

What Parkwood Academy expects from you as a parent/carer

Tell us if:

- There is anything in your child's life that we need to know. Things that happen outside the Academy 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 on the Academy's telephone number on the first day of absence.
- If your child no longer needs his/her Academy place.

What YOU can expect from the Academy

- A safe, quality learning environment that meets Ofsted regulations and operates under Safeguarding Children Legislation & Guidance.
- While your child is in the Academy, we will be taking good care of them and we will talk to you about anything important that we observe.
- Regular, efficient and accurate record keeping.
- If your child transfers to another Academy/School, we will share any important information with them that will help to support your child's move.
- Contact from us when your child hasn't attended and you have not let us know the reason for their absence.
- Prompt action to any problem you tell us about.

IMPORTANT INFORMATION FOR PARENTS/CARERS

Working Together to Safeguard Children

Parkwood Academy
is committed to helping all of our students to succeed

Important information for
you and your child

The Children Act 2004 introduced new ways to help support children, young people and their families. These processes include:

Information Sharing,
Common Assessment Framework
SafetyNET+
Multi-agency working

This leaflet helps to explain these processes to you.

Let's work together

For further information about any aspects of this leaflet, please contact:
Mrs Zinnia Garratt
Director of Inclusion and Safeguarding

Information Sharing:

This is usual practice for workers supporting your child to talk to each other and share relevant information. We will also talk to your child so that we can all work together. The Government's Every Child Matters programme states that agencies need to work together better and identify support needed at the earliest stage possible. This should help to organise support much sooner for your child. If different agencies are working with your child, it makes sense for them to talk to each other. If you are worried about this or want to know more, please don't hesitate to contact the Academy.

SafetyNET+

SafetyNET+ is a computerised list of ALL 0-19 year olds in Sheffield. It comes from information already sorted by Education, Health and Social Care databases. If someone is working directly with your child, they can show this on SafetyNET+ so that other workers can contact them about your child's needs. It is designed to improve services to your child by encouraging agencies to work together better. **There are NO case records or detailed information held on SafetyNET+,** the only information held is name, address, DOB, gender, Academy and GP. Visit the website at www.sheffieldsafetynet.gov.uk

This is a process that helps to identify any support needs your child may have and includes your thoughts and ideas.

This information can also be shared with others working with you child to save you explaining things over and over again. It will usually involve one meeting with you where a CAF form is completed.

This assesses your child's individual circumstances to help identify any needs, prompting a discussion about how these needs might be met.

Ask Mrs Garratt to see a CAF form so you can see what it involves.

Common Assessment Framework (CAF)

If different agencies are working with you it's sometimes useful to all meet together with you so that a support plan can be agreed. This way everyone can keep up to date, hear your views and work together better, keeping 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.

Multi-agency working

Academy contact details

Parkwood Academy
Penrith Road
SHEFFIELD
S5 8UF
Telephone: (0114) 2310221
Fax: (0114) 2326751