



## Our Safeguarding Policy explained for you:

We want Barnes Primary to be a safe and happy place. The adults here must do everything they can to make sure you are protected and well cared for. To help them do this they have some rules to follow. Our Safeguarding Policy will help you as pupils understand what Safeguarding means to you, consider what could be a “problem” and know who to talk to if you are worried.

### The adults in school think that Safeguarding means that they must:

- protect you from harm
- check that nothing stops you being healthy or developing properly;
- ensure that you are safely looked after, at home and at school;

### They agree that to look after you they will:

- make the school a friendly, welcoming and safe 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 and assemblies to teach you how to look after yourself both online and in the real world
- have rules in place to help look after you (these rules are sometimes called policies)

## Who can you talk to?

You can talk to any member of staff, but you should know that there are a number of staff who are particularly responsible for making sure you are safe and well cared for. They are:

- **Polly** – who you can talk to either by visiting her in her room, asking your teacher to let her know that you want to talk to her or putting a note in her Worry Box outside the KS2 office.
- **Miss Jepson** or **Miss Huxley** who are in charge of safeguarding and making the rules for all of the teachers.
- **Mrs Freeland** – you can find her in her room or around school
- **your class teacher** who is in charge of you and sees you every day.
- all of the **support staff** that work in your area.
- **Gill, Anneli** or **Steph** can also help you with getting someone to talk to about a problem.
- If you would prefer to talk to someone outside of school we have put the names of some **websites and organisations** that can help at the bottom of this guide

## **What we will do:**

At Barnes Primary we will help you in the following ways:

- we will do our best to spot if there is a problem at home or at school. All of the adults in school have had lessons in this
- we will work with other people (including the people at home) to help protect you and help you with any problems you may have. If we need to we can ask other people in Richmond who are experts in this to help us
- we will listen to you if you want to talk to us and need our help. We will always take you seriously if you are worried
- we will support and encourage you and will respect your wishes and views.

## **Abuse:**

When someone hurts you it can be called abuse. This is when someone (an adult or a child) does something to you that is harmful, unpleasant or painful. For example:

- if someone hits you, hurts you, injures you or humiliates you
- if someone says or does something that makes you feel bad about yourself or hurts your feelings making you feel scared, sad, upset or frightened
- if someone shouts, threatens, hits or hurts someone you love
- if someone touches you in a way that you don't like (like touching your private parts) or 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
- abuse can also happen online through social media or messaging which can make you feel worried or frightened

## **Neglect:**

Neglect is when someone doesn't take proper care of you. You might feel frightened, unwell, abandoned, lonely or neglected. You might not be able to eat or wash regularly, you might be left on your own too much or you might not be able to come to school every day or on time.

**Abuse and Neglect are never ok. 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. If you feel neglected or that you need help at home you must tell us and if you are worried by something you have seen online it is very important to talk to an adult or report it.**

### At school and on trips:

All of the staff at Barnes Primary will do their best to make sure the building is safe for you. 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 be wearing a visitor badge on a red or green cord. 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 and playground will be as safe as they can be for you so that you don't hurt yourself, although accidents can happen if you are not careful! Staff will look after you if the fire alarm goes off and we will practise so that you know what to do and where to go. When you leave school to go on a trip somewhere, the staff will make sure they keep you safe wherever you are going. You must listen very carefully to their instructions. We will teach you about road safety and you must remember what you have learnt when you are on your own.

### The important bit:

- it is NEVER your fault if someone is hurting or abusing you
- if you feel sad or worried or frightened there is ALWAYS someone who can help you.
- if you are worried about someone else, for example one of your friends or a sibling, it is also very important to let us know
- if someone is hurting you, they might also be hurting someone else so it is important that you tell someone to make it stop
- every child has a right to a happy and safe childhood. It is our most important job as a school to make sure of that.

Do not be scared to talk to us –

**WE WILL ALWAYS LISTEN**

### Tips for keeping yourself safe:

- **Bullying** - If you think a pupil or a grown up is bullying you or someone you know, you must tell a trusted adult
- **Saying strange things to you** -If a pupil or a grown up or a stranger says something to you, or you hear something that you do not like or that upsets you, you must tell your mum or dad, granny or granddad, a teacher or someone you can trust
- **Touching you** -Your body belongs to you and not to anyone else. This means all of your body

- If someone touches you on a part of your body like your bottom, chest or anywhere else you do not like, it is not ok. You must tell your mum or dad, a teacher or someone you can trust as soon as you can
- **Hitting, punching, pinching or smacking you** -If a pupil or a grown up hits, punches or smacks you or hurts you in any way, you must tell someone you can trust as soon as you can
- **Secrets** -Secrets such as surprise parties are fun, but some secrets are not good and should never be kept. If you feel it's not right tell someone. Be brave. 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 mum or dad, a teacher or someone you can trust as soon as you can
- **Presents** - Presents are a good thing to get, but you should not take a present from anyone without checking with your parents 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 and it can be against the law. If it does not seem right, tell someone as soon as you can
- **Online** -Computers and mobile phones help us to communicate, but they can also make it easier for bullies and other people that want to hurt you to get close to you. Think for yourself before you write or send anything online. Do not feel pressure to do something you feel uncomfortable with. It is very important to know how to keep yourself safe. We will teach you about this at school. If you are unhappy or worried about any comments or photographs you've seen on your computer or your phone then you can contact [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) or [ceop.police.uk](http://ceop.police.uk) as well as talking to adults in school or at home. No one will be angry with you even if it is embarrassing. We will praise you for being honest and help you to sort the problem out. You may be protecting other people by speaking up

### Useful Numbers and Websites

Childline 0800 11 11 – if you would like to make a confidential call from Polly's room you can ask her

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.ceop.police.uk](http://www.ceop.police.uk)

**Do not worry too much about all of this. It is very rare that children are hurt or neglected but we want to make sure that you know exactly what to do if it does happen.**