



Ashmole Primary School

Address: Ashmole Street, London SW8 1NT

Tel: 020 7735 2419

E-mail: info@ashmoleprimaryschool.org.uk

Instagram: [AshmolePrimarySchool](https://www.instagram.com/AshmolePrimarySchool)

Web: www.ashmoleprimaryschool.org.uk

Headteacher: Cordelia Cooper

Deputy Headteacher: Shelly Griffiths

Monday 5th October 2026

Dear Parents & Carers,

Safeguarding at Ashmole Primary School: On Site & On Line

As part of our ongoing commitment to safeguarding and promoting the welfare of all pupils at our school, we continue to keep our safeguarding procedures under constant monitoring and periodic review. I therefore write to you today to remind you of our site safety procedures, as well as to give you an update, in regards to some changes we have decided to implement in relation to online safety.

1) Safeguarding at Ashmole – Protecting us all on site

The school gates will continue to close promptly at 9:15am, once all pupils have entered the building and registration has been completed. Until this time a member of the SLT and/or Premises Team will always be available to ensure vigilance until the site has been secured. After 9:15am, and until 3.15pm when the gates are re-opened, access to the school site will be strictly restricted. If you need to enter the school grounds between these hours for any reason at all - please note that you are always required to:

- Clearly state **your name** to the member of school staff via the intercom.
- Provide the name of **your child as well as the purpose of your visit**.
- Report **directly to the school office** upon arrival.
- Sign in using the school's visitor portal (Inventry) at the office and display your badge at all times before entering the main school building.

These arrangements also apply to when you are visiting for Music lessons at any time during the school day. Please note that Parent Café sessions will have a manual signing in system, while other whole school events such as Parents Evenings, concerts and performances are exempt from these measures due to staff supervision/pre-arranged appointment slots at all times.

These procedures are in place to ensure that we can effectively monitor who is on site at all times and maintain a secure environment for pupils and staff. With this in mind, we would kindly ask that you refrain from opening the school gate or letting other people in, even if you know them.

By regularly reviewing and strengthening our systems, we are able to ensure all visitors are accounted for while on site, minimise potential risks to pupils and staff and maintain a calm, orderly and safe learning environment.



2) Safeguarding at Ashmole – Protecting us all online

I also wanted to take the opportunity share an important update about how we're evolving our approach to sharing school life at Ashmole with you. We have always ensured that images used online do not contain identifiable information and you will be aware that last academic year, we decided to make our Instagram account private – only admitting followers to our account who are verified members of our school community. This year, the decision has now been made to make some further changes to how we share images on our social media platform (Instagram) in response to emerging AI safeguarding concerns.

In response to guidance by the Safer Internet Centre [<https://saferinternet.org.uk/guide-and-resource/image-guidance-for-education-settings>] who advise the use of imagery that is harder to misuse or abuse, you may already have noticed some subtle shifts in photos shared this term. At Ashmole, photos shared on social media will now be:

- *Taken from a distance, from behind or from over the shoulder – meaning that backs of heads, sides of faces, over-the-shoulder shots, hands only, or examples of pupil work will become more commonplace.*
- *In essence, we've changed the angle, but not the content.*

We remain dedicated to celebrating every moment and maintaining valuable insights into life at Ashmole, while at the same time prioritising the safety and protection of every member of our community.

Please note that this decision has not been taken lightly – indeed, we know that many of you enjoy seeing photos of your children in action at school – which is why the newsletters – which are now password protected on the school website [**Password: Elias2026** – please **do not** share this more widely] will still provide the opportunities for photos of the children in full (including, their faces).

Safeguarding is a continuous priority, and it is essential that our procedures are constantly reviewed and periodically updated in order to reflect best practice, respond to local or national concerns as well as, most importantly, protecting our school community.

We greatly value the continued support and cooperation of our families. By working together, we can ensure that our school continues to remain a safe, secure and welcoming environment for everyone in our community. The safety and wellbeing of our pupils will always remain our highest priority. If you have any questions or concerns regarding any of this - please do not hesitate to speak to me directly.

Yours Sincerely,



Cordelia Cooper
Headteacher