



SIR JOHN LILLIE PRIMARY SCHOOL

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Headteacher: Sue Hayward

Monday 2nd July 2018

Dear Parents and Carers of Playcentre and Breakfast Club children,

I am writing to share that we have recently reviewed our procedures for informing the staff and pupils about your child's medical needs or medical diagnosis in line with our safeguarding procedures.

When you complete an application form, we ask that you record any allergies, medical conditions or other diagnosis that will enable us to ensure your child is safe and included in our provision. This information is then shared in a variety of ways, with staff, including team meetings, one-to-one training and notices on the boards in the playcentre office, classroom and kitchen. This information has to be in a place where staff can see it at a glance to ensure they are not hindered in their support for a child by having to look through a folder or having to unlock a cupboard door, especially if symptoms have to be spotted quickly and medication given or an ambulance called.

We are an inclusive provision and pride ourselves on supporting children with a range of medical needs and diagnose of Downs Syndrome, autism, ADD and ADHD, as well as other needs. The children in our setting are encouraged to be sensitive to another child's needs and will be told that every child is different and we enable everyone to succeed through a range of strategies including being patient, listening and supporting.

Our children across the setting have been praised highly for their awareness of each other's needs and ability to accept and support children who may be different to themselves.

We nurture an ethos of respect and trust with everyone who enters our setting and expect all stakeholders to work within our values.

We have consulted with the local safeguarding team to ensure our procedures are in line with safeguarding the children in our provision. We are sure that you would not want your child to be hindered by a procedure that does not ensure they are kept safe and supported by all staff and children in our setting.

If you have any concerns with regards to our procedures, please do not hesitate to contact me or Deborah to arrange a meeting.

Thank you for your continuing support.

Sue Hayward

Deborah Pope

Head Teacher

Playcentre Manager