



# Happy, Healthy, Safe

## 2024-25

*"Building Firm Foundations For Life"*





## **Introduction**

At Chesterton, we are committed to the wellbeing of our whole school community. We want to nurture safe, happy, healthy children, who are able to confidently engage with their learning. We recognise that to achieve this, the relationship we have with you, as parents and carers, is essential.

This booklet aims to help support that relationship by bringing together all the essential policies and practice in school, which ensure the wellbeing of our children and by sign-posting you to further information and who to contact should you require additional support.



# Safeguarding



We recognise that Chesterton School has a clear duty, upheld by law, to ensure that arrangements are in place for safeguarding and promoting the welfare and safety of our children; and that only children free from physical and emotional harm will develop to realise their full potential and entitlement.

All members of the school community aim to establish and maintain a safe and stimulating environment where children can feel secure; are safe from physical harm; are encouraged to talk to adults they can trust; and are listened to.

Through training, all staff are able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff is updated regularly in line with national guidelines and our Designated Safeguarding Lead is Iain Horner (Headteacher). Our deputy Designated Leads are Katy Salter (Assistant Headteacher) and Debbie Norman (Home-School Link Worker).

All staff are responsible for recording any concerns via the CPOMS recording system, which are then reviewed by the designated staff, who in turn ensure that children generating concerns are monitored and, where necessary, that concerns are passed on to the appropriate agencies. We also commit to working in partnership with external agencies in order to support and protect children. Similarly, if you as parents have child protection concerns about any child, please speak to Mr Horner or one of the other 'Designated Leads'.

While we always strive to work confidentially and in partnership with parents, it should be noted that, where there are concerns relating to the safety of a child, in some situations, it is necessary to share information with other agencies and authorities without parental consent.

In line with the 'Safer Recruitment' guidance, all staff, including regular volunteers who have access to children, in our school have been carefully selected and screened and all have had enhanced DBS (Disclosure and Barring Service) checks. Should allegations be made against members of staff, we will follow LA guidance in dealing with them. This guidance ensures that the safety of the child is paramount.

The school's full Safeguarding and Child Protection Policy is available to parents and carers online or via the school office.



