

What we expect from you as a parent or carer:

Please tell us if:

- There is anything in your child's life that we need to know. Things that happen away from this setting can affect your child while they're with us. Please talk to us – we might be able to help.
- There is a reason why your child is not attending, by ringing the **school tel. no.** on the first day of absence.
- Your child no longer needs their place with us.

What you can expect from us:

- Safe, good quality learning environment operating under Safeguarding Children legislation & Ofsted regulations
- While your child is with us, we will take good care of them and talk to you about anything important that we observe
- Regular, efficient and accurate record keeping
- If your child transfers to another setting, we will share any information with that setting that will help to support your child's move
- Contact from us when your child hasn't attended and you have not let us know the reason for their absence
- Prompt action to any problem you tell us about
- Support and assistance from staff when needed

For more information please contact:

(Jason Fletcher or Katy Godfrey 0114 2368690)

Important information for parents or carers 2017-2018

Working Together to Safeguard Children

We are committed to supporting all students and safeguarding their needs

Important information for you and your child

In Sheffield we have a number of ways to support children, young people and their families.

These processes include:

- **Information Sharing**
- **Family Common Assessment Framework**
- **Multi-agency Working**

This leaflet helps to explain these processes to you.

Please ask us if you want some more information.

Information Sharing

It is usual practice for workers that are supporting you and your child to talk to each other to share relevant information.

We do this in order to identify and organise any support that is needed as quickly as possible.

We will also talk to **you** about your child so that we can all work together.

If you are worried about this or want to know more, please talk to us.

An assessment is a discussion between you and a member of our staff that can help to identify any support needs your child and your family may have.

Afterwards this discussion is written on a form called a Family Common Assessment Framework (FCAF) and it includes your thoughts and ideas.

If you give your permission the FCAF can be shared with others working with your child(ren) to save you explaining things over and over again.

We will talk to you about:

- Your child(ren)s individual circumstances and what support they might need
- Other issues within your family that you may need support with

Ask staff at this setting to show you a Family Common Assessment form and leaflet so you can see what it involves.

Family Common Assessment Framework

If different organisations are working with you it is useful for you all to meet so that support for your child can be discussed and agreed.

The meetings can take place at a time and place that is convenient and comfortable for you.

This way everyone can keep up to date, hear your views and work together better, keeping the focus on your child's needs.

Sometimes a worker will agree to co-ordinate the support for your child – this is called the 'Lead Professional' role.

Multi-Agency Working

Let's work together!

If anyone has a concern about the safety of **any** child or young person at this setting, there are people who can help.

You can call in or ring us, here is our phone number:



**(Jason Fletcher
DSL
01142368690)**

Further information can be found at:

(dore.sheffield.sch.uk/website/safety/safeguarding-children)

and

www.safeguardingsheffieldchildren.org