

Thursday 23rd February 2023

Dear Parent/Carer,

I am writing to you to make you aware of an incident that happened at Mulberry Wood Wharf yesterday where a child exited the external gates, leaving the perimeter of the school site. The child was brought back to school and the parents were informed.

I would like to reassure you that we take safeguarding and health and safety very seriously. We are conducting a full independent enquiry, communicating with any external services as necessary.

The children are on a school trip today to the Unicorn Theatre, and again, I would like to reassure parents that as with all trips and visits a risk assessment has been completed. Staff members attending the trip will be Lindsay, Verity, Reema and myself. Like previous trips, the adults understand the risk assessment and ensure that:

- Children walk in pairs with adults supporting each pair
- Children who do not have their parent attending the trip will be supervised by a member of staff/volunteer parent whilst the class teacher leads the whole group
- The group will remain together at all times
- There are regular head counts
- Staff are designated to be on public transport first/last
- Transport staff are advised of children getting on/off the train to give extra time
- Children are only permitted to go to the toilet with a member of staff or their own parent
- That staff and parents are vigilant of the public and environment and to be alert to any unforeseen risks that may arise
- Parent volunteers are briefed and communicated with in advance of the trip
- Children are spoken to about the importance of listening to adults on the trip and following instructions to keep themselves safe.

I fully understand that this incident may be upsetting, and I will communicate again today and next week to update you on the investigation. The number one priority of our school is to safeguard all of the pupils in our care, and we are taking this incident very seriously.

Whilst the investigation is being carried out, immediate additional measures will be put in place. The trust have re-deployed Anita Croft, Director of School Improvement, back to Mulberry Wood Wharf to support the leadership of the school and to continue working with families and children.

Kind regards,



Sarah Jane Bellerby
Executive Headteacher