



TOTTINGTON PRIMARY SCHOOL

MOORSIDE ROAD, TOTTINGTON, BURY, LANCASHIRE, BL8 3HR

☎ 01204 886169

✉ tottington@prestoleetrust.org www.tottingtonprimaryschool.org.uk

Head Teacher: Mrs D Taylor

17.09.26

Dear Parents and Carers,

Reminder of Our School Safeguarding Procedures and Expectations

We apologise for the length of this letter; however, it contains important information about our school's safeguarding procedures and expectations. Please take a few moments to read it carefully. The safety and wellbeing of our children, families and staff are always our highest priority. These reminders help us maintain a safe, calm and welcoming environment for everyone. Thank you for your understanding, cooperation and continued support.

Safe and considerate parking

If you drive your child to school, please park safely and considerately when dropping off or collecting them. Please be mindful of our neighbours and avoid blocking driveways, entrances, pavements or access for residents and emergency vehicles. Where possible, we encourage families to park a short distance away and walk to the school gates. Your care and consideration help to keep our children safe and maintain a positive relationship with our local community.

Bicycles and scooters

We encourage children to travel actively to school by bicycle or scooter. For everyone's safety, children and adults must dismount at the school gates and walk their bicycle or scooter while on the school site. We strongly encourage children to wear a correctly fitted safety helmet and any other appropriate protective equipment.

Start of the school day

Children and families should not arrive on the school site before 8.25am, which is 15 minutes before the beginning of the school day. Please be aware that the playground is not staffed or supervised until 8.40am. If your child walks to school independently, please ensure that they time their journey so that they do not arrive too early.

End of the school day

Please ensure that your child is collected promptly at the end of their school day or session. Children can become worried when a parent or carer is late, and staff may have other duties to attend to. We understand that unexpected delays can happen. If you are running late, please telephone the school office as soon as possible. Children in **Year 4 and above** may walk home independently only when the school has received written permission from a parent or carer. Without this permission, children must be collected by an authorised adult. Please notify us immediately if you wish to change or withdraw this arrangement.



Alternative collection arrangements and passwords

If someone other than the usual parent or carer will be collecting your child, you must notify the school in advance. Please do not rely on your child to pass this information to staff. If your child attends Super T's or Nursery, the authorised adult must also be given the agreed collection password.

Dogs on the school site

Please remember that dogs are not permitted on the school site, except for registered assistance dogs. We understand that dogs are important members of many families; however, some children and adults may be frightened of dogs or have allergies. Even friendly dogs can behave unpredictably in a busy environment, so we kindly ask that all dogs remain safely outside the school grounds.

Photographs of pupils

As part of our ongoing commitment to safeguarding, we are changing the way we share photographs of children online. This is in response to concerns about how children's images could be used or manipulated, including through artificial intelligence (AI). We will continue to celebrate the wonderful learning, friendships and special moments that take place in school. However, photographs shared online will increasingly focus on:

- Children taking part in activities, photographed from behind.
- Hands-on learning, creativity and children's achievements.
- Side-facing photographs, where appropriate and where the relevant permissions are in place.

Each image will continue to be considered carefully before it is shared, and we will always respect the photograph permissions provided by parents and carers.

Smart watches and recording devices

To protect the privacy and safety of everyone in our school community, we ask parents, carers and visitors that there is no use of smart watches, Meta-style smart glasses or any other device capable of taking photographs or making video or audio recordings while on the school site. Children must not bring or wear watches or other devices that have photography, video or audio-recording functions. These expectations help us safeguard all children, respect individual photograph permissions and prevent images or recordings being taken or shared without consent.

Earrings

Our school policy is that earrings must not be worn on the school site. Please ensure that your child removes their earrings before arriving at school. While children are in our care, we have a duty to manage avoidable risks and keep them safe. Earrings can become caught during play, PE and other activities, potentially causing injury to the wearer or another child. We recommend arranging new piercings at the beginning of the summer holiday so that they have sufficient time to heal before children return to school.



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Our Safeguarding Team

Our safeguarding team is here to support children and families. If you are worried about the safety or wellbeing of a child, please speak to us. No concern is too small, and we would always prefer you to share a worry so that we can offer the right support.

- Designated Safeguarding Lead: **Mrs Taylor**
- Deputy Designated Safeguarding Lead: **Mrs Berry**
- Deputy Designated Safeguarding Lead: **Mr Groutage**
- Safeguarding email address: **safeguarding.tottington@prestoleetrust.org**

All safeguarding concerns are treated seriously and handled sensitively in line with the school's safeguarding procedures.

Thank you for your continued support and for working in partnership with us. By following these procedures and expectations, we can help ensure that our school remains a safe, happy and welcoming place for every child and family.

Kind regards,

Mrs Taylor

