

SAFEGUARDING POLICY- FOR CHILDREN



Feeling safe and happy at school

At **Highfield and Brookham** all the adults think that your health, safety and welfare are very important,

We want to make sure that you feel looked after, safe and happy when you are in and out of school.

We believe in our school values and want our school to be a happy place, where children are thriving.

We respect our children and want to help protect your rights.

We teach you how to recognise risks in different situations, how to protect yourselves and stay safe.

This document, which is known as a “policy”, looks at what we do to make sure you are kept safe, and what you can do when you think someone is hurting you or someone else.

We can help you by:

- Teaching you what safeguarding is.
- Teaching you what to do if you feel worried or scared.
- Making sure you know who you can speak to if you are worried.

If you don't understand something or have any questions about what you read in the policy, please ask an adult in school for help.



1

What does safeguarding mean?

“Safeguarding” refers to all the things we do to make sure you are kept safe from any harm.

Safeguarding means that staff will:

- Protect you from harm.
- Make sure that nothing stops you being healthy or developing properly.
- Make sure that you are looked after.
- Make sure that you have the best life chances and can grow up happy and successful.



We will make sure that the school is a friendly, welcoming and supportive place to spend time in, making it somewhere you want to be.

We want to make sure that you know who to ask for help, and will plan lessons to help you know how to look after yourself online and in the real world.

2

Staying safe

If you are worried about something, you can talk to any adult in school that you trust. This could be your teacher, a matron, the school nurse, or any other staff member. If you need to talk, we will listen.

We think it is important for you to know where to get help if you are worried or unhappy about something, and we will do our best to spot if there is a problem.

We will always make time to listen and talk if you need us, please remember:

- You are important to us.
- It's never your fault if someone is hurting you.
- There is always someone that can help you and you will not be in trouble.
- If someone is hurting you, they may also be hurting someone else, so it is important that you tell someone to make it stop and know that you will be kept safe.
- Every child should enjoy the right to a happy and safe childhood – do not be scared to tell someone if there is anything worrying you.



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Who to talk to?

It's important that you tell someone you trust if someone is:

- Bullying you.
- Saying things to you that make you feel upset or uncomfortable.
- Touching a private part of your body.
- Hitting or hurting you.
- Taking your things.
- Sending unkind messages on the internet or to your phone.

It is important you **tell someone** as soon as someone starts hurting or harming you, or you think that this is happening to someone else.

Speaking to someone like your parent, carer or teacher will mean that we can make sure it **stops** and doesn't happen again.

In every school there is always somebody who has the responsibility to keep you safe and all staff have to tell that person if they are worried about you – this person is called the DSL, which stands for **designated safeguarding lead**, in our school the people who do this are:

Mrs van den Berg and Mrs Hunter

If you need to talk - we will listen. You can talk to any adult within the school, but there are some specific staff who help Mrs van den Berg and Mrs Hunter to make sure you are safe and well cared for. They have done training to help them with this and are DDSLs.

People in school who can help you:

- Miss Liddell
- Mr Baker
- The Nurses (Mrs Mosely and Mrs Hockaday)
- Your Head of Phase
- Your Head of Boarding



There is a poster in every classroom that can help you to identify some of these people.

If you do not want to talk, you can always write it down and hand it to a member of staff, or speak with a peer listener, a grad, a teaching assistant or tell a friend and go with your friend to speak with someone.

What we will do:

- We will do our best to spot if there is a problem. All of the adults in school have had lessons in how to keep everyone safe;
- We will work with other people (including people at home) to help protect you and solve any problems you may have;
- We will listen to you if you want to talk to us and need our help. We will always take you seriously;
- We will support and encourage you and will respect your wishes and views.

DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY – WE WILL ALWAYS LISTEN!

What happens next?

- Sometimes a member of staff at school will need to check things with Mrs van den Berg or Mrs Hunter and then, if they can deal with the issues themselves, they will;
- There are times though when they may need to contact other agencies for support. These may be Children's Social Care (Social Workers) or Police.
- There are lots of other agencies who support children and families as well.
- Staff will talk to you and explain all of this and you can always go and ask staff questions if you are unsure about anything.

