

# Important Information for Parents/Carers.

## Working Together to Safeguard Children

Hinde House 3 - 16 School is committed to helping all children do well.



*Important information  
for you and your child*

The Children Act 2004 introduced new ways of working designed to help and support children, young people and their families. These processes include **Information Sharing**, **Common Assessment Framework**, **SafetyNET** and **multi-agency working**. This leaflet helps to explain some of the important aspects of these changes. 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 better and identify support needed at the earliest stage possible. This should help 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.

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 CAF form is completed. This assesses your child's individual circumstances and helps to identify any needs, prompting a discussion about how they may be met.



Ask the Senior Learning Mentors, to see a CAF form so you can see what it involves.

## Common Assessment Framework (CAF)

## SafetyNET

SafetyNET is a computerised **list** of ALL 0-19 year olds in Sheffield. It comes from information already stored by Education, Health and Social Care databases. If someone is working directly with your child, they can show this on SafetyNET so that other workers can contact them about your child's needs. It is designed to improve services to your child by encouraging agencies to work together better. **There are NO case records or detailed information held on SafetyNET**, the only information held is name, address, DOB, gender, school and GP.

The 'What is SafetyNET?' leaflet gives you more information, ask us about this. Visit the website at [www.sheffieldsafetynet.gov.uk](http://www.sheffieldsafetynet.gov.uk)



If different agencies are working with you it's sometimes useful for them to meet so that a support plan can be agreed,



this way you can share your views too! This means that everyone keeps up to date and works together better, keeping the focus on your child's needs.

## Let's work together!



If any parent/carer has any concern about the safety of any child in school, there are a team of people to help.

### Primary Phase:

Anne Robson is the Child Protection Officer

Amanda Rocca is the Deputy Child Protection Officer

Sue Reilly is the School Nurse

### Secondary Phase:

Anne Robson is the Child Protection Officer

Sue Flynn is the Deputy Child Protection Officer

The Learning Mentor Team all have experience of Child Protection Issues and Procedures

All these people are happy to help. If none are available, then the Senior Team on both sites will always offer support and guidance.

Staff in Reception will, of course, always offer support to contact the appropriate staff.

Further information/guidance can be found at:

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

## *What Hinde House 3 - 16 School expects from you as a parent/carer*

Tell us if there is anything in your child's life that we need to know so that we can support your child. Things that happen outside school can affect your child while they're with us.. Please talk to us about anything - we might be able to help.

To inform us if your child no longer needs his/her school place. To let us know why your child is not attending with a reason by ringing the school on 2426874 Primary and 2438486 Secondary on the first day of absence,

## *What YOU can expect from Hinde House*

- A safe, quality learning environment that meets Ofsted regulations and operates under Safeguarding Children legislation & guidance.
- While your child is in 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.
- If your child transfers to another nursery or school, we will share any important information with them 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 on any aspects of this leaflet, please contact  
the Senior Learning Mentors  
Amanda Rocca, Primary 0114 242 6874.  
Sue Flynn. Secondary 0114 2438486