



Guillemont Junior School
Sandy Lane, Farnborough, Hants, GU14 9ES
01252 666846/7

Tuesday 19th January 2010

Dear Parents and Carers,

At Guillemont Junior School, the health, safety and well-being of our children are of paramount importance. All children have a right to feel safe and be protected from abuse. During a recent Governors meeting a number of points were raised and it was felt that it was worth taking the opportunity to share with parents the provisions we make to ensure your child's safety.

Registers

We keep an up to date record at the front office of who is on the school premises at any one time.

This is done in a number of ways:

- your child's class register
- the signing in and out book
- the visitor book

These measures ensure that if there were ever an emergency, such as a fire, on the premises every one can be accounted for quickly and efficiently.

How can you help?

- Please call first thing in the morning if your child is off sick so that we can ensure the register is amended appropriately
- Please only use the main front entrance when entering the school at any time other than the beginning or end of the school day
- Please always come to the school office to collect or return your child if they have to go off site during the school day
- Please always use the front entrance and sign in if you are going to be helping in school for an event or as a volunteer

Site security

I am sure that you are aware that we have CCTV cameras around the school that are used to monitor the grounds both during and after the school day. We are planning on introducing some additional cameras that are aimed at the two pedestrian entrances other than the main school entrance – at the top of the car park and onto the Pinewood estate. These cameras will be on and watched from the front entrance all day so that anyone entering the school, outside of drop off and pick up times, can be asked to come to the front entrance.



How can you help?

- Please use the main entrance to come into school at any time other than pick up and drop off times
- Please ensure that the pedestrian gates are closed behind you

Drop off and pick up

School is open to pupils from 8.30am unless they are registered at the before school club. School closes at 3.25pm and all children should leave the site as promptly as possible. Children attending clubs are registered so that we know who is on the site at all times. The adventure playground is designed for junior school aged children. During school time children are not allowed on the equipment unless closely supervised by a trained adult.

How can you help?

- There are no adults on the playground or in the classrooms before this time so it is unsafe for children to be on the school site unsupervised before 8.30am.
- Please accompany your child through the front entrance if you need to return to school, for any reason, so that we know you are on the premises.
- It is not safe for any child to use the equipment at any other time, please do not allow younger siblings to use the adventure playground while waiting for school to finish.

Car Parking

There has always been an issue with the volume of traffic around the site both before and after school. Following an incident in the school car park the decision was made to lock the gates in the afternoons. We do appreciate all of the care you take when driving on the roads around the school, however, there are occasionally incidents that could have been avoided.

How can you help?

- Wherever possible we encourage children to walk or cycle to school.
- Where a car is necessary to make the journey please park with consideration to our neighbours and other road users by parking only where it is safe to do so
- Please pay particular attention to pedestrians around the school grounds
- The visitors car park at the side of the school is used by the taxis in the afternoons and should not be used by parents

Adults in school

All adults who work, help or volunteer in school on a regular basis without staff supervision have had a Criminal Record Bureau (CRB) check to ensure they have not had any prior convictions.



Recruitment

Advertising for vacancies and interviews are always conducted in accordance with the Safer Recruitment guidance and at least one member of every interview panel has attended the Safer Recruitment training.

Child Protection

The Headteacher is the designated Child Protection Officer in school, in her absence either the Deputy Headteacher or SENCO will deputise. Children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school and wholly supported by the adults who work here. Any concerns about a child's health, safety or well-being are reported to the Child Protection Officer immediately.

In our school we respect all children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves.

We hope that this has been informative and, as always, would be happy to discuss any queries with you.

Yours truly,

Mrs Kate Fuller
Headteacher