

17th February 2017

Dear Parents and carers,

Thank you for your recent feedback from the Parental Questionnaires that we asked you to complete in December.

From the analysis we have discovered that parents are unsure of the policies and procedures in place when addressing any allegations of bullying and safeguarding. I would like to reassure you that we investigate all allegations of bullying thoroughly and will not tolerate any such behaviour in our academy. The procedure for investigating bullying is as follows:

- In the first instance the class teacher should be made aware of the incident
- The class teacher and Head of Academy or other member of the Senior Leadership Team will support the class teacher to interview the pupils involved and gather evidence
- Any evidence will be cross referenced with the school safeguarding database (cpoms)
- Any decision will be made between SLT and the class teacher as to whether the allegation is substantiated
- A suitable resolution will be applied; this may involve mediation, suitable consequence or temporary exclusion at the discretion of the Head of Academy
- All allegations will be recorded confidentially on the schools safeguarding database (cpoms)
- The Academy will work with children and families to ensure that all resolutions are effective and meet the needs of all children

We have recently updated our Safeguarding, Behaviour and Attendance Policies which are on our website please make visit us at www.egpa.org.uk for more information.

A Parent Child Protection Policy is attached to this document to remind parents and carers what to do if they are concerned about the welfare of any child or family attending East Garforth Primary Academy.

Yours sincerely

Rachael Binns

Head of Academy