



# PUTTERIDGE PRIMARY SCHOOL

## Safeguarding Newsletter



### 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 the Designated Safeguarding Lead or Deputies straightaway.

**If a child is in immediate danger, call the Police on 999**

### Meet the Safeguarding Team:

The Safeguarding Team oversee and co-ordinate all aspects of the school's work to ensure that children are kept safe. They regularly attend training to ensure their skills and knowledge are up-to-date.

#### Designated Safeguarding Lead:

**Mrs V Prowle**



#### Deputy Designated Safeguarding Leads:



Mr C Pickard   Miss N Chinnery

#### School Safeguarding Governors:

Miss Lois Bewsy  
Mrs C Deveney

All can be contacted via the office or by telephone on:  
**01582 728262**

For a copy of our school's Child Protection Policy, please visit the Safeguarding page on our [school website](#):

Dear Mums, Dads and Carers,

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

As we start the year I would like to remind you all that at Putteridge Primary School, 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 Putteridge 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 I 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 and share those annual reminders regarding the DfE document 'Keeping Children Safe in Education' 2026 and the importance of attendance and punctuality.

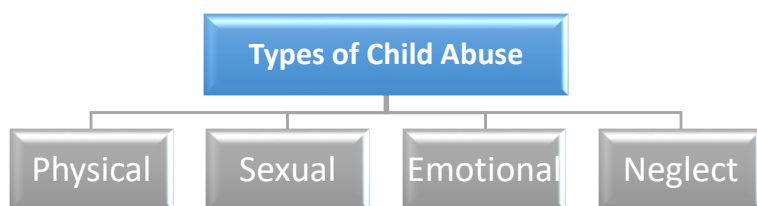
There are also sections about managing parental conflict and where to find support if this is an area of concern for you as well as information about the importance of educating children about rail safety. Our area has been identified as a particular hotspot for children trespassing on the rail network and this has had the inevitable tragic consequences.

As the year progresses, please let me know if there are any safeguarding or wellbeing topics that you would like to see covered in the newsletter – I'm always open to ideas and suggestions! These can be emailed to the enquiries address or [safeguarding@putteridgeprimaryschool.org.uk](mailto:safeguarding@putteridgeprimaryschool.org.uk)

*Mrs V Prowle (Designated Safeguarding Lead)*

**Keeping  
children safe  
is everyone's  
responsibility**





Report any concerns if you suspect a child is being abused or is in danger of being abused. Please contact a Designated Safeguarding Lead, or any member of staff. You can also contact the Multi-Agency Safeguarding Hub (MASH) on:

☎: 01582 547653

Out of Hours service: 0300 300 8123

✉ MASH@luton.gov.uk

Or make an online referral via the website:

[https://directory.luton.gov.uk/kb5/luton/directory/service.page?id=aJZE\\_OSgZfQ](https://directory.luton.gov.uk/kb5/luton/directory/service.page?id=aJZE_OSgZfQ)

## 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 significant 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.

## Safeguarding Governor Role

The Safeguarding Governor's 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

## Useful Safeguarding Acronyms and Vocabulary

**DSL:** Designated Safeguarding Lead

**MASH:** Multi-Agency Safeguarding Hub

**CP:** Child Protection

**CiN:** Child in Need

**CEOP:** Child Exploitation and On-Line Protection Centre

**KCSIE:** Keeping Children Safe in Education

**PREVENT:** Part of the Government's Counter-Terrorism Strategy to stop people being drawn in to extremism

**CAMHS:** Child and Adolescent Mental Health Services

**SEND:** Special Educational Needs & Disabilities

## The Safeguarding Curriculum

We believe that one of the best ways to safeguard children is to equip them with the knowledge and skills to be able to keep themselves safe. Safeguarding themes are interwoven throughout our curriculum and the opportunities we offer in school. Some examples include:

- Our 'Values' assemblies which are delivered to all children from EYFS to Y6
- Online Safety days with age-appropriate workshops
- Online safety discussions within computing and other relevant lessons
- Involvement in Anti-Bullying Week and Mental Health Awareness Week among others
- Relationships, Sex & Health Education (RSHE) lessons
- Personal, Social, Health and Citizenship Education (PSHCE) lessons

Our Values for this half term are:

September: **Friendship**

October: **Co-operation, including Black History Month**





We are sure that, like us, you as parents and carers realise the importance of attendance and punctuality.  
At Putteridge we continue to work hard to maintain our excellent 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.

