

Healthy, Happy, Safe.  
Living and Learning at  
St Mary's School  
2018-2019



## **Introduction**

At St Mary's CE Primary School we are committed to the wellbeing of our 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 further support.

# Safeguarding

We recognise that St Mary's School has a clear duty (upheld by law) to ensure 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 teachers for child protection are Victoria Woods, Christine Stephens and Sara Bailey.

All staff are responsible for recording and passing on any concerns which are collected and 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 social care 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 Mrs Woods, Christine Stephens or Sara Bailey.

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 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

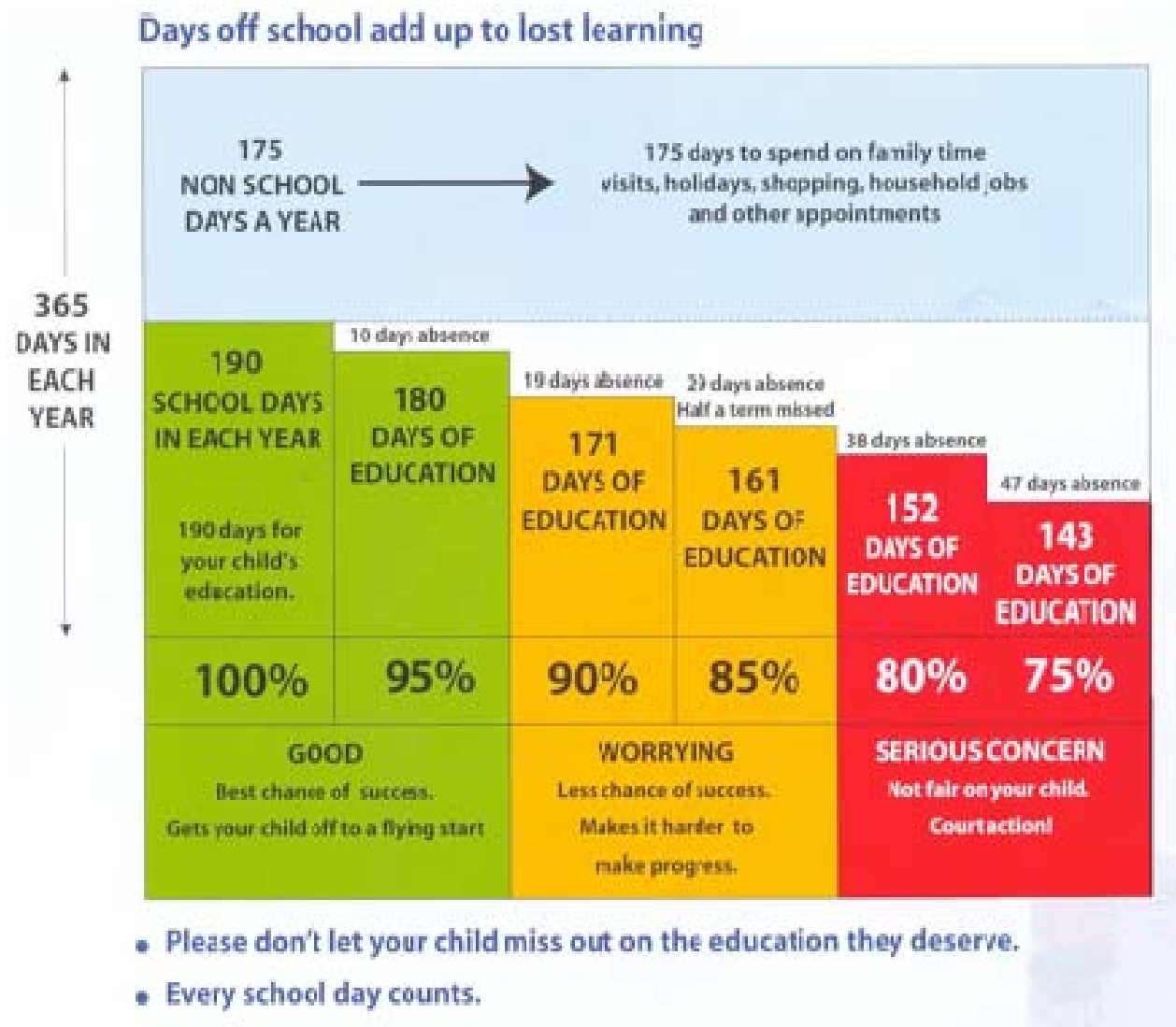
<http://www.oscb.org.uk/parents.html>

<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 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.



