

## 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 **insert setting tel. no.** 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

## Important information for parents and carers 2020-2021

### 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.



## Information Sharing:

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.

We do this to identify and organise any support that is needed as quickly as possible.

If you are worried about this or want to know more, please talk with us.

## Early Help or Family Common Assessment Framework:

An assessment is a discussion between you & a member of staff to identify any support needs your child and family have.

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.

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.

We will talk with you about:

- Your child(ren)s individual circumstances and what support they might need
- Other issues within your family that you may need support with

Ask a member of staff to show you these forms so that you can see what it involves.

## Multi-Agency Working:

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.

The meetings can take place at a time and place that is convenient and comfortable for you.

This way everyone can keep up to date, hear your views and work together better, keeping the focus on your child's needs.

Sometimes a worker will agree to co-ordinate the support for your child – this is called the 'Lead Professional' role.

## Let's work together!

If anyone has a concern about the safety of **any** child or young person, there are people who can help.

You can call in or ring us:



**(Name & contact details of person in safeguarding team)**

**Further information can be found at:**

**(Insert your setting's safeguarding webpage address)**

and/or the

[Safeguarding Sheffield Children website](#)

