



Heartwood Church of England VC Primary and Nursery School

White Cross Road, Swaffham, Norfolk, PE37 7RF
Tel 01760 721357

office@heartwood.norfolk.sch.uk | www.heartwood.norfolk.sch.uk

Headteacher Mrs Rebecca Starman
Deputy Headteacher Mrs Kelsey McKenna

September 2026

Safeguarding



Providing a happy, comfortable, productive and, above all, safe and secure environment for pupils to thrive in is at the forefront of all we do at Heartwood Church of England VC Primary & Nursery School.

As a school we have a legal duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

All staff and volunteers are vetted and receive regular safeguarding training helping them to play their part in keeping pupils safe and protected from harm.

The person who leads on safeguarding pupils is called the Designated Safeguarding Lead (DSL). The DSL for our school is Mrs Starman. We also have four alternate DSLs who are Mrs McKenna, Miss Compton, Mrs Watson and Miss Fisher. They support staff and pupils with any safeguarding issues.

Being safe within the school grounds and creating a safe environment is a responsibility for all staff, governors and parents. All staff and governors have read and follow the Safeguarding Policy (incorporating Child Protection) to make sure we have a consistent approach.

Copies of this policy are available on our website or in paper form upon request from the school office.

The safety and wellbeing of every child is our highest priority. As part of our safeguarding procedures, staff will ask about any unexplained marks, bruises or injuries they notice during the school day. This may involve speaking to your child in an age-appropriate way and, where appropriate, asking parents or carers for a brief explanation. This is a routine procedure for all children and does not mean we have any safeguarding concerns.

If your child has a noticeable injury before coming to school, please let a member of staff know at drop-off.



'Live life in all its fullness'
John 10:10



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If you ever have any safeguarding concerns about a child, you can speak to one of our Designated Safeguarding Leads (DSLs) at school or contact the Children's Advice and Duty Service (CADS) on **0344 800 8020**.

As part of our school safeguarding procedures, our curriculum covers different aspects of keeping safe aiming to equip our children with the understanding of what behaviour is acceptable and what is unacceptable as well as knowing how to deal with these situations.

This includes but is not exclusive to:

- RSHE (life skills) curriculum
- NSPCC 'Pants' work
- Online Safety
- Thrive
- Social and emotional support

Please encourage your child to talk to you about their learning around safeguarding in school.

Although much of the teaching around safeguarding is through discrete lessons, our school ethos, curriculum and policies ensures that we integrate safeguarding into everything we do.

Should you ever have any concerns or queries around safeguarding, then you can contact Mrs Starman by email (head@heartwood.norfolk.sch.uk) or telephone 01760 721357.

Behaviour and Relationships

At Heartwood we approach behaviour in a way that has learning at its core and as such strives to foster behaviours which support learning for all members of our school.

Our approach is a means of promoting good relationships so that staff and pupils can play and work together in a caring and considerate way.

We believe that being aware of each child's needs and their individual circumstances helps us to support each member of our school community. Learning to behave appropriately is a developmental task that requires support, encouragement, teaching and setting the correct example.

We follow 3 school rules;

Ready

Respectful

Safe



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All staff understand these rules and apply a consistent approach to ensure that children also have a great understanding of these rules and how they are followed.

We reinforce these 'rules' through a positive approach and through the use of praise and reward. We positively promote behaviour through;

Positive verbal praise

Recognition points - children who are Ready, Respectful and Safe

Postcards sent home to parents

Celebration phone calls home

House points

Half Termly Hot Chocolate

Everyone from Reception to Year 6 is in a house.



Oak



Ash



Beech

We compete every term to see which house has the most housepoints. The winning team each term gets a reward.

House Points can be earned by:

10 recognition points

Making a Difference

Reading 5 times over the week

Exceptional attendance

If children are not ready, respectful or safe, staff follow the behaviour cycle. This cycle always begins with a reminder of the 3 school rules and children are given take up time.



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Academic Aspirations

One of the three golden threads that is woven through all we do at Heartwood is making sure your child or children reach their academic potential. If you would like more information on supporting your child at home with their learning please speak to the class teacher who will happily help.

The way we teach children to read, the grammar we teach children to know and use, and the methods we teach in maths, may have changed from when you were at school.

We currently run meetings in Reception and Year 1 throughout the year to explain our phonics teaching. If you feel a meeting in another area would be beneficial in supporting your understanding, please let the class teacher know and we can gladly arrange one.

Kind Regards

Mrs Rebecca Starman
Headteacher



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