



### "Safeguarding... Everybody... Everyday"

**Who to contact if you have concerns about a child:** If you are worried about a child's safety, please do not hesitate to contact the Safeguarding Team. If a child is in immediate danger, call the Police on 999.

If you have urgent concerns for a child, or suspect that a child has been abused in anyway and needs an urgent response, please contact Bromley MASH at [mash@bromley.gov.uk](mailto:mash@bromley.gov.uk) or call 030 0303 8671.

#### Meet the Safeguarding Team at

#### Elmstead Wood Primary School:



**Mrs Lewis**  
Designated  
Safeguarding Officer



**Mrs Sampson**  
Deputy  
Safeguarding Officer



**Mrs Arnold**  
Deputy  
Safeguarding Officer



**Mr Hemming**  
Deputy  
Safeguarding Officer



**Miss Phillips**  
Designated Looke  
After Child Lead

The Safeguarding Team can be contacted on [safeguarding@elmsteadwoodprimary.co.uk](mailto:safeguarding@elmsteadwoodprimary.co.uk) or by telephoning the school office on: **0208 857 1504**

Our Policies: For a copy of our school's Child Protection Policy, and other related safeguarding policies, please visit the safeguarding page on our school website: [Safeguarding | Elmstead Wood Primary School](#)



Dear Parents/guardians,

Welcome to our second safeguarding newsletter at Elmstead Wood Primary School. These half-termly safeguarding newsletters aim to provide you with key information and the latest guidance in relation to safeguarding and keeping children safe in education.

Over the Christmas period, I'm sure many of the children will have received gifts they can use to go online so it is a good opportunity to give some thought as to how we can all support them to stay safe in the virtual world whilst having fun – take a look at last term's newsletter, [our online safety page](#) on the school website or the National Online Safety App to find out how. I have also outlined some further guidance at the end of this edition.

This half term we have some important events to promote the children's resilience, mental health and ability to keep themselves safe online. We are pleased to announce that we have also received full funding for My Happy Mind, a whole school program grounded in science and dedicated to building positive mental wellbeing, myHappyMind helps children understand how their brains work.

Additionally, on the following pages, you can find information about Filtering and Monitoring, as well as the regular Online Safety section and a celebration of Children's Mental Health Week 2025. Know yourself, growth yourself, with the aim to equip and empower children and young people across the UK to embrace self awareness and what it means to them.

As ever, if you require any support, guidance or further information, please do not hesitate to either speak to me in person or contact me directly.

**Mrs. C. Lewis (Designated Safeguarding Lead)**

#### Filtering & Monitoring

One of the main changes to Keeping Children Safe in Education 2023, was in relation to Filtering and Monitoring systems and procedures in schools.

##### Filtering

At Elmstead Wood, we have a filtering system in school, which blocks harmful/inappropriate content, including social media. LgFL is the service we use for this. In addition, we carry-out monitoring of our filtering system, on different devices - the results of which are formally recorded. An Annual Audit of our Online Safety Systems is carried-out and reported to Governors.

##### Monitoring

We now have a monitoring system called SENSO. This system immediately alerts the Designated Safeguarding Lead and the our Computing Lead of any concerning/ potential harmful content being searched for or typed on any school devices. All pupils have individual usernames, which they use to access the school's online system(s); this allows us to be able to quickly identify the individual user.

All of our staff have a duty of care to ensure children are safe when online, in school. Therefore, all staff complete statutory safeguarding training and reading, including online safety training.

**Click here for the full document:**

[Keeping children safe in education - GOV.UK](#)

**Attendance Matters:** At Elmstead Wood Primary, we continue to work hard to maintain our excellent attendance levels and to reduce incidences of lateness. Our whole school attendance for the term was **94.6%**. **This is below the Department's minimum expectation of 96%.**

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- a letter was sent to in July outlining the revised approach. For more info, [click here](#).
- 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.

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?**

Get everything ready for school, the night before	Talk positively to your child about school	Arrange appointments (where possible) outside of school time	Take a positive interest in your child's work, including their homework
Show your child that you are interested in what they have done in school	Make sure your child understands why school is important	Children can attend school if they are taking medication-speak to us if you are unsure	Set your alarm and an alarm for your child –see who can beat the clock!
	Avoid taking holidays in term time-this is essential!	We can administer certain medications in school, with parental authority	

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! This NHS article provides great advice for parents/guardians regarding this: [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)



**Please also ensure that you:**

- Keep in touch with school staff – we may be able to help you with advice and support
- 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

**Useful Safeguarding Acronyms and Vocabulary:**

- DSL:** Designated Safeguarding Lead
- MASH:** Multi-Agency Safeguarding Hub
- CP:** Child Protection
- CiN:** Child in Need
- 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

**Fortnite (parent information):**

If a player indicates they are **under 13**, they will have what is called a ‘Cabined Account’. While waiting for parental consent, they will still be able to play Fortnite, but will be asked to provide a parent email address in order to get permission to access certain features, like voice chat or purchasing items with money. You can manage chat settings via Epic’s parental controls. Part of the fun of the game is being able to talk to friends and other players while you play and move from different games together as a social group, just like you would in the real world. As a parent you have the following options for both voice and text chat:

- **Everybody:** allows your child to chat with any player
- **Friends and Teammates:** allows your child to chat with players in their Epic friends list and platform friends list, as well as other players on their team who they may not be friends with
- **Friends Only:** allows your child to chat only with players in their Epic friends list and platform friends list
- **Off:** Epic chat is disabled

**Children’s Mental Health Week**



**We are taking part in Children’s Mental Health Week (3rd-9th February).**

This year we're exploring the theme ‘Know Yourself, Grow Yourself’.

Children’s Mental Health Week 2025 is joining forces with Here4You to explore the importance of self-awareness and expressing emotions. It is supported by The Walt Disney Company, and through the characters of Pixar’s Inside Out and Inside Out 2, the resources encourage children to discover how getting to know who they are can help them build resilience, grow and develop.

We will start the week with an assembly and have various other events and activities throughout the week and on Friday 7th Feb, we will invite children to wear their own clothes for a donation to Place2Be.

[Resources for families, parents and carers.](#)



**Age Restrictions**



**Instagram (minimum age 13)** – allows users to alter photos, upload them and share to other social networking sites. Photos and videos can be sent directly to specific users.



**Snapchat (minimum age 13)** – a photo-sharing app where users can send photos or videos to their friends. These will display on screen for up to ten seconds before being deleted, although it is possible to take screenshots of messages and download other apps designed to capture and save Snapchat content.



**TikTok (minimum age 13)** – TikTok users can make their own short videos on the mobile app and often like to have music accompany these. The users have creative control over the videos. Other TikTok users can ‘react’ to videos they see by filming their responses alongside the original video, or ‘duet’ by making a video alongside another video.



**WhatsApp (minimum age 16)** – a free-of-charge, real-time messaging service. Users can share images and videos, take part in ‘group chats’ and share locations. As it’s based on knowing the user’s phone number, you can only message users if you already have this information.



**YouTube (minimum age 16)** – allows users to watch, create and comment on videos. The dislike button can create insecurities with content posted even if comments are turned off for the video.