These are some places outside of school that you can go to for help. You can call or visit:

- Childline on 0800 11 11 or visit www.childline.org.uk
- NSPCC on 0800 800 5000 or visit www.nspcc.org.uk
- Kidscape on 020 7730 3300 or visit www.kidscape.org.uk
- Youth Access on 020 8772 9900 or visit www.youthaccess.org.uk



Bullying

Bullying is a type of abuse that takes place when someone tries to hurt another person on purpose. People can be bullied in many different ways:

Emotional bullying includes hurting someone's feelings, by leaving them out or bossing them about. People can sometimes use emotional bullying to take advantage of you to get their own way by making threats or making you feel like you have to do something for them.

Physical bullying can include hitting, kicking, shaking, biting, hair pulling or purposely hurting someone.

Verbal bullying can include insulting someone because of how they look or because of their personality, and can often go beyond that. People can also use verbal bullying to be **racist, sexist or homophobic**.

Racist bullying is bullying someone because of their race, skin colour, the country they are from or the religion they believe in.

Homophobic bullying means bullying someone because of their sexuality; calling someone gay or lesbian to hurt their feelings would be homophobic.

Sexist bullying is bullying someone because of their gender; bullying someone because they are a boy or a girl would be sexist.

Cyberbullying includes any kind of bullying which takes place online; cyberbullies send insulting messages over the internet and sometimes share secret information online to hurt someone's feelings.

Secrets – Secrets, such as surprise parties are fun, but some secrets are not good and should never be kept.

Bullying is not always done by one person and can often involve a group of people 'ganging up' on someone – if you ever see someone being bullied, **never** join in and **always** tell a trusted adult in school.

The bully could be one of your peers, an older or younger child or an adult. It's important that you tell someone if you think you are being bullied.



Internet safety



Internet safety is an important part of keeping children safe at our school. We have lots of safety measures in place which we keep an eye on both in and outside of school, to help safeguard children.

In our school we use software called Smoothwall which monitors what everyone is doing on their surfaces and school devices.

Computers and mobile phones help us all to share things and talk to friends or family, but they can also make it easier for bullies and other people to hurt you or to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites.

The school will help if you are sent unkind messages or if someone on the internet has asked you to do anything that has made you feel uncomfortable.

If you are unhappy with any comments or photographs you've seen on your computer or mobile, you should tell a trusted adult immediately, that can be at home or a staff member in school.



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Relationships

Any relationship you have should be positive and make you feel safe, happy and comfortable. A negative relationship might make someone feel scared, confused, worried and even unsafe.

It is really important that you know the difference between a positive relationship and a negative relationship.

Positive relationships

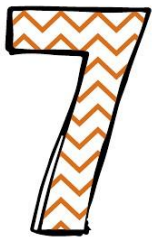
- You are **comfortable** around that person.
- You can be **honest** with that person.
- You can say how you **feel** and what you are **thinking**, and you **listen** to each other.
- You **support** each other and treat each other **well**.
- You feel **safe**.
- You **trust** that person.
- You do **helpful things for each other**.
- You are **never pressured** to do anything that makes you feel uncomfortable.
- You feel **looked after**.



Negative relationships

- The person might **push** you, **hit** you or **break** your things.
- The person might **tell you what to do**, what to wear or who you can see.
- You might feel **scared** – they might say they will hurt you if you don't do something.
- The person might **make threats** or do harmful things if you do something they did not want you to do.
- The person **calls you names**, makes you feel bad in front of other people and makes you **feel bad about yourself**.
- The person gets **angry easily** and you don't know what will make them angry – it might make you feel **nervous**.
- The person might **pressure** you to do things **you don't want to do** or are not ready for.
- The person **might not take no for answer** when you say you don't want to do something.





School buildings and the playground

All school staff will do their best to make sure the building is safe for you to learn in and spend time in.

School staff will always be wearing a grey staff lanyard or have clothing with the Highfield and Brookham logo on.

We will make sure that you know who everyone is in school by asking visitors to sign in when they arrive at school.



You will always know who a visitor to the school is because they will have a lanyard on. A GREEN lanyard means that the visitor can move around the school without another member of staff. A RED lanyard means that the visitor must always have another member of staff with them. (if you see a visitor with a RED lanyard or someone without a lanyard on their own in the school, please tell a member of staff immediately)

If you see someone acting suspiciously or trying to gain access to school grounds you should report this to a trusted adult in school.

People that we do not know will never be allowed to spend time with you on your own and they will not be allowed to walk around the school without a member of staff.

Let's make Highfield and Brookham a safe and happy place!