## 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.
- Shopping trips.
- Day trips and holidays in school time.

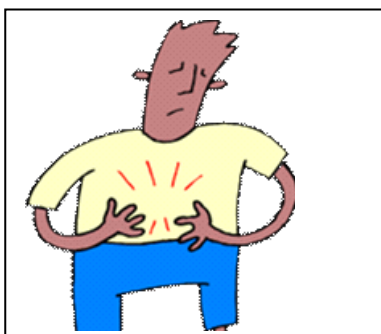
Absences of this type are recorded as **unauthorised** on the school register.

## 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 off unnecessarily. Remember if your child is too unwell to cope with the school day 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 hours 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 St Mary's School our school day starts at 8.40am, when the bell goes. Please ensure that children arrive punctually.

## Holidays

From September 2013 The Department for Education made amendments to the regulations with regard to school attendance and Headteachers in all schools will **no longer be allowed to authorise leave of absence for any family holidays**. From September 2013 Headteachers have not been able to grant any leave of absence during term time unless there are exceptional circumstances and the number of days authorised for this would be determined by the Headteacher (DFE Guidance June 2013).

This means that we are **no longer** allowed to authorise leave of absence for family holidays. Any leave of absence requests can only be authorised by the Headteacher in exceptional circumstances. A request for absence form can be obtained from the school office and the completed request should be sent directly to the Headteacher, Mrs Victoria Woods.

Should parents take their child on holiday regardless, then this will be counted as unauthorised absence (**truancy**).



More information on attendance in Oxfordshire schools:

<http://www.oxfordshire.gov.uk/cms/content/lateness-authorized-and-unauthorized-absence-school>

# Daily Routines

## Start of the School Day

- The school gates are unlocked at 8.30 am.
- Children are permitted to arrive on site from 8.30 am. A member of staff will be on duty on the playground from 8.40am.
- Children **should not** arrive and be left unattended before this time.
- Any child arriving before 8.30 am needs to attend our Breakfast Club provision. The entrance to enter **Breakfast Club** is located at the end of the car park, at the front of the **Flight House**.
- Before the school bell all outside classroom doors will be locked and parents and carers should not attempt to enter classrooms when teaching staff are not present.
- School begins at 8.50am when the bell rings and children line up with their class on the playground.
- Children arriving after the bell will be directed to enter school via the office and will be marked as 'late' on the register.
- Parents of Early Years Foundation Stage children, if they wish to do so, can support their children in entering the classroom, but it is expected that children in Years 1-6 will enter classrooms and carry out morning routines - e.g. entering the classroom, changing books, hanging coats etc., independently.
- In the morning teachers will be available for brief essential messages, but their priority must be to supervise and settle children at the start of the school day. 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 site promptly and the main school gates will be locked at 9.00am.
- 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 outside of classrooms 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 4.00pm 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 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 are supervised by teaching staff, teaching assistants, lunch time supervisors. At all times at least three members of staff are on duty during break and lunch times.

### **Snacks and Drinks**



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



A selection of free fruit is provided for children in EYFS and KS1 at break time. Older children can bring in a **healthy snack** from home (separate to their lunch box) to eat at break time.

## School Lunches

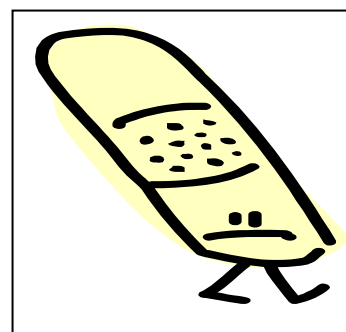
Children can opt to have the hot school meal, cooked on site each day, using fresh ingredients from local suppliers where possible. Meals are provided free for children in Foundation, Year 1 and Year 2 under the Government's Universal Infant Free School Meals scheme. For other children the cost is £2.40 per meal.

The menus offered work on a three week rotation, with two hot options (one of which is vegetarian). Halal options are available on request.

We ask parents / carers for payment to be made in advance for school meals. For those who prefer to pay for more than one week's dinners in advance, this is also possible. Cheque payments should continue to be made out to St Mary's School.