Useful Safeguarding Links

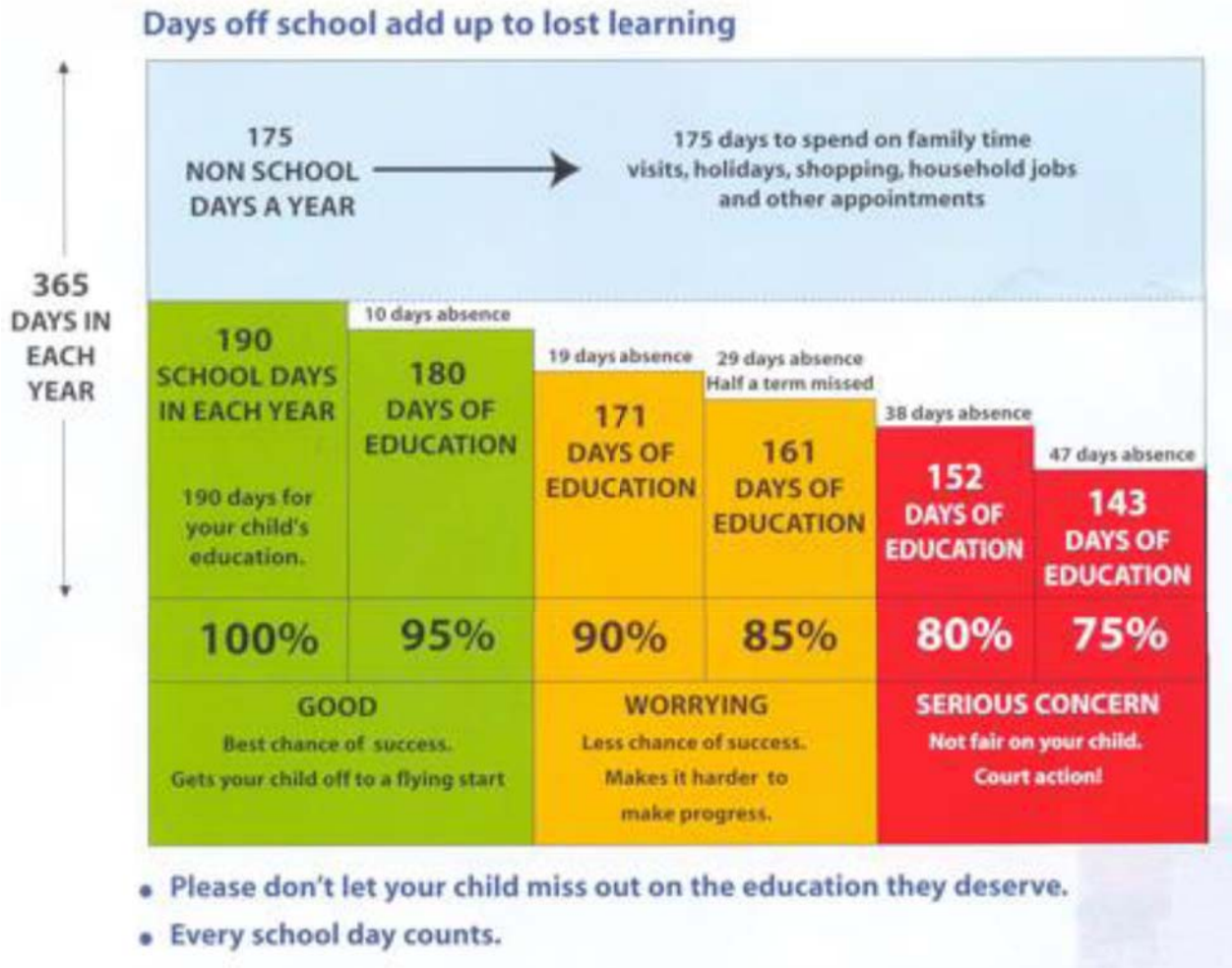
<https://www.oscb.org.uk/public/parents-carers/>

<http://www.nspcc.org.uk/>

<http://www.stopitnow.org/>

# Attendance

As a school, we believe that regular attendance is the best way of making sure that your child makes progress and does well. When children are absent, they miss not only the teaching provided, but are less well prepared for lessons on their return. They miss important information for future lessons and this can impact on progress, attainment and self-esteem. Please see our Attendance Policy for further details.



## Absence

There are two types of absence: authorised and unauthorised.

**Authorised** absence includes:

- A morning or afternoon session away from school for a good reason such as illness.
- Medical / Dental appointments (but we hope that parents will try to make these outside school time).
- Emergencies or unavoidable events (e.g. family bereavements).

For all of these, an explanation for the absence from the child's parent / carer is required.

**Unauthorised** absence includes:

- Parents keeping children away from school unnecessarily.
- Truancy.
- Unexplained absence.
- Persistent lateness.
- Day trips and holidays in school time.



Absences of this type are recorded as unauthorised on the

unnecessarily.

school register.

## Sickness

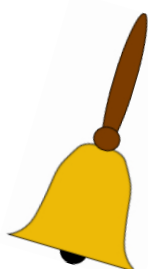
If your child is ill and cannot attend school, then you should inform the office via email or telephone by 9am on the first day of absence and give some indication of the expected day of return.

We recognise that there will be occasions when children are too unwell to attend school, but ask that parents do not keep children at home unnecessarily. Remember, if your child is too unwell to cope with the day during school time, we will always contact you.

Please also be aware that HPA Guidance states that children suffering from digestive illness should be kept away from school for 48 following the last bout of vomiting or diarrhoea.

## Lateness

Parents are responsible for getting children to school on time. Arriving late, even by only a few minutes, means children have an unsettled start to the day and their learning, and that of other children, is disrupted.



