



John Spence Community High School

Staying Safe

STAYING SAFE

Staff in school think 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 sure the school is a friendly, welcoming and supportive place to spend time in and is 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 called policies).

ABUSE

When someone hurts 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 or injures you.
- If someone says or does something that makes you feel bad about yourself or hurts your feelings, which makes you feel scared, sad, upset, frightened or humiliates you in different ways.
- 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.

Abuse is **never okay** 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 WE WILL DO

At John Spence we will help you in the following ways:

- We will do our best to spot if there is a problem. All of the adults in school have had training 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. 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, they listed below:
 - ✓ Mrs Blair
 - ✓ Mrs Brown
 - ✓ Mrs Wyllie
 - ✓ Mr Crowe
 - ✓ Mr Burnip
 - ✓ Mrs Knight

- ✓ Mr Heath
- ✓ Any other adult in school
- It is important that you know:
 - ✓ It is never your fault if someone is hurting or abusing you.
 - ✓ There is always someone who can help you.
 - ✓ 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 should enjoy their right to a happy and safe childhood.

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

ANY DISCLOSURE MADE WILL BE PASSED TO MRS BLAIR WHO IS THE DESIGNATED SAFEGUARDING LEAD.

TIPS FOR KEEPING YOURSELF SAFE

Bullying - If you think a student or a grown up is bullying you or someone you know, speak up. It won't stop unless you do something about it, you must **tell someone you know**.

Saying funny things to you - If a student or a grown up says something to you, or you hear something that you do not like or that upsets you, you must **tell someone you know**.

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 you do not like, it is **NOT OKAY**. You must **tell someone you know**.

Hitting, punching or smacking you - If a student or a grown up hits, punches or smacks you or hurts you in any way, you must **tell someone you know**.

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 fine, 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 you know**.

Online or on your phone - Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites. John Spence has an e-safety policy which is there to protect you. If you are unhappy about any comments or photographs that you've seen on a computer or mobile phone **tell someone you know**.

The someone you know could beyour teacher, parent, carer, or someone you can trust.

IN AND OUT OF SCHOOL

All of the staff at John Spence will do their best to make sure:

- The building is safe for you to learn in and spend time in.
- 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. 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 fields 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.
- That if the fire alarm goes off you know what to do and where to go.
- That when you leave school to go on a trip you are going to be kept safe.