## 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 or nuts (we are a nut free zone) and that small fruits such as grapes or cherry tomatoes are cut in half to reduce the risk of choking.



# 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 are an adequate number of staff at St Mary's 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 duplicate sent home in the child's book bag at the end of the day.
- If children have received a significant bump to the head – then an accident report is filed at school, a bumped head note sent home and a courtesy telephone call is made to the parent/carer.
- Class teachers will make a judgement as to whether they need to speak to parents or carers at the end of the 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.

Parents and carers have prime responsibility for their child's health and they should not send them to school if they are unwell.

**School will not administer non-prescribed medicines to children and patent 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.

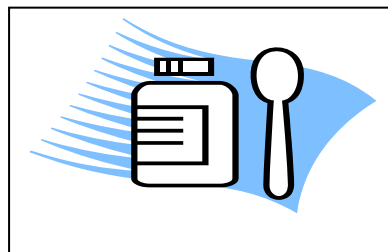
The school will only administer prescription medication as part of a long term medical condition (e.g. asthma), an individual health care plan (linked to specific medical needs) or an emergency health care plan (e.g. severe allergy).

If your child requires medicines in line with the above you must discuss this with the head teacher, 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.

## **Behavioural Expectations**

We are a caring community whose Christian values, supported by our other faith communities, are built on mutual trust and respect for all. We believe that all children have the right to work and play in a safe, nurturing and purposeful environment and that in order to achieve this all members of the school community need to be clear on the behaviours which are acceptable and expected. To this end, our learning links to the Christian values that guide us as a Church of England School. Many of the values are common to other faiths and the moral compass that guides us all.

## **Our values**

### **Compassion**

Children and adults are kind and thoughtful to each other and we forgive each other when we make mistakes. We support others by being generous with our time, love and gifts. We learn about the world to be informed and be active compassionate citizens of the future.

### **Endurance**

We use our gifts to do our best but recognise that sometimes we will find our learning challenging. We know that we can turn to God for guidance and support and we use the value of endurance to stay strong. We look to Jesus as a model of

someone who endured rejection and pain and use his strength to give us hope when we face difficult times.

### **Koinonia**

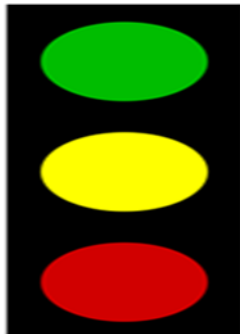
We come together in daily worship to strengthen our community. We recognise that we are each unique but everyone has something to offer the whole. Our pupils are encouraged to collaborate and support each other. We are excited to explore and deepen our connection with our partner school Mbovane in South Africa.

### **Truth**

We know that being truthful helps strengthen our relationships and our learning. We will be honest about the mistakes we make and forgive those who make mistakes. We will meet any commitments or promises that we make and we will be accurate in our descriptions of ourselves and others, so that we do not mislead others.

### **Behaviour**

Displayed in all classes are reverse traffic lights, representing three zones of behaviour – Green, Amber and Red and an identified Time Out Zone. Children begin the day in the green zone; the green zone represents good behaviour choices and using our Christian values to guide our conduct in class and around school.



**TIME OUT**

Poor behaviour decisions can result in them moving into the amber or red zones.

### **Consequences of poor behaviour choices:**

- Children are given a reminder of expected behaviour.
- Children are warned of a move to the amber zone if they continue to make poor behaviour choices.
- Children are moved into the amber zone.
- If poor behaviour continues, children are warned they will be moved to the red zone.
- Children are moved into the red zone.
- Continued poor behaviour means children are moved to the Time Out Zone, where they are asked to reflect on their behaviour for 1 minute for every year of their age.

- If poor behaviour continues following this, children spend time away from their class in a different class.
- Further poor behaviour will result in the child being sent to a member of the Senior Leadership Team.

### **Recognising 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. We will do this in a variety of ways;

- ALL children will gain House Points for work, behaviour and achievement in their classes and throughout school. These will be added to the class totals regularly.
- Children to gain House Points for good attendance and punctuality.
- In class incentives to be given to the class as a whole with rewards such as extra playtime when collective targets, such as 'marbles in the jar', are met.
- Each Friday the Head teacher Award will be given to one pupil for going above and beyond in a particular area or value that week.
- Each week, in rotation, a writer, mathematician, reader or Values Champion for each class will receive a certificate recognising their excellence in the given area. We will celebrate these successes on the website and in the Hall displays.