Minutes late per day during the school year	Equals days worth of teaching lost in a year
<b>5 Minutes</b>	<b>3.4 Days</b>
<b>10 Minutes</b>	<b>6.9 Days</b>
<b>15 Minutes</b>	<b>10.3 Days</b>
<b>20 Minutes</b>	<b>13.8 Days</b>
<b>30 Minutes</b>	<b>20.7 Days</b>

At Chesterton, our school day starts at 8.45am: please ensure that children arrive punctually.



## Holidays

The Headteacher will not grant any leave of absence during term time unless there are **exceptional circumstances**. Parents/Carers should seek permission from the Headteacher prior to the leave of absence period in question.

There is **no** automatic entitlement in law for time off during term time to go on holiday and the school may request for a Penalty Notice to be issued.

1. Early poor attendance habits follow through into secondary school, further education and employment.
2. All schools in Oxfordshire are encouraged to adopt a policy of not authorising requests for holidays.

The Headteacher will determine the number of school days a child can be away from school **if** the leave is granted. Parents/carers who remove their children from school without authorisation or do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine/prosecution (see Penalty Notices and Legal Action above).

The Penalty is £80 if paid within 21 days of receipt of the notice, increasing to £160 if paid between day 21 and day 28. This amount is prescribed by the Education Penalty Notices (England) Regulations 2007. Failure to pay a Penalty Notice within the prescribed period may result in prosecution for the underlying offence of failure to secure regular school attendance.

Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. (The three-year period begins from the date of the first penalty notice issued on or after 19 August 2024)

*\*Please note: Penalty Notices are issued per parent/per child.*



More information on attendance in Oxfordshire schools:

<https://www.oxfordshire.gov.uk/residents/schools/school/attendance>



# Daily Routines

## Start of the School Day

- Children are permitted to arrive on site from 8.40 am, when members of staff will be on duty on the playground and at the gate. Children should not arrive and be left unattended before this time.
- When the gate opens, children should enter the playground independently and line up in their designated area. School staff will be on duty, both at the gate and on the playground.
- Children attending Breakfast Club will be accompanied onto the playground at 8.35am.
- School begins at 8.45am when the bell rings and children will be collected by their teacher.
- Children arriving after the bell will be directed to enter school via the office and will be marked as 'late' on the register.
- It is expected that children will enter classrooms and carry out morning routines - e.g. entering the classroom, changing books, hanging coats etc., independently.
- In the morning, staff on duty will be available for brief essential messages, but their priority must be to supervise children. Longer discussions should be held after school or an alternative appointment made.
- Access to the school office should be made via the front door.
- Parents should leave the school drive promptly and the main school gates will be locked at 8.45am.
- Entrance to the school after that point and before the end of the school day should be via the front door and the school office.

## End of the School Day

- The school gates are unlocked at 3.10pm
- Parents should wait in the main playground until children are dismissed by their teachers.
- In order to ensure the safety of children attending after school clubs, staff working in classrooms and the school site, the school gates will be locked at 3.20pm and we request that parents and children have left the site by this time.
- Our younger children will only be released by staff to a known adult. Where collection arrangements are different to usual (e.g. a grandparent is picking up), then parents should inform the class teacher via a change of arrangement form or via the school office.
- Older children are dismissed by a member of staff onto the playground – where they should meet their parent or carer. Children are informed that if they cannot locate the adult they usually go home with, then they should return to their class teacher.

**PLEASE BE AWARE THAT ONCE A CHILD IS WITH THEIR PARENT OR CARER, THEN THE PARENT OR CARER IS RESPONSIBLE FOR THEIR BEHAVIOUR AND SAFETY.**



# Break and Lunch Times

## Supervision

Play during break and lunch times is supervised by teaching staff and teaching assistants.

## Snacks and Drinks



We advise all children to bring in a transparent drinks bottle (containing water only) each day to ensure they have easy access to drinking water all day.

A selection of free fruit/veg is provided for children in Reception and KS1 (Years 1 and 2) at break time. Milk is provided for Reception pupils. Older children can bring in a healthy snack of fruit or vegetables from home (separate to their lunch box) to eat at break time. Cereal bars or fruit-based sweets are not suitable as breaktime snacks.

