

28th September 2017,

Dear Parents,

Re: Safeguarding

As we are sure you are aware the regulations with regard to Safeguarding are continually being updated to ensure the safety of all children in a setting where they are without Parental supervision.

To ensure the continued safety of both Pupils and Staff at Blakesley may I remind Parents of the following procedures that we have to follow:

- All visitors must use the door 'buzzer' to let the office know that they wish to be let in. The Staff will endeavour to answer the door as soon as possible but please be aware that they cannot leave children unattended. The children are not allowed to open the door, so please do not encourage them even if they are your own. They will fetch an adult.
- If Parents are in School please do not open the door to visitors, please find a member of staff.
- All visitors must report to the office where they are required to 'sign in'. They must wear a visitor badge which needs to be returned when they 'sign out'. All Staff have a photo ID which should be worn at all times. If you see an adult in School without an ID badge or visitor badge please challenge them even if they are known to you.

At Blakesley we have always had an open door policy and that hasn't changed, we remain welcoming to Parents and visitors, but at the same time ensuring that children and Staff feel safe.

To ensure that all children at the end of the school day go home with the appropriate adult please let us know if your child is to be picked up by someone other than yourself. If there is any confusion we will call you. If your

child is entitled to use the School Bus please let us know at the beginning of the week (fill in the blue forms, email or write in home/school diary), what your plans are and if they change to let us know as soon as possible. All children should be met from the bus or the adult must be visible to the driver.

Thank you for your understanding and patience in this matter.

Yours faithfully,

Sally Beaton
Head teacher