

Q4. What about other visitors to the school?

Visitors must report to Reception before entering the building and access to the school is controlled through the office. All staff and volunteers have special fobs for accessing parts of the school.

If your child needs medication you must complete the form in the main office. Our Administering Medicine policy is available from the office or on the website.

Q5. My child has a special Educational Need or a Disability. How will the school accommodate my child's needs?

Please speak to the Head and SENCO as soon as possible. All children are welcome at Randal Cremer and we will do all we can to support your child's learning, mental health and all round development.

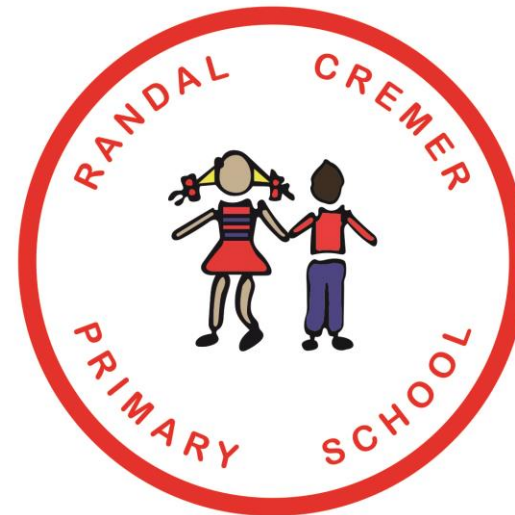
If your child's needs means they need help with toileting, changing or feeding we will ensure staff are trained to meet their personal needs.

If your child has an allergy, please inform the school before they are admitted so that necessary adjustments to the menu can be made.

Q6. Does the school ever contact Children's Hackney Social Care?

The school has a duty to seek advice or report any concerns about children's safety to Children's Social Care. On most occasions we will immediately inform parents/carers of any referral. We only don't inform if we are asked to by the social worker.

If we suspect a child is at risk of FGM or that FGM has been performed, we will immediately contact the police to report it.



Everybody Excelling, Every Day. No Excuses!

Safeguarding at Randal Cremer

A Guide for Parents/Carers

At Randal Cremer, we take the safeguarding of all our children very seriously. We are thankful to parents who trust us with their children and work hard to ensure that everything is in place to keep your child safe and well cared for.

We know, that as parents/carers, you might have questions and have produced this leaflet to help you understand the things we do to keep your child safe, happy and ready to learn.

Q1. There are a lot of people in the school. How do I know they are suitable to work with children?

A1. All our staff and volunteers must complete an application form and give at least 2 references. Once we have offered a position we will also carry out police checks, (DBS) to ensure that they are suitable for working with children. This is renewed every 3 years.

All volunteers in the school are supervised by a member of staff at all times when they are in contact with children. We would only ever let suitably trained and qualified employees of the school take the children out of the building and only with permission of you as parents and carers.

All staff and volunteers are required to read the Keeping Children Safe in Education document and are inducted properly with regard to safeguarding within the first few weeks of starting at the school.

All staff receive annual training on Safeguarding and Child Protection which include:

- Recognising signs of abuse
- How to report
- Keeping children safe on-line
- Prevent
- Children Missing Education

- Peer on Peer Abuse
- Children at risk of Sexual exploitation
- Female Genital Mutilation (FGM)

Q2- What policies and procedures are in place to keep my child safe?

A2- Jo Riley is the Designated Safe Guarding Lead and Morna Scales her Deputy. For EYFS – Enitan Porter Morris is the EYFS lead and Kathy Ahmed is the lead for Play Centre. If you have any concerns, please see them as soon as possible.

The school's Child Protection, Whistleblowing, Children Missing Education, Behaviour Policy including Anti-Bullying policy, E-Safety Policy and Acceptable Use Policy are all available either through the office or the school's website www.randalcremer.hackney.sch.uk.

All off-site visits are carefully planned and a full risk assessment is carried out by the lead teacher. Pre-visits are performed by staff to assess potential risks and hazards, especially when using public transport. Except for local area trips, all parents must give written consent for their child to take part.

Q3. What about Health & Safety

A3. The school has carried out risk assessments for all areas of the school, use of equipment, fire evacuation and other emergencies. A fire drill is carried out every half term. A qualified First Aider is available on site and will accompany classes on visits. As a public building, the school has comprehensive public liability insurance.