



Cuffley School

SAFEGUARDING NEWSLETTER

Learning to Learn

Autumn 2025

Dear Parents and Carers,

Welcome to the first safeguarding newsletter of a brand-new academic year! Welcome to our new families across the school. As we start the year, I would like to remind you all that at Cuffley School, safeguarding and promoting the welfare of children is everyone's responsibility and our top priority. Everyone who comes into contact with the children and families who comprise our community has a role to play. Everything that we do has the children at its centre. Their well-being, their safety, their achievement, their happiness underpins every decision we make. Often when safeguarding is mentioned, the immediate thought is about child protection – when a child is suffering harm or is in danger of suffering harm. However, safeguarding is much more complex than this and encompasses a very wide range of areas. At Cuffley, we ensure that all our staff are well trained in all aspects of safeguarding, and this training is regularly updated and frequently revisited throughout the year. We also ensure that our curriculum provides the children with age-appropriate opportunities to learn how to keep themselves healthy and safe. With this in mind, I will continue to send out a half-termly newsletter informing you of any recent safeguarding updates as well as providing you with key information around a range of safeguarding issues. This issue will introduce you to the school's Designated Safeguarding Team and share those annual reminders regarding the DfE document 'Keeping Children Safe in Education' 2025 and the importance of attendance and punctuality. Also, I will introduce you to our new initiative, 'Let's Go Zero' as we see this as an important sustainability project that safeguards us all.

Thank you for your continued support,

Ms Evans



Who to contact if you have a concern about a child

If you are worried about a child's safety, please do not hesitate to contact the Designated Safeguarding Lead or Deputies straightaway.

If a child is in immediate danger, call the Police on 999 without hesitation

The Safeguarding Team oversees and co-ordinates all aspects of the school's work to ensure that children are kept safe. They regularly attend training to ensure their skills and knowledge are up to date.

Designated Safeguarding Lead:



Mrs Tracy Farmer

Deputy Designated Safeguarding Leads:



Mrs Wendy Wing



Mrs Andrea Charalambous



Ms Rachel Evans



Mrs Nadine Grainger

Safeguarding Governor:

Mrs Leanne Rafferty

All can be contacted via the office or by telephone on: 01707 888100

Please do speak to us if you have any concerns at all about a child's safety or welfare.

What is a Designated Safeguarding Lead?

Each school must have an appropriate senior member of staff to take lead responsibility for child protection. Key aspects of the 'Designated Safeguarding Lead' role include:

- Ensuring that all staff are aware of the processes for raising safeguarding concerns
 - Ensuring all staff understand the signs of child abuse and neglect
 - Referring any significant concerns to Social Care
 - Maintaining accurate and secure child protection records
 - Raising awareness of the school's safeguarding policies and procedures, and ensuring these are implemented and reviewed regularly

The Safeguarding Curriculum

We believe that one of the best ways to safeguard children is to equip them with the knowledge and skills to be able to keep themselves safe. Safeguarding themes are interwoven throughout our curriculum and the opportunities we offer in school.

- Some examples include:
- Our 'Values' assemblies which are delivered to all children from EYFS to Y6
 - Online Safety days with age-appropriate workshops
 - Online safety discussions within computing and other relevant lessons
 - Involvement in Anti-Bullying Week and Mental Health Awareness Week among others
 - Relationships, Sex & Health Education (RSHE) lessons
 - Personal, Social, Health and Citizenship Education (PSHCE) lessons

'Keeping Children Safe in Education 2025'

is a statutory Department for Education document which all schools are required to follow when carrying out their duties to safeguard and promote the welfare of children. It covers many aspects of safeguarding, including different forms of abuse, early help processes, safer recruitment, how concerns must be reported, and the role of the Designated Safeguarding Leads. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of

safe and effective care

- Taking action to enable all children to have the best outcomes

Click here for the full document:

[Keeping children safe in education 2025](#)



We are sure that, like us, you as parents and carers realise the importance of attendance and punctuality. At Cuffley, we continue to work hard to maintain our excellent attendance levels and to reduce incidences of lateness.

