

**What **Tapton School**  
expects from you as a parent or carer**

Tell us if:

- There is anything in your child's life that we need to know. Things that happen outside school 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 us on 0114 2671414 on the first day of absence.
- If your child no longer needs his/her place with us.

**What **YOU** can expect from  
**Tapton School****

- A safe, quality, learning environment that meets Ofsted regulations and operates under Safeguarding Children legislation & guidance.
- While your child is attending our school, we will be taking good care of them and we will talk to you about anything important that we observe.
- Regular, efficient and accurate record keeping.
- 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.
- If your child transfers to another school or educational setting, we will share any important information with them that will help to support your child's move.

**Important Information  
For Parents or Carers**

**Working Together to Safeguard Children**

**Tapton School** is committed  
to helping all children and young people do well

**Important information for  
you and your child**

**The Children Act 2004** introduced new ways to help and support children, young people and their families. These processes include:

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

This leaflet helps to explain these processes to you. Ask us for more information.

### Information Sharing

It is usual practice for workers supporting your child to talk to each other and share relevant information. We will also talk to **you** about your child so that we can all work **together**.

The government's Every Child Matters programme states that agencies need to work together and identify support needed by a child and their family as early as possible. This should help us to organise support much sooner for your child. If different agencies are working with your child, it makes sense for them to talk to each other. If you are worried about this or want to know more, please talk to us.

### Family Common Assessment Framework

This is a **process** that helps to identify any support needs your child may have and **includes your thoughts and ideas**. This information can also be shared with others working with your child to save you explaining things over and over again. It will usually involve **one or two meetings with you** where a Family Common Assessment form is completed. This assesses your family and child's individual circumstances and helps to identify any needs, prompting a discussion about how they may be met.

Ask any member of the safeguarding team for a copy of this form so you can see what it involves.

### Multi-agency Working

If different agencies are working with you it's sometimes useful for you all to meet (at a place and time that is convenient and comfortable for you) so that a support plan for your child can be agreed.

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.

## Let's work together!

If any parent or carer has a concern about the safety of any child or young person in this education setting, there are people who can help.

**The people in our safeguarding team are:**

<b>Mrs Tabani-</b>	<b>Designated Safeguarding Lead</b>
<b>Ms K Rhodes-</b>	<b>Designated Safeguarding Deputy</b>
<b>Mr A May-</b>	<b>Designated Safeguarding Deputy</b>
<b>Mrs Travers-</b>	<b>Designated Safeguarding Deputy</b>
<b>Mrs Easdown -</b>	<b>Designated Safeguarding Deputy</b>
<b>Mrs Mohammed -</b>	<b>Designated Safeguarding Deputy</b>
<b>Ms Czauderna -</b>	<b>Designated Safeguarding Deputy</b>
<b>Mrs Allinson -</b>	<b>Designated Safeguarding Deputy</b>
<b>Mrs Higgins -</b>	<b>Designated Safeguarding Deputy</b>
<b>Ms Mitchell -</b>	<b>Designated Safeguarding Deputy</b>
<b>Mr Wright</b>	<b>Designated Safeguarding Deputy</b>

All these people are happy to help you to support your child. If none are available, the staff in Reception will always offer support to contact the appropriate staff. Further information/guidance can be found at:

[www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk)