

Important information for parents and carers 2021-2022

Working Together to Safeguard Children

We are committed to supporting all of our pupils & 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**
- **Early Help 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.

What we expect from 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 **0114 2551348** 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, safeguard them, and promote their welfare
- We will contact you when your child hasn't attended and you have not let us know the reason for their absence
- Prompt action regarding any problem you tell us about

Support and assistance from staff when needed



<h2>Information Sharing:</h2> <p>It is usual for workers in our setting to talk to you, your child and with other workers who are supporting you to share relevant information.</p> <p>We do this to identify and organise any support that is needed as quickly as possible.</p> <p>If you are worried about this or want to know more, please talk with us.</p>	<h2>Multi-Agency Working:</h2> <p>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.</p> <p>The meetings can take place at a time and place that is convenient and comfortable for you.</p> <p>This way everyone can keep up to date, hear your views and work together better, keeping the focus on your child's needs.</p> <p>Sometimes a worker will agree to co-ordinate the support for your child – this is called the 'Lead Professional' role.</p>
<h2>Early Help or Family Common Assessment Framework:</h2> <p>An assessment is a discussion between you & a member of staff to identify any support needs your child and family have.</p> <p>This discussion is written on a form called an Early Help Assessment (EHA) or Family Common Assessment Framework (FCAF) and it includes your thoughts and ideas.</p> <p>If you give your permission, the EHA or FCAF can be shared with others working with your child(ren) to save you explaining things over and over again.</p> <p>We will talk with you about:</p> <ul style="list-style-type: none"> Your child(ren)s individual circumstances and what support they might need Other issues within your family that you may need support with <p>Ask a member of staff to show you these forms so that you can see what it involves.</p>	<h2>Let's work together!</h2> <p>If anyone has a concern about the safety of any child or young person, there are people who can help.</p> <p>You can call in or ring us:</p> <div style="text-align: center;">  <p>Lisa Hewitt - 01142551348 lhewitt@mundella.sheffield.sch.uk</p> <p>Or</p> <p>Will Smith - 0114 2551348 headteacher@mundella.sheffield.sch.uk</p> <p>Further information can be found at: www.mundella.sheffield.sch.uk</p> <p>and/or the</p> <p>Safeguarding Sheffield Children website</p> </div>

