Safeguarding @ Fourfields

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Issue 1 **Term 1: 2025/2026**

Safeguarding at Fourfields is everyone's responsibility, every day

WHO TO CONTACT IF YOU HAVE A CONCERN ABOUT A CHILD

If you are worried about a child's safety, please do not hesitate to contact any of our Designated Safeguarding Leads straight away.

The following members of staff are Designated Safeguarding Leads for Fourfields Community Primary School:

- **Mrs Blyth**
- **Mrs Hewerdine**
- **Mrs Park**
- **Mrs Jones**

They can be contacted via the school office help@fourfields.cambs.sch.uk or by telephone on 01733 703611.

You can also contact the Multi Agency Safeguarding Hub (MASH) on: 0345 045 5203

If you believe a child is in immediate danger, call the Police immediately on 999.

Welcome to the first safeguarding newsletter of a brand-new academic year! In particular, welcome to our new families.

As we start the year I would like to remind you all that at Fourfields, safeguarding and promoting the welfare of children is everyone's responsibility and our top priority. Everyone who comes in to contact with the children and families who comprise our community has a role to play. Everything that we do has the children at its centre. Their wellbeing, their safety, their achievement, their happiness underpins every decision we make.

Often when safeguarding is mentioned, the immediate thought is about child protection – when a child is suffering harm, or is in danger of suffering harm. However, safeguarding is much more complex than this and encompasses a very wide range of areas.

At Fourfields we ensure that all of our staff are well trained in all aspects of safeguarding and this training is regularly updated and frequently revisited throughout the year. We also ensure that our curriculum provides the children with age-appropriate opportunities to learn how to keep themselves healthy and safe.

With this in mind we will continue to send out a half-termly newsletter informing you of any recent safeguarding updates as well as providing you with key information around a range of safeguarding issues. This issue will introduce you to the school's Designated Safeguarding Team, the DfE document 'Keeping Children Safe in Education' 2025 and the importance of attendance and punctuality.

My Voice

At Fourfields, please remember that we have an anonymous reporting tool to allow parents or any members of the community to let us know if they are worried about a child. If you have concerns that a child you know, in our Fourfields Family, is at risk you can bring this to our attention by scanning the QR code either here or on our website and completing the form. You can also use this form if you are concerned about an adult who may be a safeguarding risk to our school community.

Safeguarding @ Fourfields

Keeping Children Safe in Education

Keeping Children Safe in Education is a statutory Department for Education document that all schools are required to follow when carrying out their duties to safeguard and promote the welfare of children. It covers many aspects of safeguarding, including different forms of abuse, early help processes, safer-recruitment, how concerns must be reported and the role of the Designated Safeguarding Leads.

Safeguarding and promoting the welfare of children is defined as:

➢ Protecting children from maltreatment
➢ Preventing 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

Click here for the full document: KCSIE 2025

What is a Designated Safeguarding Lead?

Each school must have an appropriate senior member of staff to take lead responsibility for child protection. Key aspects of the 'Designated Safeguarding Lead' role include:

➢ Ensuring that all staff are aware of the processes for raising safeguarding concerns
➢ Ensuring all staff understand the signs of child abuse and neglect
➢ Referring any concerns to Social Care
➢ Monitoring children who are the subject of Child Protection and CiN (Child in Need) Plans
➢ Maintaining accurate and secure child protection records
➢ Raising awareness of the school's safeguarding policies and procedures, and ensuring these are implemented and reviewed regularly.

The Role of the Safeguarding Governor

The Safeguarding Governors' responsibilities include:

➢ Ensuring the school is following safer recruitment procedures when recruiting any new staff members
➢ Reviewing all activity and policy relating to the physical and emotional well-being of all children
➢ Seeking improvement to ensure the school follows best practice in creating a productive and safe environment for all

Our Governor is: Harriet Bennis

Safeguarding @ Fourfields

Attendance Matters

...every school day counts!

We are sure that like us, you as parents and carers realise the importance of attendance and punctuality. At Fourfields we continue to work hard to improve our attendance levels and to reduce incidences of lateness.

Attendance facts:

- All schools must report their termly attendance percentages to the local authority.
- Parents have a legal responsibility to ensure that their child receives a full-time education.
- Parents can be issued with a fixed penalty notice for failing to ensure their child attends school regularly – this includes taking a child out of school on holiday.
- The local authority has the power to prosecute parents in the magistrate's court for the offence of failing to ensure their child attends school regularly.
- If your child arrives after 9.15am we are required to mark them as having an unauthorised absence for the whole morning – arriving after 9.15am once in a week brings their attendance down to 90% for that week.

There is much evidence to show that good attendance plays a vital role in helping your child to achieve their potential. We also know that poor attendance can lead to other problems for children.

Children who do not attend school regularly are more likely to:

- Fall behind in their school work
- Find it difficult to make and keep friends
- Be unhappy at school
- Misbehave so that others cannot see that they are finding the work difficult
- Learn poor attendance habits that follow through to secondary school and future employment

Poor punctuality can also disadvantage children in many ways: -

- Being frequently late adds up to lost learning. For example, arriving 15 minutes late every day is the same as being absent for 2 weeks of the year
- When children are late they find it harder to settle in to the routine of the day
- When children arrive late they often miss key messages and teaching which continues to have an effect on their learning for the rest of the lesson or day
- Poor punctuality disrupts the class and is embarrassing for the child
- Your child being late disturbs the learning of the whole class

Getting here on time every day really is important in helping your child to become a happy and successful learner. Every day really does count!

Safeguarding @ Fourfields

How can you help your child attend school regularly and on time?

- Talk to your child about school
- Take a positive interest in your child's work, including their reading
- Make sure your child understands why school is important
- Show your child that you are interested in what they have done at school
- Get everything ready for school the night before
- Arrange appointments before or after school or during the school holidays wherever possible
- Bring your child to school for the time before or after any appointment that has to happen within the school day wherever possible
- Take holidays during school holidays and not during term time
- Set your alarm and an alarm for your child – see who can beat the clock!
- If your child is just slightly under the weather, still send them in to school. Children often feel better as the day goes on and they get busy. If school is worried, we will call!
- Children can attend school if they are taking medication – speak to the ladies in the school office.
- We can give children certain medications with your permission.

Please also ensure that you:

- Keep in touch with school staff – we may be able to help you with advice, rewards for your child or other incentives for coming in
- Contact school on the first day of absence if your child is unable to attend for whatever reason and keep in contact on subsequent days
- Make sure school has up-to-date contact details
- Attend meetings about your child's attendance if you are invited to do so. At these meetings we can agree an action plan so that school, parents and children can work together to improve things
- If your child is absent for an appointment, please show the office the appointment card or letter

Mrs Hewerdine is our Head of School with a responsibility for Attendance. She is very ably assisted by Ms Corston

If you have any issues or concerns about attendance, please speak to one of these ladies in the first instance.