## School Lunches

Children can opt to have the hot school meal, cooked on site each day, using fresh ingredients from local suppliers where possible. Meals are provided free for children in Foundation, Year 1 and Year 2 under the Government's Universal Infant Free School Meals scheme. For other children, the cost is £2.60 per meal.



The menus offered work on a three week rotation, details of meal choices can be found on the school website.

Meals should be ordered (by Wednesday for the following week) and paid for in advance (where required) via the school's online payment system, Scopay.



## Packed Lunches

Alternatively, children can opt to bring a packed lunch into school and we ask that parents provide healthy options within these. We do ask that lunch boxes do not contain fizzy drinks, nuts or nut containing products, such as Nutella or cereal bars. We also ask that small fruits, such as grapes or cherry tomatoes, are cut up to reduce the risk of choking.

More detailed start and end of day arrangements (including information on bus travel and after school clubs), school meals menus etc. can be found on the school website:



<http://www.chestertonprimaryschool.org.uk/>



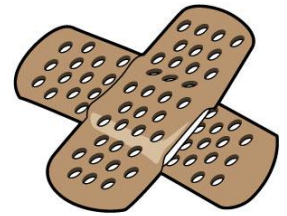
## Accidents, First Aid and Medicines

### Accidents and First Aid

Whilst every effort is made to minimise the risks of children being hurt in school, accidents do happen.



- In order to react responsibly to these, there is an adequate number of staff at Chesterton trained in paediatric and/or basic first aid to ensure that on all school days, educational visits and after school activities (e.g. sports fixtures) an adult is on hand to administer basic first aid.
- Most accidents are of a minor sort, involving playground cuts and bruises and, in these cases, school staff are required to take, discretionary, proportionate action as that of a prudent parent. In reality, this most often means comforting a child and then returning them to the classroom or playground.
- Where basic first aid is administered, such as cleaning a cut, or applying a plaster or cold compress, then a first aid record is made and a yellow slip will need to be signed by a collecting adult.
- If children have received a significant bump to the head – then an accident report is filed at school and a red head injury slip will need to be signed by a collecting adult.
- Class teachers will make a judgement as to whether they need to speak to parents or carers during the school day, based on individual incidents and injuries.



- Where incidents or accidents are more serious (e.g. severe bump to the head, severe wound or suspected broken limb) then immediate first aid will be given and contact made urgently with next of kin.
- In major incidents, an emergency service response will be made (dialling of 999), first aid given as directed and next of kin contacted.

## Medicines in School

Children with medical needs have the same rights of admission to our school as other children. However, there is no legal duty that requires any member of school staff to administer medicines.

**School will not administer non-prescribed medicines to children and medicines such as cough/throat sweets, lip balm etc. should not be brought to school by pupils.** Sun cream can come in to school, but must be clearly labelled with the child's name and the child must apply it for themselves. Children must not share sun cream.



The school will usually be able to administer prescription medication with written permission from parents (see below).

If your child requires medicines in line with the above, you should discuss this with the Headteacher, and if medicines are to be administered in school, parents and carers should be aware of the following:

- No medicines can be administered in school without written parental consent. This consent may be given as part of an individual health care plan or on a parental agreement form.
- All medicines should be delivered to the school office by the parent or carer. They should not be given to teachers or support staff in classrooms. Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions:
  - Name of child
  - Name of medicine
  - Dosage
  - Method of administration
  - Time/frequency of administration
  - Expiry Date

- Parents are responsible for ensuring that medicines kept in school are within date of expiry and should arrange for safe disposal of unused medicines.
- The school will always seek to make adjustments, where practicable, to enable children with medical needs to fully and safely participate in educational visits. Arrangements and risk assessments will be made in partnership with parents / carers and relevant medical professionals as appropriate.
- Staff working with children on Educational Visits have a 'duty of care' to act like any prudent parent. For staff leading activities taking place off site, this duty of care could extend to administering medicine.
- Written parental consent for the administration of medicine on a school trip is necessary as outlined above.

