

Photographs

We hold a list of children whose parents/carers wish for their child not to appear on the website or in the media. Please inform us if you wish your child to be on this list.

After School

At the end of the school day or after clubs please let children know who is picking them up. If there are any last minute change of plans, or you have been unavoidably delayed please let the school office know. We teach children that if you are not there to pick them up as arranged, they are to come back to the office. There is also a crossing patrol as in the morning.

School Bus

Children who take the bus home are registered and escorted down to the bus by a teacher and Mr Vardy (our site manager/crossing patrol). They then see the children onto the bus and check they all have seatbelts on before the bus leaves. As we are not there to supervise during the journey, we ensure children know our expectations about staying in their seats with their seatbelts on whilst the bus is moving.

Clubs

We keep a register of all children for each club. If your child does not arrive at club and can't be found on site, we will contact you to check if they have gone home. If your child is not attending their club, please inform the school office.

If you have any questions or concerns regarding Safeguarding or Health and Safety at our school, please contact the school office.

adminoffice@droxford.hants.sch.uk



To inspire and educate for life



Safeguarding Our Children

How we keep your child safe in school



Child Protection and Safeguarding

Safeguarding is of the utmost importance to us. We have three trained Designated Safeguarding Leads (Mr Dampier, Ms Jacobs and Mrs Miles) who will deal promptly with any child protection issues in accordance with school policy.

Keeping Safe Before School

Our playground is open from **8.40am** when supervision begins. Please ensure your child does not arrive any earlier unless by prior arrangement as they will be unsupervised.

Due to very busy traffic on the A32, we advise your child is dropped off in a safe place (Village Square, or the car park adjacent to the Fire Station). There will be a crossing patrol on the A32 and the junction of Park Lane and Union Lane from **8.30am**. As access to the school is limited, we ask that you don't drive up to the site in the interests of children's safety.

During the School Day

Visitors only have access to the building via reception at the front entrance. The gates at the side of the playground and at the back of the car park are locked during the school day. All visitors must enter through reception where they will sign in and be given a visitor's badge.

If you need to take your child out of school during the day, they will need to be signed out at the office. Where possible, please let the office know in advance. Children will not be released into the care of an adult unless they are assured that they are the parent carer or representative; for example a grandparent.

Absence

In order to ensure we know the whereabouts of your child, please inform us via the school office if your child will be absent from school. If we haven't heard from you by **9.30am**, we will attempt to contact you by phone, text or email.

Adult Checks

All staff who are recruited or adults who volunteer at the school are subject to Disclosure and Barring Service (DBS) checks. These are rigorous checks on their qualifications, references and general suitability to work at the school. All staff wear Droxford Junior School Photo ID badges.

Fire Safety

In the event of a fire, an alarm will sound. Children are taught how to evacuate the building safely. Drills are practised termly. The school has trained fire marshals who sweep the building once it's been evacuated.

First Aid

All staff have had first aid training. We also have three fully trained first aiders. If a serious injury or illness occurs, an ambulance will be called immediately and parents will be contacted.

Internet Safety

We have a filtered internet service which provides a safe environment for your child in school. Children are not permitted to use the internet at school unsupervised. E-safety forms part of the computing curriculum and is revisited regularly so that children know how to keep safe online or on any mobile devices.

Pupil Support

From time to time, children may need extra support. We give them the opportunity to work with our Emotional Literacy Support Assistant (ELSA). Our Personal, Social, Health and Economic education (PSHE) curriculum helps children to manage their feelings and children know that they can turn to any member of staff if they are worried or upset.

Trips and Residential

All trips and residentials will be led by an experienced staff member. Pre-visits are carried out and risk assessments completed. All staff, volunteers and children are taught how to manage those risks beforehand.