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 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.
 - 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.
 - There is much evidence to show that good attendance plays a vital role in helping your child 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 schoolwork
 - 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 into 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 into the routine of the day
 - When children arrive late, they often miss key messages and teaching, which continues to influence their learning for the rest of the lesson or day
 - Poor punctuality disrupts the class and can be 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?

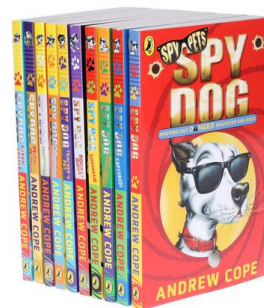
- ✓ Talk to your child about school
- ✓ Take a positive interest in your child's work, including their homework
- ✓ Make sure your child understands why school is important
- ✓ Show your child that you are interested in what they have done at school
- ✓ Get everything ready for school the night before
- ✓ Arrange appointments before or after school or during the school holidays wherever possible
- ✓ If an appointment must be taken during the school day, wherever possible, bring your child to school before and after that time
 - ✓ Take holidays during school holidays and not during term time
- ✓ Set your alarm and an alarm for your child – see who can beat the clock!
 - ✓ If your child is just slightly under the weather, still send them to school. Children often feel better as the day goes on and they get busy. If the school is worried, we will call!
- ✓ Children can attend school if they are taking medication – speak to the school office. We can give children certain medications with your permission.

Please also ensure that you:

- ✓ Keep in touch with school staff – we may be able to help you with advice, rewards for your child, or other incentives for coming in
- ✓ Contact the 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 the 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 on an action plan so that school, parents and children can work together to improve things
- ✓ If your child is absent for an appointment, please show the office the appointment card or letter.

URGENT CHECK NEEDED

The children's publisher Puffin has issued an alert regarding books authored by Andy Cope, including those in the **Spy Dogs, Spy Cats, and Spy Pup** series.



Within the books, there is a link which encourages children to find out about additional information told during the story. The link is intended to take children to Mr Cope's webpage; however, the domain is no longer owned by him and instead the link will direct children to a webpage now owned by a third party. This third party is publishing pornographic content. There is no suggestion that Puffin or Mr Cope are responsible for the pornographic materials, and the content of the actual stories are fine to read, however if any children access the link with the intent to learn more about the story online, they will be exposed to highly inappropriate materials.

Puffin has paused sales, and libraries and retailers have removed these books from their shelves until further notice. Please check and do the same with any books you find.

Online Safety

Even at primary age, many children play games or watch content online. It's important they know that body safety rules apply online too.

- Teach them never to share photos of their body, especially private parts.
- Make sure they know: if anyone asks them to do something that feels odd, secret or confusing online, they should tell you straight away.
- Talk about how some people online might pretend to be children when they're not.
- Use privacy settings and supervise young children during screen time.
- Remind them: "If something online makes you feel uncomfortable or unsure, it's never your fault. Just come and tell me."

WHAT CHILDREN NEED TO KNOW

- THEIR BODY BELONGS TO THEM**
Children should know that they are the boss of their own body. No one – not a peer, adult, friend or family member – has the right to touch them in a way that makes them feel uncomfortable.
- PRIVATE PARTS ARE PRIVATE**
Teach them the correct names for private body parts (e.g. penis, vagina, bottom). This helps remove shame and confusion – and makes it easier to report any concerns clearly.
- THE 'NO, GO, TELL' RULE**
If someone makes them feel unsafe or breaks a body boundary: Say "NO!" GO to a safe place. TELL a trusted adult.
- SAFE AND UNSAFE TOUCH**
Help your child understand: Safe touch: hugs, holding hands if they want to. Unsafe touch: touches that hurt, feel scary, confusing, or are kept secret.