Our first aid procedures and Supporting Children with Medical Needs Policy can be found, in full on the school website:

<http://www.chestertonprimaryschool.org.uk/>



## Behavioural Expectations

### Living our Christian School Values and Vision:

#### “Building Firm Foundations for Life”

We believe that all children have the right to work and play in a safe, nurturing and purposeful environment. In order to achieve this, all members of the school community need to be clear on the standard of behaviour which is acceptable and expected. To this end, our whole school rules and expectations are discussed with all pupils and staff at the start of the new academic year. In each class, teachers will explore class rules through PSHE lessons and discuss how our values should influence behaviour in their classroom and around school.

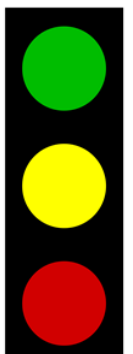


These values will form the basis of all of our discussions with children regarding their behaviour choices. Children will be asked to consider which of the values they have 'forgotten' and how they could have made a different choice and what they now need to do in order the help remedy the situation. For older children, this will be supported by the completion of a 'reflection sheet'.

### Managing Behaviour

We recognise that it is equally important that the consequences of failing to meet our high expectations for behaviour are consistent throughout school and understood and agreed by the whole school community.

Displayed in all classes are our 'Going For Gold' charts, representing five zones of behaviour – Gold, Silver, Green, Amber and Red. All children begin each day in the green zone, but poor behaviour decisions can result in them moving into the amber or red zones as described. Conversely, good behaviour will lead to them moving up on the chart. If a child finishes the school day on Gold, they will earn a house point.



Consequences of poor behaviour choices:

- Children are given a reminder of expected behaviours (this may be a stern look or verbal reminder).
- Children are warned of a move down if they continue to make poor behaviour choices.
- Children are moved down on the chart.
- If poor behaviour choices continue, children are warned they will be moved to the red zone.
- Children are moved into the red zone.
- Continued poor behaviour means children will be asked to take time out from the classroom where they may be asked to complete work or asked to reflect on their behaviour choices (approximately 1 minute for every year of their age).
- If poor behaviour continues following this, children may spend an extended period of time away from their class in a class of the opposite phase.
- Further poor behaviour choices or more serious incidents will result in the child being sent to the Headteacher or senior member of staff.

It is important to note that throughout the process of consequences children are given opportunities to reflect on their behaviour choices, how their behaviour violates the school values and affects others, and given the opportunity to make better choices and so move back through the various zones of behaviour.

Obviously more serious behaviours, (e.g. maliciously hurting another child), will result in a child moving directly to more serious stages of consequence and any behaviours which are considered to be bullying or verbal abuse, including physical injury to children or adults, will be brought to the attention of the Headteacher or senior member of staff immediately.

## Rewarding Good Behaviour



We recognise that high standards of behaviour and good relationships are also supported by rewarding positive behaviour and attitudes. Indeed, we recognise that many children display positive behaviours and attitudes to learning as a matter of course and we actively seek to acknowledge and reward these children.

Each class has in place an agreed reward system which results in prizes or 'choosing time' for individuals, groups or the whole class as decided by the teacher and each

week teachers award Well Done Certificates which are presented by the Headteacher and school council in our Sharing Assembly and displayed in the school hall. We have a well-established house system that operates across the school and our existing reward systems feed into a termly house point competition (please see the House System section on the website for further details).

Alongside this, appropriate positive behaviour choices, good work, effort and care and consideration for others will be rewarded in a variety of every day ways:

- Immediate praise by an adult – teacher, classroom assistant, lunchtime supervisor etc.
- Approval by peers or other members of staff – e.g. sharing work
- Instant rewards – stickers, postcards home etc.
- Conferring responsibilities – special helper etc.



- Displaying children's work
- Headteacher's Awards

## Behaviour Records and Involvement of Parents

All incidents of a higher order (i.e. if a pupil repeatedly upsets others, behaves in an unsafe way, hurts someone physically or causes damage) are recorded on a Behaviour Incident Form and, where appropriate, communicated to parents. Copies of these records are kept as part of the child's school records and will form the basis of discussions about behaviour with parents.

