. Children should not be left unaccompanied, as they wait for their Breakfast Club slot.

DURING SCHOOL

We have improved the security of our school site so that visitors are only able to get into our building through the front entrance. They must sign in and be given a visitors badge at the school office. We have CCTV for improved security both inside and outside, including in our cloakroom areas. The foyer inner doors are security locked. We have a secure signing in system to make sure we know who is on-site.

If you need to take your child out of school during the school day (something we do not recommend), please make sure, where possible, that our office know that you are aiming to do this in advance. The office staff will check your identity and will not release any of our children into the care of an adult unless they are assured the adult is an authorised person or the parent/carer.



We have many qualified First Aid staff (including specialist children's First Aid) to check any injuries and will contact you if we are concerned. Please note, if a parent who is not DBS needs to use our facilities—they will have to be escorted by a member of our office staff.

AFTER SCHOOL

Before you leave the house in the morning, please make sure your child knows where they are going to meet you at the end of the school day. **If an adult isn't there to meet your child, we have told the children to come back to the school office where they will be safe.** We can then help your child to find out what may have happened.

TWILIGHT CLUB

We have after-school supervision from 3.30 to 5.00 or 6.00 (different prices depending on the length of supervision). Please contact us to book a place.

If a delay occurs that will affect your time to pick up, please call

AFTER-SCHOOL ACTIVITIES

We ensure that your child is safe after school by taking a register to check that they have turned up. If your child is not present, we will get the office to phone parents or carers to check where they are. Please make sure any changes with the In-Between Club are also passed on to them directly and let us know in case they forget. In-Between Club (based at The Pavilion in Petersfield) collect their children on our site and walk them to their provision. This is not a Herne Junior School club.



PHONING THE POLICE

If your child has gone missing either during school time or at the end of the school day, we will take every action in our power to check what has happened. As you can appreciate, on these rare occasions, we act very quickly.

**If we cannot be sure what has happened
WE WILL PHONE THE POLICE
and report your child is missing.**

To ensure that we are not wasting their time or ours, please make sure that we know if your child will not be attending an after-school activity or if there are changes to arrangements after school.

UPDATE YOUR CONTACT DETAILS

It is essential that we always have the most up-to-date details of your phone number(s) and your address. We know that mobile numbers often change, **so it is essential that you always let us know if you have changed your number.**

ADDITIONAL SECURITY

Your child's safety is of the highest importance to us. We have additional fencing at the school so that parents, children and visitors are kept safe.



There is new taller fencing to provide a better barrier between our playground and the car park. We have carried out many health and safety risk assessments to minimise the risk of your child coming to any harm at the school. There are secure locks and fire exit handles on every classroom and cloakroom door. Staff wear hi-viz clothing when on duty.

From September 2024, **the school locks down from 08.50 (register time) until 03.15** meaning that you can only gain entry to the school via Love Lane through the small pedestrian gate adjacent to the car park. Our car park is for staff use only, unless you have our authorisation to park (for example, if you or your child has a disability).