Alongside these rewards, 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

### **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 Record Sheet and, where appropriate, communicated to parents.

Copies of these records are kept by the Head teacher and class teacher 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)
- Termly attitude to learning grade – presented at parent teacher meetings or via progress / school report.
- Scheduled, whole school parent teacher meetings.
- Formal meeting of the teacher, parent and Head teacher
- 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 will also be informed of what happened and the consequences imposed by school.

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 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

PSHCE (Personal, Social, Health & Citizenship 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, 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;
- 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 Head Teacher.
- In extreme cases, the school may involve the 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 predatory paedophiles.



To combat this all access to the internet in school is filtered by EXA Networks (Surfprotect) 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. Additionally all children and their parents are asked to read and sign an E-Learning Code of Conduct annually 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 St Mary's the issue of cyber bullying is explicitly tackled yearly through taught sessions looking exclusively at internet safety, 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 head teachers, to discipline pupils for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives head teachers 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 including **parents** are involved in cyber-bullying against **pupils** or **staff**, 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 head teacher 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 head teachers, 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://www.bbc.co.uk/webwise/topics/safety-and-privacy/>

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

## **Mobile Phone Use**

St Mary's 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 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 (inc. 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 at school or on trips
- 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 parent must discuss the issue first with their child's teacher.
  - 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).
- 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**

While 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 child pornography 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 name (including just first names), telephone numbers, address etc. will not be revealed. **This includes school displays involving photographs of children.**
- 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 way 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@banburystmarysschool.co.uk](mailto:office@banburystmarysschool.co.uk)

Or by telephone on:

**01295 263026**

## **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 via email (see below). Class teachers are also happy to respond to email concerns or enquiries, but please allow up to 3 working days for a detailed response.

Staff can be contacted on the following email addresses:

[head@banburystmarysschool.co.uk](mailto:head@banburystmarysschool.co.uk)

[a.allum@banburystmarysschool.co.uk](mailto:a.allum@banburystmarysschool.co.uk)

[s.bailey@banburystmarysschool.co.uk](mailto:s.bailey@banburystmarysschool.co.uk)

[c.brookes@banburystmarysschool.co.uk](mailto:c.brookes@banburystmarysschool.co.uk)

[k.bullard@banburystmarysschool.co.uk](mailto:k.bullard@banburystmarysschool.co.uk)

[s.digiorno@banburystmarysschool.co.uk](mailto:s.digiorno@banburystmarysschool.co.uk)

[k.finch@banburystmarysschool.co.uk](mailto:k.finch@banburystmarysschool.co.uk)

[s.hussain@banburystmarysschool.co.uk](mailto:s.hussain@banburystmarysschool.co.uk)

[g.regan@banburystmarysschool.co.uk](mailto:g.regan@banburystmarysschool.co.uk)

[h.reeves@banburystmarysschool.co.uk](mailto:h.reeves@banburystmarysschool.co.uk)

[t.smith@banburystmarysschool.co.uk](mailto:t.smith@banburystmarysschool.co.uk)

[c.stephens@banburystmarysschool.co.uk](mailto:c.stephens@banburystmarysschool.co.uk)

[c.thom@banburystmarysschool.co.uk](mailto:c.thom@banburystmarysschool.co.uk)

[k.winter@banburystmarysschool.co.uk](mailto:k.winter@banburystmarysschool.co.uk)

## 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/cms/public-site/special-educational-needs-sen>

### Health:

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

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

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

### Support Services:

Banbury Hub

<http://oxme.info/cms/life/banbury-early-intervention-hub>

### Bereavement

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

### Childcare

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

### **Counselling Services**

<https://www.oxfordshire.gov.uk/cms/content/emotional-support-and-counselling>

### **Domestic Abuse Help**

<http://www.reducingtherisk.org.uk/cms/content/oxfordshire-based-support-services>

### **Oxfordshire Children's Centres**

<http://www.oxonchildrenscentres.org.uk/wps/wcm/connect/micro/ChildrensCentres/Home/>

### **Oxfordshire Safeguarding Children Board**

<http://www.oscb.org.uk/parents.html>