Parents will be kept informed about matters relating to their child's behaviour through:

- Informal meetings and telephone calls between teacher and parent (e.g. at the end of the school day)
- Scheduled, whole school parent teacher meetings.
- Formal meeting of the teacher, parent and Headteacher

The child may be included at any stage in these meetings, at the discretion of the teacher and with the agreement of the parent.

Parents of children hurt by inappropriate behaviour of another child may also be informed of what happened when appropriate and reassured that the school is taking appropriate steps.

If poor behaviour is serious enough, a pupil may be excluded from school for a fixed period or permanently. The Department for Education's Statutory Guidance and Regulations on Exclusion 2012 sets out the criteria for exclusion.



Useful links on behaviour:

<http://familylives.org.uk/>

<http://www.parentfurther.com>

[www.gov.uk/school-discipline-exclusions/discipline](http://www.gov.uk/school-discipline-exclusions/discipline)

## Bullying

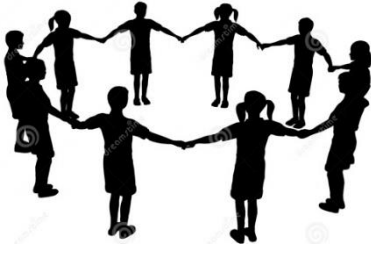
Bullying is obviously a form of unacceptable behaviour.

Bullying is defined as: *"Behaviour by an individual or a group, repeated over time, which intentionally hurts another person either physically or emotionally. It can often involve the misuse of power by an individual or group towards one or more people."*

Bullying can take many forms, but typically includes the following types of behaviour:

- Physical – hitting, kicking, spitting, pinching, punching, scratching and taking or destruction of belongings.
- Verbal – name calling, insulting, threats, offensive remarks.





- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending abusive mail, e-mail and text messages and abuse of any kind via social networking sites (Cyber bullying refers to bullying through information and communication technologies).

It is important to make the distinction between bullying and friends 'falling out' with each other. Falling out is an inevitable part of a child's life that they need to learn to cope with. A single incident involving conflict – aggression, intimidation or nastiness – is also *not* bullying.

## Preventing Bullying

PSHE (Personal, Social & Health Education) lessons, class and whole school assemblies and circle times explicitly discuss behaviour and bullying and its impact and help to support children in how to deal with bullying behaviour and when and how to seek help.

More implicitly, our school values of **hope, integrity, humility, compassion, respect** and **resilience** and the consistent approach to behaviour promote good behaviour choices and encourage children to have respect for each other and for other people's property.

Staff regularly discuss behaviour with children and ensure they understand that staff are serious about dealing with bullying. Staff reinforce expectations of behaviour as a regular discussion both inside and outside the classroom. At all times (and particularly during playtimes and lunchtimes) staff are vigilant regarding the interaction and behaviours of individuals and groups of children. Staff reinforce a general message that children do not have to be friends with everyone else, but they must be respectful of everyone else's feelings. One-off incidents of aggressive behaviour or use of discriminatory language will be dealt with in accordance with the wider Behaviour Policy.

## School Response to Bullying

If you are worried about your child being bullied you should make contact with the school, via your child's class teacher in the first instance.

What will the school's response be?

- We will take your child's concerns seriously.
- We will investigate the incident(s), talking separately with all the children involved.
- If bullying has occurred, we will record the incident as such.
- The person who has behaved in a bullying manner will receive a warning and will be asked to apologise.
- Those who bully will be subject to sanctions in line with the school's Behaviour Policy.
- The targets of bullying will continue to receive support from identified members of staff.
- Adult mediation may be used between the child being bullied and the child doing the bullying to discuss what has happened and how it has made the children feel.
- The target of the bullying will be assured that they should immediately report any future incidents and know that they will be listened to.
- We will ensure extra supervision and monitoring of the children's behaviour over the following few days to check that all is well.
- We will inform parents of the outcome of the investigation and keep in touch until it is felt there is no longer any risk of bullying.



