



February Busbridge Bulletin 2024 no 2

The Continual Pursuit of Excellence



Dear Families

There has been positive feedback about the Busbridge Bulletin so thank you, it has come at the right time to keep you updated. Hope the featured aspects are helpful in understanding the school's ***continual pursuit of excellence***.

In February's edition are:

- Answers to questions relating to the aspect of Safeguarding.
- Information on Attendance.

Safeguarding

At Busbridge Infant School there is a strong safeguarding culture which is embedded in all aspects of school life. Further explanations as to how this culture remains a strong feature are answered by the following questions:

What is Safeguarding?

Safeguarding and promoting the welfare of children is defined in Keeping Children Safe In Education 2023 guidance as:

- protecting children from maltreatment
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

What are the important documents informing policy and practice?

The key documents are:

[Children Act 1989](#) & [The Children Act](#) 2004

[Working Together to Safeguard Children](#) (HM Govt July 2018)

[Keeping Children Safe in Education](#) (DfE Sept 2023)

[What to do if you're worried a child is being abused](#) (HM Govt March 2015)

[Early Years Foundation Stage \(EYFS\) statutory framework](#)

[Information sharing advice for safeguarding practitioners](#) (2018 DfE)

[Working together to improve school attendance](#) (Sept 2022 DfE)

School Policies for Safeguarding can be found [here](#) on the school's website.

What does the school do to safeguard my child?

All staff have to complete compulsory training from South Farnham Educational Trust every year. This is in addition to the statutory training by Surrey Safeguarding Children's Partnership at the start of every year.

There is a team dedicated to safeguarding which includes a named Designated Safeguarding Lead - Mrs Hannah Jones and deputy designated safeguarding leads - Mr. Darren Heatley & Mrs Mandy Scully. Each of these roles has an additional job description and dedicated time to carry out the roles.

Any concerns that staff have will be reported to one of the team via an online platform called **CPOMS (Child Protection Online Management System)** and a decision whether to refer to C-SPA is made jointly. **C-SPA** stands for the **Children's - Single Point of Access** and is the front line service to access support and advice. The telephone number is **0300 470 9100**.

A referral to C-SPA can be made for advice and support about whether a decision to refer in to the service is required. If we request support from Children's Services, we gain consent from the parents or carers beforehand, except where doing so may increase the risk of harm to the child or young person. Once a referral is made to report the concern, there is a wait until the case is assessed and 'triaged' depending on the level of risk and information shared.

School Policies for Safeguarding can be found [here](#).

What is important for parents to understand about safeguarding?

Keeping your child safe is everyone's responsibility and it is really important to make sure that they stay close to you at all times and remain off the play equipment at the end of the day, as this is unsupervised.

It is so important for everyone to respect the rights of parents who ask that their child is not in any photographs. This may be due to legal reasons or parental preference but either way, it means no photographs, especially when events such as PTA events are run e.g. the school disco. If photos are taken at events such as Celebration Assembly or Performances, it is important to respect and know the Trust's Policy on [Taking, Storing and Using Images of Children](#) (under Child Protection and Safeguarding).

To mitigate the risk of a potential allegations amongst parents, the decision has been made that no mobile phones are to be used on the school premises. Although this is very unlikely, the possibility exists so this is the reason behind this decision.

What role do Safeguarding Governors have?

Governors are responsible for the strategic direction of Busbridge Infant school and the role of the designated safeguarding governor is to challenge, as appropriate, the implementation of policies and practice. This consists of meeting regularly with the DSL and/or team to review and monitor policies, understand how safeguarding works in practice by conducting learning walks and also report to the local governing body. In summary, the role is:

- working with the designated safeguarding lead (DSL).

- acting as a main point of contact for the DSL.
- understanding how safeguarding works in practice.
- reporting to the board and keeping them up to date.
- acting as the board's safeguarding specialist.

Attendance

Children's attendance is very good at Busbridge Infant School and this is an important factor which contributes to their academic performance. The school's target in ***the continual pursuit of excellence*** is ultimately 100%. This aspirational target is reviewed by the Local Authority's Inclusion Officer and registers are closely monitored every term. These checks will focus on whether the appropriate codes are used to record a child's attendance. The class attendance graph is also shared in the newsletters for your information. Through the School's Information Management System (SIMS), reports are completed every half term to support the monitoring of children's attendance and this is reported to Governors at Full Governing Body Meetings.

The Trust's school Attendance policy is adapted for Busbridge Infant School and is [here](#). (under Admissions) a detailed explanation of the attendance codes is in the appendices of this policy. This question is often asked:

- ***I need to take my child out of school how do I do it?***

In order to do this you need to submit a [leave of absence form](#) and any request for time out of school will need approval by the headteacher. The decision to approve a request is clear; any medical, educational or bereavement request will be approved. Holiday during term time will not be approved and this is stated on every newsletter. This will therefore be recorded as unauthorised.

The unauthorised code will contribute towards your child's registration marks and through the monitoring process may trigger a concern with the Inclusion Officer through the registration checks. It does not mean that the headteacher is preventing you from going!