

# PERCY HEDLEY SCHOOL KEEPING CHILDREN SAFE POLICY

At Percy Hedley School, all of the adults around you think that your health, safety and welfare are very important. In our school we respect our pupils and want to keep you safe and help to protect your rights

We do our best to help you to make good progress in your school work and to be happy and healthy.

We teach you how to recognise risks in different situations and how to protect yourselves and stay safe.

## **How will we try to protect you?**

We try to provide a safe environment for you to learn in.

We want to ensure that you remain safe, at home as well as at school.

We think it is important for you to know where to get help if you are worried or unhappy about something.

You can talk to any adult in school.

You can talk to Corin, the school counsellor at any time.

John Steward's special job is to keep you safe - talk to him if you are worried about anything.

Put something in the worry box.

## **Don't keep it a secret if someone is:**

- Bullying you
- Saying funny things to you that you do not like or which upsets you
- Touching you
- Trying to give you tablets, cigarettes, drugs or alcohol
- Hitting you or hurting you
- Taking your things
- Sending unkind messages on the internet or to your phone.

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At Percy Hedley School we have excellent security as ALL visitors who are adults sign into the school at the office.

ALL adults wear a badge that is given to them by the office staff when they enter the building. The badge will clearly state their name and will have a photograph of them.

Some adults will wear a purple lanyard, some yellow and some red.

A purple lanyard means that this person works for Percy Hedley and they are able to walk around school on their own.

A yellow lanyard means that the person does not work for Percy Hedley School but may work for the health service or social services.

A person with a red lanyard is a visitor to the school who does not work with our pupils- these people should always be with someone who is wearing a purple lanyard.

It is vitally important that all of our doors that lead to the outside area of our school are shut at all times. The only way we people can get into our school is with a special badge which opens the doors. This means that if all external doors are shut strangers cannot get into our school and everybody will be safe at all times. It is equally important to be in the right place at the right time to ensure an adult knows where you are and therefore knows you are safe