- If there are repeated or serious incidents, parents will be informed and invited to meet with the class teacher or Headteacher.
- In extreme cases, the school may involve the LA's Behavioural Support Services, Anti-bullying LA coordinator and the Educational Psychologist.
- The school also reserves the right to exclude children whose behaviour remains wholly unacceptable (withdrawal of playtime privileges; withholding participation in school activities e.g. trips; fixed term exclusion or permanent exclusion).

For more information on how to support your child please see out Anti-Bullying Parent's Leaflet on the school website.



You may also find the following links useful.

<http://www.anti-bullyingalliance.org.uk/>

<https://www.oxfordshire.gov.uk/cms/content/help-if-your-child-being-bullied>

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

## Safety Around Technology

### Internet Safety

While electronic resources such as the internet, e-mail and mobile communication technologies offer our pupils valuable opportunities for research and communication, they can put our children at potential risk of exposure to inappropriate material, 'cyber-bullying' and inappropriate contact with adults.

To combat this, all access to the internet in school is filtered by RM software and procedures exist for reporting accidental or deliberate exposure to inappropriate materials. Children throughout school are guided towards specific activities and are supervised by staff whilst using the internet. In addition, all children and their parents are asked to read and sign an Acceptable Use Policy which details safe and acceptable practice when using the internet and e-mail. Further to this, children in Years 1 - 6 receive a taught session at the beginning of each academic year about how to stay safe while using the internet and what they should do if they feel unsafe, bullied or threatened via the internet, e-mail or mobile devices.



### Cyber-bullying

Our Anti-Bullying policy relates to children's behaviour when in school, when supervised by staff outside school (e.g. when on school trips or at sports fixtures) and when in extended school services including breakfast or after-school clubs.

However, the rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen at all

times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

At Chesterton, the issue of cyber-bullying is explicitly tackled as part of the Computing curriculum through internet safety content, however we recognise that this is a fast developing area and that we need to remain vigilant and be prepared to respond to a possible increase in incidents in the future potentially against both pupils and staff.

The DfE outlines the specific statutory power, held by headteachers, to discipline pupils for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives headteachers the power to regulate pupils' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff. This can relate to any bullying incidents occurring anywhere off the school premises and can be seen as of particular value when dealing with cyber bullying.

If members of the school community are involved in cyber-bullying against pupils, for example:

- Sending abusive or threatening email or text messages
- Posting malicious or abusive comments on a social media site
- Filming or passing on inappropriate material via mobile phone

then the Headteacher does have the power 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site', which could mean using any of the sanctions as given above or involving external agencies such as the police or anti-social behaviour co-ordinator as appropriate.

It should be noted that dealing with other issues of bullying outside school or school time (when parents and carers are responsible for their own children's behaviour) poses many problems for headteachers, and will only be considered where actions impact directly upon relationships and learning in school.



Useful links on internet safety:

<http://www.thinkuknow.co.uk/>

<http://www.childnet.com/>

<http://www.bbc.co.uk/cbbc/topics/stay-safe>

<http://ceop.police.uk/>



## Mobile Phone Use

Chesterton has a Mobile Phone Policy aimed at allowing users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones and other 'smart' devices

that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

### Staff

Staff will have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.

Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present (e.g. in office areas staff room, empty classrooms).

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or share images. Legitimate recordings and photographs should be captured using school equipment, such as cameras and iPads.

### Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones in their possession at school or on educational visits.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the phone must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
  - the phone should not be visible once on school premises (e.g. carried in a pocket or bag)
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

### Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, Governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### Parents

Whilst we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.



We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

## Digital Images in School

As a school, we recognise that photographic and digital image now play a valuable part in assessing, recording, celebrating and sharing children's achievements. However, when taking and using photographic and video images of children in schools there are two potential areas of concern:

**Data Protection Concerns** - Whether parents, staff or others taking photographs or videos of children could breach data protection regulations.



**Safeguarding Concerns** - The potential for inappropriate use/adaptation of images for use on illicit websites and the possible identification of children (potentially used for grooming activities), especially where the photograph or video is accompanied by additional information.

