



**STUDENT FRIENDLY SAFEGUARDING POLICY  
(Keeping you Safe in School)**

Approved by:

Head Teacher:.....

School Council Chair:.....

Policy Date: .....

**DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY - WE WILL ALWAYS LISTEN**

Dane Royd is our school and we want it to be a safe place. Staff at Dane Royd will do everything they can to make sure you are protected and happy. To help them do this they have lots of rules to follow. This policy is to help you understand what Safeguarding means to you and to help you decide what could be a “problem” and whom you should talk to.

**Safeguarding means that they should:**

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

**Staff agree that to make sure they look after you they will:**

- Make the school a friendly, welcoming and supportive place to spend time in – somewhere you want to be
- Be there for you to talk to if you need to and know who to ask for help
- Give you safe messages in your lessons to help you learn how to look after yourself both online and in the real world
- Have all the right rules in place to help look after you. They will follow these rules all of the time (these rules are sometimes called policies)

**Who will look after me in school?**

**Safeguarding is everyone’s responsibility. You can talk to any trusted adult in school.**

However, there are certain people in school who need to know about any child who has worries or doesn’t feel safe. They can help the trusted adult get the correct support and advice to help you.



**Miss Kelly**  
*Safe-guarding*



**Mrs Kendall**  
*Safe-guarding and mental health*



**Mrs Hemingway**  
*Safe-guarding and mental health*



**Mr Lee**  
*Safe-guarding and e-safety*

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## ABUSE

When someone hurts you or takes advantage of you, it can be called abuse. This is when someone does something to you that is harmful, unpleasant or painful like:

- If someone deliberately hits you, hurts you, injures you or humiliates you in different ways
- If someone says or does something that makes you feel bad about yourself or hurts your feelings which makes you feel scared, sad, upset or frightened
- If someone shouts, threatens, hits or hurts someone you love whilst you are around which makes you scared, unhappy or worried
- If someone doesn't take proper care of you so you feel abandoned, lonely or neglected. You might not be able to eat or wash regularly, or you might not be able to come to school every day or on time
- If someone touches you in a way that you don't like for example touching your private parts.
- If someone makes you look at things which make you feel ashamed, embarrassed, uncomfortable or guilty. They may ask you to keep it a secret or give you presents.

**Secrets** – Secrets such as surprise parties are fun, but some secrets are not good and should never be kept. Bullying should not be kept a secret and no-one should ask you to keep a kiss, hug or touch a secret. You must tell your parents/carers, a teacher or someone you can trust as soon as you can. Do not keep a secret.

**Presents** – Presents are a good thing to get, but you should not take a present from anyone without checking with your parents/carers first. Most of the time it will be ok, but sometimes people try and trick children into doing something by giving them presents (like sweets, money or phones) This is sometimes called a bribe. If it does not seem right, tell someone as soon as you can.

**Abuse is never ok and if you are being or have been abused you must remember – it is not your fault. You must always tell someone and they will help it to stop.**

### What can I do if I think I may be being abused?

Speak to a trusted adult in school or at home. They will listen and help you to share your worries either through talking, or by using writing or pictures.

**Useful website for young people:**

<https://www.nspcc.org.uk/>

<https://www.childline.org.uk/>

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## **Bullying**

Bullying can happen verbally, physically, sexually, emotionally and on-line through social media. **Bullying is never ok and will never be tolerated at Dane Royd School.**

It doesn't matter what colour hair you have; what trainers you are wearing; how you speak; how you walk; how you talk – it is not your fault if you get bullied. We are all different in some way and that's what makes us amazing.

♣ Whether you are a boy or a girl, old or young, big or small – bullying makes you feel rubbish and it's okay to be upset about it. The important thing is that you tell someone about it.

If you feel you can, talk to a teacher you trust or your parents, brother or sister. If you don't want to do that you can always call Childline 0800 11 11 or visit [www.childline.org.uk](http://www.childline.org.uk).

It can be tempting if you are being bullied to retaliate – for example to send a horrible message back to someone; to try and embarrass and hurt the other person, or to fight back. This is not a good idea – you might end up being seen as the trouble maker or get yourself even more hurt.

♣ Think about other ways you can respond to bullying. For example, practice saying: "I don't like it when you say that/do that – please stop." Think about other people who can help you if you are being bullied – this could be other classmates, or a teacher.

♣ Only hang out with people who make you feel good about yourself. If someone constantly puts you down they are not a real friend and not worth your time.

♣ Be kind to yourself, and do things that make you feel good, relax and make new friends. You might play an instrument; write lyrics; draw cartoons; dance; act or join a sports club. This is your life so make sure it's the best life possible – don't let anyone bring you down.

