# Staying Safe at Harewood Junior School

*A guide for pupils about how we keep you safe*

## Safe is what we want you to be

At Harewood Junior School, **keeping you safe is everyone's job**. Every teacher, teaching assistant, lunchtime supervisor, office worker and visitor has a part to play. Our school is a place where you can learn, have fun, feel happy and feel safe. We believe it is important that you are treated with kindness, your voice and feelings are valued and you are listened to.

## Our school rules

Our three rules help us all to make good, sensible choices every day.

> **We choose to be responsible.** We try to think before we act. We look after ourselves, others and our environment. We choose to be honest when we make a mistake and aim to resolve issues.
>
> **We choose to be kind.** We choose kind words and kind actions. We choose to be kind to ourselves, others and our environment. Bullying is never okay at our school, and it is never "just banter" or "just play fighting". We keep our hands and feet to ourselves.
>
> **We choose to be safe.** We choose to keep ourselves and others safe at school, at home, in our community and online. If something feels wrong, we tell a trusted adult.

## Who can help you?

You can talk to **any adult in our school**. Whatever is worrying you, big or small, you will be listened to and taken seriously. You will never be made to feel that you are causing a problem by speaking up.

These are the people in charge of keeping you safe. They are called our **Safeguarding Team**:

- **Miss Lennox**, our Headteacher and Designated Safeguarding Lead
- **Mrs Kidd**, our SENDco and our Deputy Designated Safeguarding Lead
- **Mrs Fogg**, our Wellbeing Leader and Deputy Designated Safeguarding Lead

**You can also:**

1. Tell one of our **Restorative Stars** or **Pupil Representatives**, who will pass your worry on to a grown-up
2. Talk to your **Class Teacher** or **Teaching Assistant** or **Lunchtime Supervisor**
3. Your Class Teacher, may arrange for you to visit our **Wellbeing Centre**, where trained staff are there to listen and support you

## What happens when you tell someone?

When you tell an adult about a worry, they will:

1. **Stay calm and listen** to you
2. **Tell you that you did the right thing** by speaking up

3. **Tell the Safeguarding Team** so that you can get the right help

An adult can never promise to keep a worry a secret, because sometimes other people need to know in order to help you. But they will always tell you **who** they are going to tell, and **why**. You have the right to be safe and protected.

## Staying safe online

The internet can be a brilliant place, but we all need to know how to stay safe on it. At school we learn to:

- Keep our **personal information private**, like our full name, address and school
- **Think carefully** before sharing any picture of ourselves or anyone else
- Remember that **not everything online is true**, and that pictures and videos can be changed or faked
- **Tell a trusted adult** straight away if something online worries or upsets you, or if someone you don't know contacts you

At Harewood, pupils do not use their mobile phones during the school day, so we can focus on learning, playing and friendships. Our school computers also have special filters and checks to help keep us safe.

## How we learn about staying safe

We don't just talk about staying safe once. **Safeguarding is taught all the way through our curriculum**, especially in:

- **PSHE** (Personal, Social, Health and Economic education)
- **Citizenship**
- **RHE** (Relationships and Health Education)
- **Assemblies**

In these lessons and assemblies, we learn about:

- Healthy, respectful friendships and relationships
- Our bodies, our feelings and feeling good about ourselves
- Boundaries and what is okay and not okay
- Treating everyone fairly and with respect, no matter how different we are
- Looking after our mental health and knowing where to get help
- Staying safe online

You also help us to decide what we learn! Our Pupil Representatives, Restorative Stars and Wellbeing Centre team talk with staff so that your ideas and worries shape our lessons.

## Remember

**You have a right to be safe. You are valued. You will always be listened to.**

If you are ever worried, about yourself or about someone else, **tell a trusted adult**. Our rules help us all to choose well: **responsible, kind and safe.**