Keeping Children Safe at Harewood Junior School: A Guide for Parents and Carers

Harewood Junior School · Oct 28, 2026

Our promise to your child

Keeping your child safe is the most important thing we do. At Harewood Junior School, safeguarding is everyone's responsibility: every adult who meets our children has a part to play. We take an "it can happen here" approach, so we stay alert, act on any worry straight away, and always think about what is best for the child.

This guide summarises our full Safeguarding and Child Protection Policy (September 2026), which follows national guidance, including *Keeping Children Safe in Education* (2026), and the Gloucestershire Safeguarding Children Partnership. The full policy is available on our website.

Who to talk to

If you are worried about a child, speak to any member of staff or contact one of our safeguarding team.

Role	Name	Email
Headteacher and Designated Safeguarding Lead (DSL)	L Lennox	head@harewoodjunior.co.uk
Deputy DSL and SENDCo	L Kidd	sendco@harewoodjunior.co.uk
Deputy DSL and Designated Teacher for Looked After Children	A Fogg	andreafogg@harewoodjunior.co.uk
Safeguarding Governor	Julie Hearfield	jhearfield.governor@harewoodjunior.co.uk
Chair of Governors	Andrew Maunder	chair@harewoodjunior.co.uk

If your concern is about the Headteacher, please contact the Chair of Governors.

If a child is in immediate danger, call 999.

How we keep children safe in school

- **Safe recruitment.** Everyone who works or volunteers here has the required checks, including identity, references, employment history and Disclosure and Barring Service (DBS) checks. We keep these in our Single Central Record.
- **Trained staff.** All staff are trained in safeguarding and online safety when they join, and receive refresher training at least every year, including Prevent Duty and female genital mutilation (FGM) awareness. Our safeguarding leads have additional training from the Gloucestershire Safeguarding Children Partnership and participate in regular updates.
- **Visitors.** All visitors sign in and out, wear a school ID badge and are given our safeguarding contacts. Professionals such as police or council staff show proof of their role. We check the identity of unexpected visitors.
- **Safe site and trips.** We risk-assess our site and every off-site visit. Anyone who hires our premises must have their own safeguarding policies.

- **Reasonable force.** We only use physical intervention as a last resort when other approaches have failed. Every incident is recorded and reviewed with the child and family.

How we support children every day

- **A voice for every child.** Children can tell any member of staff about a worry and will be taken seriously. Our Wellbeing Centre has trained staff, and our Pupil Restorative Stars are taught to pass concerns on to a trusted adult.
- **Learning to stay safe.** Through PSHE and Relationships and Health Education, children learn about healthy friendships, boundaries and consent, respect and equality, and how to ask for help, in an age-appropriate way.
- **Bullying and unkind behaviour between children.** We do not accept it, and we do not dismiss it as "banter". We treat it as a safeguarding matter and support both the child affected and the child who caused harm.
- **Mental health and wellbeing.** We have a pastoral lead for mental health, review attendance, behaviour and attainment each term to spot children who may be struggling early. We work with you and outside services, such as the Mental Health in Schools Team, where needed.
- **Online safety.** We teach children to protect their personal information and think before sharing images. Our filtering and monitoring systems are reviewed every year. The school is mobile phone-free by default, so children do not have phones during the school day.
- **Medical needs and allergies.** We have named medical and allergy leads. Please make sure we always have up-to-date medical information and any essential medication.
- **Attendance.** A child who is missing or often absent from school may be at risk, so we follow up absence promptly and work with the local authority where needed.

What happens if we are worried about a child

Any member of staff who has a concern records it and tells the Designated Safeguarding Lead (or a deputy) straight away. The safeguarding team then decides on the right response. Depending on the need, this may be support in school, early help for the family, or a referral to Children's Social Care or the police.

We will work with you wherever we can, and where possible we will tell you if we need to share information. In rare cases, such as when telling a parent would put a child at greater risk, we may need to act first. Data protection law does not stop us sharing information to keep a child safe.

If a concern is raised about an adult working in our school, it is reported to the Headteacher (or the Chair of Governors if it concerns the Headteacher) and, where needed, to the Local Authority Designated Officer within one working day.

How you can help, and where to get support

- Tell us about any worry, however small, and keep your contact and medical details up to date.
- Let us know if your child will be absent, and talk to us early if attendance is a struggle.
- Talk to your child about staying safe online and who they can go to when something upsets them.
- Tell us if your child is going to live with someone who is not a close relative for 28 days or more (private fostering).

Support	Contact
Emergency: a child in immediate danger	999
Gloucestershire Children's Social Care (urgent safeguarding concerns)	01452 426565, option 3
NSPCC helpline for children, parents and professionals (sexual abuse in schools)	0800 136 663
National Domestic Abuse Helpline (free, 24 hours)	0808 2000 247