♣ Remember to be kind to other people! Just because someone is different to you and your friends – that doesn't mean you are better than them or have a right to make them feel bad. If you mess up, say sorry. You don't have to be friends with everyone – but you should always show respect, make it clear that you don't like it when people bully others, and stick up for people who are having a hard time

### **Useful website for young people:**

<https://anti-bullyingalliance.org.uk/tools-information/advice-and-support/if-youre-being-bullied/find-help-and-support>

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/>

<https://www.kidscape.org.uk/advice/advice-for-young-people/dealing-with-bullying/>

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## On-line Safety

Computers and mobile phones help us all to share things and talk to our friends and family, but they can also make it easier for bullies and other people to be unkind and try to hurt you on-line. It is important you know how to look after yourself on-line, just like when you are at school and home.

### 10 top tips for keeping yourself and others safe online

- 1) Do not post any personal information online –like your address, email address, mobile number or the school which you attend
- 2) Think carefully before posting any pictures or videos of yourself. Once you have posted a picture or video online, that means other people can see it and sometimes download it; meaning it isn't just yours anymore.
- 3) Keep your privacy settings as high as possible. If you are unsure how to do this ask your parents to help, or Mr Lee, our e-safety teacher, would be more than happy to help.
- 4) Never share your passwords
- 5) Do not befriend/accept friend requests from people you do not know
- 6) Never meet up with people you have met on-line. Always speak to a trusted adult, (your parents, or school staff) if someone you do not know off-line asks you to meet up.
- 7) Remember, not everyone online is who they say they are
- 8) Think carefully about what you say before you post anything online
- 9) Respect other peoples' views. Even if you do not agree with someone else's views, you should never say anything online which you wouldn't say to a person's face.
- 10) If you see anything online which makes you feel uncomfortable, unsafe or worried:
  - report and block
  - never respond
  - switch off your device
  - tell a trusted adult immediately

### Useful website for young people:

<https://www.childline.org.uk/>

<https://www.thinkuknow.co.uk/>

<https://www.childnet.com/>

<https://www.ceop.police.uk/CEOP-Reporting/>

<https://www.daneroyd.com/e-safety-1>



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## Touch

Your body belongs to you and no one has the right to make you do anything which makes you feel uncomfortable.

**“My Body Belongs to Me”**



## My Body My Rules



**My Body My Choice**

You can decide how you greet people. You can give high fives, shake hands or hug - it is YOUR choice.

If you don't feel comfortable, you can say "No" to hugging or kissing someone.



**Warning Feelings**

Sometimes we feel frightened, unsafe, sick in the tummy, sweaty or our hearts race. These are our warning feelings.

When we get these feelings around people we must tell a trusted adult straight away.



Mum  
Grandad  
Auntie  
Brooke

Sister  
Mr Smith (teacher)

**My Trusted Adults**

Trusted adults are people you trust and who you can tell anything to. Whenever you feel unsafe or uncomfortable, you can talk to these people straight away. Use your hand to remember 5 people you have as a trusted adult.



**Secrets**

You shouldn't ever keep a secret that makes you feel uncomfortable or worried. If someone asks you to keep a secret like this, you need to tell a trusted adult straight away.



**My Private Parts**

Your private parts are the parts of your body that are under your swimming clothes. No one can ask to see your private parts or to take photos of them. No one can ask you to touch your private parts or to touch theirs. If anyone asks you to do this, then you need to tell a trusted adult straight away.



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## Keeping Safe in School

It is important that you feel safe when you are in school and know that every adult is here to keep you safe. How do we do that?

All of the staff at Dane Royd Primary School will do their best to make sure the building is safe for you to learn in and spend time in. We will make sure that we know who everyone is in the school by asking visitors to sign in at reception. You will always know who a visitor to the school is because they will have signed in at reception and will display the badge they receive.

People that we do not know will never be allowed to spend time with you on your own and will not be allowed to walk around the school without a member of staff. The building, outside areas and field will be as safe as they can be for you so that you do not hurt yourself, although accidents can happen if you are not careful. Staff will look after you if the fire alarm goes off and you should know what to do and where to go. When you leave school to go on an educational visit somewhere, the staff will make sure they can keep you safe wherever you are going.

## Keeping Safe outside of School

Staff are committed to teaching you how to stay safe outside of school too. If anything happens outside of school, we still want to know about it so we can keep you safe. Always speak to a trusted adult.

**WHAT WE DO** at Dane Royd Primary School to help you:

- ❖ We will do our best to spot if there is a problem. All of the staff in the school have had lessons in this;
- ❖ We will work with other people (including the 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.

At Dane Royd Primary School you can talk to any member of staff, but you should know that there are a number of staff who are responsible for making sure you are safe and well cared for.



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