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Alton Infant School

Sowing the seeds of learning



Headteacher: Mrs Stacey Serdet

Thursday 24th September 2026

Dear Parents and Carers,

How we keep your children safe at Alton Infant School

As a parent or carer, we know that one of the most important things you want from us is to know that your child is safe, happy and well cared for while they are at school.

Safeguarding children is at the heart of everything we do at Alton Infant School. Every member of staff has a responsibility to help keep our children safe, and we work closely with families and other professionals when we need to.

We thought it would be helpful to explain some of the ways we do this.

We get to know your child

Our staff know the children in their care well. We notice when a child is happy and settled, but also when something doesn't seem quite right.

We encourage children to talk to us about their worries and help them understand that there will always be a trusted adult who will listen to them and help.

We teach the children how to keep themselves safe

Safeguarding is not just about adults protecting children. We also help children develop knowledge, confidence, and language to keep themselves safe.

Through our curriculum, assemblies and everyday conversations, we talk to children about things such as:

- being kind and respectful to others
- recognising and talking about their feelings
- knowing what to do if something worries them
- understanding safe and unsafe situations
- staying safe online
- knowing which adults they can talk to if they need help
- looking after themselves and each other.

We use language that is appropriate for young children and make these conversations part of everyday school life.

We take concerns seriously

If a child tells us something that worries us, or if we notice something that makes us concerned about their wellbeing, we listen carefully and take appropriate action.

We record concerns carefully and follow our safeguarding procedures. Sometimes this may mean speaking to parents or carers. There may also be occasions when we may need to share information with other professionals if we believe this is necessary to keep a child safe.

Our Designated Safeguarding Lead (DSL), Stacey Serdet and Deputy DSLs (Karen Cooper and Lily Hill-Venning), oversee safeguarding across the school and make sure that concerns are followed up appropriately.

The school's governors also have a role in overseeing safeguarding, making sure that the right policies, checks and procedures are in place and that safeguarding remains a priority across the school.

Our staff are carefully checked and trained

Everyone who works in our school has the appropriate safeguarding checks before working with children.

Staff receive regular safeguarding training so that they understand how to recognise signs that a child may need help or protection and know what to do if they have a concern.

Safeguarding training is updated regularly because keeping children safe is something we must continually learn about and develop.

We know who is in our school

We have clear procedures for visitors and contractors coming into school.

Visitors are required to sign in and are appropriately identified while they are on the school site. We also have procedures for managing the arrival and collection of children.

Please help us with this by letting the school know if someone different is collecting your child and by keeping us updated if your contact details or family circumstances change.

We work with families

We believe that parents and school are partners in keeping children safe.

Please talk to us if something is worrying you, if there has been a change in your child's circumstances, or if you notice something that you think we should know about.

You do not need to wait until you are certain that something is wrong. If you have any concerns, please talk to us.

Equally, there may be times when we contact you because we have noticed a change in your child's behaviour, mood, or wellbeing. Our intention will always be to work with you in the best interests of your child.

Sometimes we need to ask for help

There may be times when a child or family needs additional support. When appropriate, we work with other professionals and services when appropriate, including children's services, health professionals, the police, and other agencies.

If we need to share information, we will always do so carefully and in line with our safeguarding responsibilities.

Our priority is always the safety and wellbeing of the child.

If your child has a worry

Please encourage your child to speak to a trusted adult at school if something is worrying them.

They can talk to their class teacher, teaching assistant or another adult they feel comfortable with. We will listen, take them seriously, and help them.

You can also speak to a member of the school team if you have a concern about your child's safety or wellbeing.

Safeguarding is everyone's responsibility.

Thank you for working with us to make Alton Infant School a place where every child feels safe, valued, listened to and cared for.

With warm wishes,

Stacey Serdet
Headteacher
Alton Infant School