Photographing Children

We understand that parents/carers like to take photographs of their children when celebrating academic or extra-curricular success.

Please be aware that there are restrictions on the use of images of children (e.g., data protection) and in addition, there may be health and safety considerations. We adhere to the following guidelines:

- When a child enrols, we seek written parental consent for the use of photographs and images for use by the school (including our website and brochures).
- We seek specific parental consent if external visitors come to the school to make videos or take photographs for use outside the school.
- We should be sensitive to the feelings of pupils who may be uncomfortable about being photographed and be aware that placing images of some children on public forums or websites may put them at risk of harm. We request that any images of other people's children be not placed online.



Working Together

We all know that children thrive better and are able to reach their full potential when school and families work closely together. All the Constellation Trust schools are totally committed to this and are looking forward to the continuing close partnership with you in the future.



Health and Safety

Everyone who works within any of the Constellation Trust schools have a right to work in a safe environment. We have a clear Health and Safety policy, which everyone is expected to follow. We also have fully trained first aiders to deal with any accidents.

Complaints

Should parents/visitors have any complaints, we will listen to your concerns and will investigate. There is a clear policy in place, available on each school website. No problem is too small and can often be prevented from becoming a bigger issue therefore, in the first instance please contact the school to discuss.

THE CONSTELLATION TRUST

Keeping Children Safe in Education

Information for parents/carers and visitors

2026-2027

IMPORTANT NOTICE

Visitors

Must sign in and out at reception and always wear the issued visitor lanyard or badge whilst on the school site.

Nuts

The Constellation Trust Schools endeavour to be NUT FREE. Pupils, parents/carers, visitors, and staff are not permitted to bring or consume nuts into any of our school sites.

Child Protection & Safeguarding

Child Protection and Safeguarding is an important subject in which all staff receive regular training. Our priority is to work with you but there may be times when we have to involve other people.

Everyone has a responsibility to keep all children under the age of 18 years old safe and, to share any concerns about a child in need of protection with other agencies, in particular the police and health and children's social care. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances, the school will be able to inform the parents/carer of its need to make a referral. However, sometimes the school is advised by children's social care or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.

Parents/carers are the most important people at keeping their children safe. You should always:

- Feel confident to raise concerns about your child with the school.
- Talk to us if you need help or support.
- Read our policies about safety issues.
- Inform the school if your child has a medical condition.
- Inform the school if there are any changes in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility.
- Let the school know who will be dropping off or collecting your child and two other emergency contacts. You must inform the school of any changes to agreed arrangements.
- Let the school know if you have any court orders relating to the safety of your child.

Attendance

Regular attendance is extremely important. We monitor daily and significant absences are always followed up. We ask that you inform us as soon as possible should your child be absent as specified in the school Attendance policy. We ask for medical evidence to support an absence through illness. We have staff who will make home visits should absence be a concern.

Bullying

We take all cases of bullying very seriously and will work with children and families to try and resolve any problems. We have an Anti-bullying Policy, which can be accessed via the school website or available at the school office.

Mobile Phones

No visitors must use their mobile phone in school without the Head of School's permission.

Students are not permitted to bring mobile phones into school unless they are Year 5 or 6 and parents have signed and agreed to the mobile phone consent policy.

Online Safety

The world of online safety can be confusing and overwhelming. There is so much information available and often the children are so much further ahead in their understanding. We promote e-safety in all aspects of ICT usage. Below you can find useful information and guidance to keep your child safe on-line.

- https://www.saferinternet.org.uk/ad vice-centre/parents-and-carers
- https://www.thinkyouknow.co.uk
- https://www.net-aware.org.uk/

Safeguarding Concerns

If you have any safeguarding concerns, please contact the Designated Safeguarding Officer.

Francis Askew Primary School

Our Designated Safeguarding Lead

Ami Marrow

Our Safeguarding Team

Michelle Heeley

Antony Foster

Laura Martin (Head of School)

Safeguarding Trust Lead

Andy Dulson

Thank you for taking the time to read this leaflet designed to protect students and all visitors.