### Data Protection Concerns

- Data protection requires that consent is required if photographic or digital images are stored electronically alongside other personal data.
- Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event. They should not photograph or record images which they intend for anything other than their own personal use e.g. making copies of a video to sell or publishing images online, as in order to do this they need the consent of all the other parents or carers whose children may be included in the images.
- It is unlikely that teachers using photographs or digital images of children within the classroom for teaching or display purposes will contravene Data Protection law.

### Safeguarding Concerns

There have been concerns about the risks posed directly and indirectly through the use of photographs on websites and in other publications. Therefore the following guidelines should be adhered to:

### Recording Images of Young People

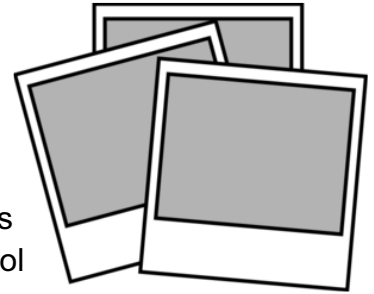
**All recordings and images will only be captured and stored on equipment belonging to school.**

- All children featured in photographs/recordings will be appropriately dressed in a minimum of vest/shirt and shorts.
- Recordings should ideally focus on the activity. Where possible images will record small groups of children, rather than individuals.

- Staff should be able to use video equipment as a legitimate learning aid and means of recording special occasions. However, care will be taken in the dissemination and storage of material. (e.g. Computers or memory sticks holding such material should be password protected and opportunities for theft minimised.)

### **Publishing images of Young People**

- If photographs or recordings of young people are published or displayed, personal details such as telephone numbers, address etc. will not be revealed.
- All parents/carers are asked to give their consent to photographs and digital images appearing in printed publications or on the school website. (If consent is withheld, this does not mean that photographs or video recordings used for teaching /learning purposes cannot be used with the child concerned.)



## **Contacting School**

We are always willing to discuss any concerns or queries you may have relating to your child’s wellbeing and education. When wishing to discuss an issue with school, please take a moment to consider who it is best to contact. We will always endeavour to meet with you at the earliest opportunity, but please be aware that staff are not always available immediately and you may need to make a specific appointment.

### **The School Office**

You should make contact with the school office for all general enquiries; those relating to before and after school activities; financial queries and when reporting your child’s absence. Appointments with the Headteacher should also be made via the school office (though most enquiries should be discussed in the first instance with class teachers).



You can contact the office via email on:

**[office.3082@chesterton.oxon.sch.uk](mailto:office.3082@chesterton.oxon.sch.uk)**

Or by telephone on:

**01869 252498**



### **Class Teachers**

Specific concerns or enquiries relating to your child should be raised with their class teacher.

Please note that teachers are very busy first thing in the morning, when their primary concern is preparing for the learning during the day ahead and settling children as they arrive at school. Only very urgent issues should be broached at this time.





Class teachers are generally available for brief conversations at the end of the school day, but parents should be aware that they will need to arrange a mutually convenient meeting for longer discussions. These can be made in person with the member of staff concerned or by email via the school office only. Office staff will forward any emails from parents to the relevant staff member.

## Other Useful Contacts

Education:

<https://www.oxfordshire.gov.uk/cms/public-site/schools>

<https://www.oxfordshire.gov.uk/cms/public-site/starting-school>

<https://www.gov.uk/government/organisations/department-for-education>

Special Educational Needs:

<https://www.oxfordshire.gov.uk/residents/children-education-and-families/education-and-learning/special-educational-needs-and-disability-local-offer>

Health:

<http://www.nhs.uk/>

<http://www.nhs.uk/change4life/Pages/change-for-life.aspx>

<http://www.oxfordhealth.nhs.uk/children-and-young-people/>

Bereavement

<http://www.seesaw.org.uk/>

Mental Wellbeing

<https://www.oxfordshire.gov.uk/residents/social-and-health-care/health-recovery-and-wellbeing/mental-wellbeing>

Oxfordshire Safeguarding Children Board

<https://www.oscb.org.uk/public/parents-carers/>