



ROCKLIFFE MANOR  
PRIMARY SCHOOL

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Thursday 8<sup>th</sup> December 2022

Dear Parents and Carers,

At Rockliffe Manor Primary School, we are committed to safeguarding all children. We endeavour to provide a safe and welcoming environment where children are protected, respected and valued. As a parent community we thank you for your continued support with this.

At the start of this academic year, we introduced a colour coded lanyard system in order to strengthen our safeguarding practices. All of our staff have an enhanced DBS check and this is signified by their blue staff lanyards. Any visitors to the school receive a green or a red lanyard. Green lanyards signify that the adult has an enhanced DBS check and a red lanyard means that they don't hold this check. Any adult without a DBS check must be supervised when with children in school.

With this in mind, we have come to reflect on our processes at the beginning of the school day and at home time, and have found that there has been an increase of adults accessing the school building for a variety of reasons; lost items, to speak with the school staff or to access the office.

**ALL adults coming into school must access the building through the office to obtain the appropriate lanyard.** This means that parents and carers should not be accessing the building unless accompanied by a school adult or unless they have come through the school office, where we can ensure all visitors have signed in and are issued with an appropriate lanyard. This is essential in ensuring that staff know who is in the building at any one time and that we are able to monitor this in keeping our children safe. Children should not be accessing any room alone, and only when a school adult is present.

To support this, we will ensure the lost property box is put outside each afternoon at pick up time – this will be located on the terrace, near the bear bin. Should any access to the school/ classrooms be necessary, please do speak to the adults on the playground who will support you with this request.

Rockliffe Manor is a wonderful community which feels like a family, and we want all of our parents/carers to feel welcome to come into school and talk to staff at any time, while also being reassured that our safeguarding policies are being tightly followed.

If you have any questions or would like to talk about any of the above, please do not hesitate to contact me through the school office or email.

With Best Wishes

Mrs. N Cook  
Associate Headteacher