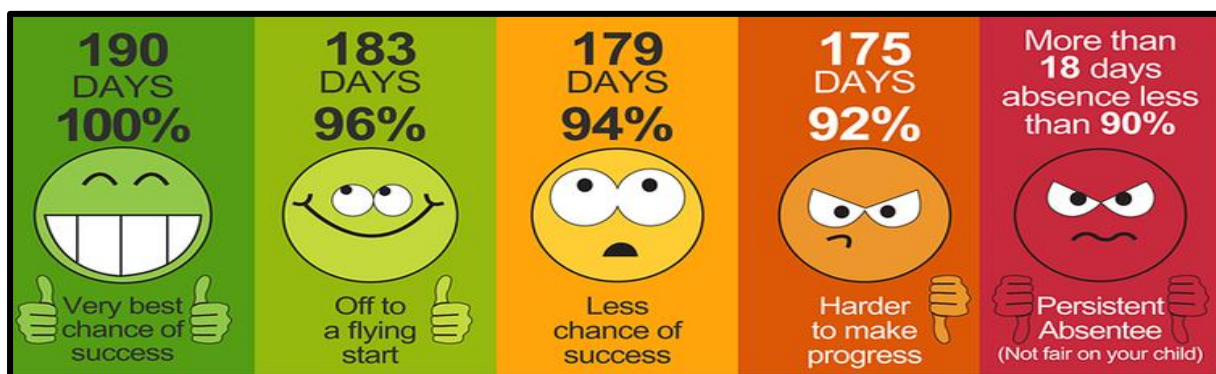
Children who do not attend school regularly **are more likely to:**

- 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!**



### 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 homework
- ✓ 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
- ✓ If an appointment must be taken during the school day, wherever possible bring your child to school before and after that time
- ✓ 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 Mrs Scott 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



## **How can we support at school?**

Mrs Brown, Mrs Bennett and Mrs Dempsey are all here to support the children in school and you as families if there are any issues or concerns that cannot be solved by the class teacher who should always be the first port of call.



**Mrs Brown is our Family Worker:** she works across the school supporting children and families and helping to reinforce and extend the links between home and school. Mrs Brown's work ranges from running social and nurture groups with children to supporting parents with court cases and other legalities, to making referrals to the food bank or other support agencies and, perhaps most importantly, she makes a great cup of tea if you just need to talk to someone!

Please contact her at: [fw@putteridgeprimaryschool.org.uk](mailto:fw@putteridgeprimaryschool.org.uk)



**Mrs Bennett and Mrs Dempsey- Learning Mentors:** working across the school Mrs Bennett and Mrs Dempsey support children with their social and emotional needs where these are becoming a barrier to their learning. This work may take the form of group or individual sessions and support for children in class all of which is tailored towards the children's specific needs.

Please contact them at: [pastoral@putteridgeprimaryschool.org.uk](mailto:pastoral@putteridgeprimaryschool.org.uk)



## **Reducing Parental Conflict**

### **What is parental conflict?**



All parents will argue or have disagreements whether they live together, are separated or divorced. When these arguments become more frequent, intense and are left unresolved, it can be a difficult time for everyone. For children it can be upsetting when their parents argue; they may feel that they are the ones responsible, or they get caught in the middle. Parents may not set out to expose their children to this conflict and may be unaware of the serious negative impact this destructive

communication is having on their child's wellbeing.

### **New Managing Healthy Relationships Video**

[This new video](#) is now available on the Luton Safeguarding Children Board's YouTube channel to help promote 'Managing Healthy Relationships' workshops across Central Bedfordshire and Luton.



## What support is available?

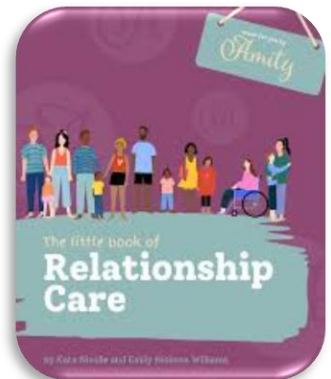
There are different levels of support for families who are struggling with arguments at home.

**Managing Healthy Relationships** – this is a two-part workshop that will help parents and carers to identify how arguments start within relationships, what can make arguments escalate and explore healthy ways to manage disagreements.

**Keeping Your Child in Mind** – this is a four-week course developed by experts in child psychology. It will help parents and carers understand how conflict in the family can impact children and help find better ways to manage disagreements.

These programmes are running all year round, please contact your local children centre or Flying Start centre to book on to upcoming programmes.

**The Little Book of Relationship Care** – this book is a practical and reflective guide designed to help people understand why they argue and how they can reconnect and navigate their arguments in a more constructive way. The guide complements practical support, perfectly allowing couples to remind themselves of what they've learned during difficult or stressful times.



We have been contacted on behalf of **East Midlands Railway (EMR)** regarding railway safety concerns within our local community.



Putteridge Primary School has been specifically selected and sponsored to take part in the **Rail Safe Friendly Programme** because we are located **within five miles of an EMR trespass hotspot**. These are areas where railway trespass has been identified as a concern, and EMR is supporting nearby schools to help ensure that young people understand the very real dangers associated with the railway.

As a result, we will be showing age appropriate safety videos supplied by [railsafefriendly.com](https://railsafefriendly.com) to the children in school to raise awareness.

This website also has a section for parents and carers as do the Network Rail and other rail company sites. These are full of activities, games and information to help children understand the hazards associated with railways.

