Feeling safe and happy at school

At Field Road Academy, we want to make sure that you feel safe and looked after, safe and happy when you are in and out of school.

Sometimes we don't know if something bad is happening, so you need to tell us.

This booklet, 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 your teacher for help.



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 our school is a friendly, welcoming and supportive place to spend time in, making it somewhere you want it to be.

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

Staying safe



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

We respect you and want to keep you safe, so we will do our best to help you to feel safe and happy. We will also teach you how to spot risks and what you can to do keep yourself safe.

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. You will not be in trouble telling the truth.
- If someone is hurting you, they may also be hurting someone else, so it is important that you tell someone to make it stop. We want to keep you safe.
- Every child has the right to a happy and safe childhood – do not be scared to tell someone if there is anything worrying you.

3 Who to talk to

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

- Saying things 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.
- Bullying you.



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

Speaking to someone like your **parent, carer or teacher** means we can make sure the abuse 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. Other members of staff have also been taught how to do the DSL's job.

Here are the people at our school who can do the job of the DSL.

			
Miss Newton	Mrs Heathcote	Miss Howitt	Mrs Weston

There are also places outside of school that you can go to for help. You can call or find information on the website:

Childline	NSPCC	Kidscape	Youth Access
0800 11 11	0800 800 5000	020 7730 3300	020 8772 9920
www.childline.org.uk	www.nspcc.org.uk	www.kidscape.org.uk	www.youthaccess.org.uk



Bullying

Bullying is a type of abuse that takes place when someone tries to hurt another person on purpose for a **prolonged period of time**. 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.

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.



Online Safety



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

Devices help everyone share things and talk to family and friends, but they can also make it easier for unkind things to happen. It is important to know how to keep yourself safe on your devices.



The school will help you if you are sent unkind messages or if someone online 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 device, you can tell a member of staff.

We have an Online Safety Policy, which is there to protect you.



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 listen to each other
- You can say how you feel and what you are thinking
- 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



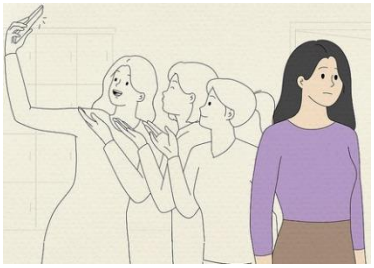






Negative relationships

- 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, make 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



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.

We will make sure that you know who everyone is in the 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 or badge to wear.

If you see someone acting suspiciously or trying to gain access to the school grounds you should report this to the teacher.

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 school without a member of staff.



If you are worried **always** talk to a **Family Member or Trusted Adult**