



# Our Safeguarding Policy

For our young people



**All children and young people have the right to feel safe.  
When we feel safe, we usually feel good about ourselves.  
We can relax and enjoy life.**

## **What is it?**

This safeguarding policy is designed specifically for young people; it can be read alongside the main school policy.

## **What is it for?**

To help you understand what we mean by safeguarding;

To show how we keep you safe in school;

To help you know how to keep yourself safe.

It is the responsibility of every member of staff, volunteer and visitor to our school to ensure that they work in a way that will safeguard and promote the welfare of all of the pupils at Highfield Middle School. This includes the responsibility to provide a safe environment in which you can learn.



## **At Highfield Middle School Safeguarding means that we should:**

- Protect you from harm;
- Make the school a friendly, welcoming and supportive place to spend time in - somewhere you want to be;
- Make sure nothing stops you being healthy or developing properly;
- Make sure you are safely looked after in school, during visits and on trips;
- Support you to attend school every day and contact your parents/carers when you are not in school;
- Be there for you to talk to;
- Keep you informed of decisions that are made about you and include you in this decision making whenever possible;
- Have themed assemblies and lessons to raise awareness of the risks young people may face online and in the community;
- Train all staff to ensure everyone knows what their roles and responsibilities are to keep you safe;
- Complete risk assessments to ensure that all potential dangers in activities are identified and managed safely;
- Make sure you have the best life chances and can be happy and successful;
- Have all the right policies and procedures in place to help look after you.

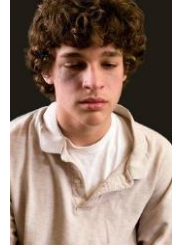


## Abuse

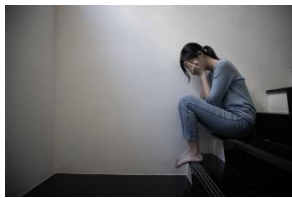
This is when a child is deliberately harmed by an adult or another child. It can happen over a period of time or it can be a one-off action.

There are four main categories of abuse:

- **Physical** - when someone deliberately hits, hurts, harms or injures a young person.



- **Sexual** - 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 or uncomfortable. Sexual abuse can happen in person or online and doesn't always mean that someone has touched you physically. It could be that you have been exposed to sexual activity or that you were made to act in an inappropriate way. They may ask you to keep it a secret or give you presents. Abuse is never ok 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.



- **Neglect** – 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. You might be left hungry or dirty, without proper clothing, shelter or supervision or may not be taken to see a doctor when you are ill.

- **Emotional** – when someone deliberately tries to upset, scare, humiliate, isolate or ignore a young person. This could be someone in your family, a family friend or someone you are in a relationship with. It could also be a result of you witnessing domestic abuse in your home.



**Abuse is never ok and if you are being or have been abused you must remember – it is not your fault.**

## In and Out of School

All of the staff at Highfield Middle School will do their best to make sure the building is safe for you to spend time in.

We will make sure that we know everyone in the school building; we will ask visitors to sign in at reception and explain the purpose of their visit. You will recognise a visitor to the school by the visitor badge they are required to wear. Some visitors may need to be supervised which means they will be accompanied by a member of staff; this could happen in a meeting too.

If the fire alarm sounds you should leave the building by the nearest fire exit. Your class teacher will lead you to your designated area in the school grounds, where you will line up as a form class. Your form tutor will complete a register to make sure everyone is safely out of the building. You must not re-enter the building until you have been told to do so by a member of staff.



Your teacher may receive a message that tells them there may be a threat to our safety in or outside of the school building. If this happens, you must stay in or move to a classroom as quickly and calmly as possible. Staff will close the windows and blinds and may lock the classroom door if required. They might also ask you to move away from the windows or even sit on the floor. You must stay there until you are told by a member of staff that it is safe to leave.

## What we will do

At Highfield Middle School we will help you in the following ways:

- We will listen to you with an open mind and take you seriously;
- We will support and encourage you and will respect your wishes and views;
- We will provide a safe space for you to talk about anything that is worrying you;
- We will work with your parents or carers as well as other agencies to contribute to and develop a plan of support.



## Designated Safeguarding Lead

In Highfield Middle School you can talk to any member of staff, but you should know there are some particular staff who are responsible for your safeguarding. **These staff are known as Designated Safeguarding Leads:**

Mr Oades	Headteacher
Miss Gibbs	Deputy Headteacher
Mrs Hook	Head of Year 8/Assistant Headteacher

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.

**DON'T BE SCARED TO TELL SOMEONE, WE WILL ALWAYS LISTEN.**

**If you don't feel you can speak to an adult, you can ask a friend to do this for you.**

## Tips for keeping yourself safe:

### Bullying

This is deliberate behaviour, repeated and over time which intentionally hurts someone.

It can be:

- Physical – hitting, punching, pushing;
- Verbal – name calling, gossiping, threatening;
- Emotional – intimidating, humiliating, ignoring or isolating someone;

If you think you or someone you know is being bullied, talk to your parents, carers or someone at school so they can help it to stop.

### Hitting, punching or smacking you

If a pupil or a grown up hits, punches or smacks you or hurts you in any way, you must tell your mum or dad, a teacher or someone you can trust as soon as you can.

## **Grooming**

Grooming is when someone builds a relationship to gain your trust and make an emotional connection with you to try and make you do things you don't want to do. This can either be online or in person. Grooming can include older people giving you lots of attention and presents. Presents are a good thing to get, but you should not take a present from anyone without checking with your parents first. If something does not seem right or you are worried, talk to your parents, carers or someone at school as soon as you can.

## **Saying funny things to you**

If a pupil or a grown up says something to you, or you hear something that you do not like or that upsets you, you must tell your mum or dad, 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.

## **Secrets**

Secrets such as surprise parties are fun, but some secrets are not good and should never be kept. 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.

## **County lines**

This involves gangs and organised criminal networks exporting illegal drugs around the country. These criminals target young people using tactics such as intimidation, threats and violence to make them move or store drugs and money. Young people often become victims of physical and sexual abuse and can be forced to leave their homes and be moved to areas a long way from their families. This is known as trafficking. If you are worried that you or someone you know may be targeted or involved, talk to your parents, carers or someone at school so they can help.

## **Online**

There are lots of positives about being online, but we need to be aware of the negatives too. Computers and mobile phones help us all to share things and talk to our friends and family, but this can also make it easier for other people who may want to hurt you, to get close to you.

It is important to remember that nothing disappears from the internet. Once you hit SEND you can't get it back.

## **NEVER:**

- Share personal information with people you don't know;
- Share nude or semi-nude photographs with anyone;
- Post images or videos of yourself wearing your school uniform;
- Agree to meet up with people you only know online.

Highfield Middle School has an e-safety policy which is there to protect you. There are filtering systems in place which will block any unsuitable content and all of your online activity is monitored. You have all signed the Acceptable Use Policy (AUP) in your student planner which means that you agree to use the internet safely and are responsible for your own behaviour when working online in school. If anything you do access on-line makes you even slightly unhappy or uncomfortable, then you should talk to someone. This could be your parent, a family member or a member of staff at school. You can also contact [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## Useful Numbers and Websites

- **Childline 0800 11 11**  
<https://www.nspcc.org.uk/keeping-children-safe/our-services/childline>
- **NSPCC – 0808 800 5000**  
[www.nspcc.org.uk](http://www.nspcc.org.uk)
- **Talk to Frank**  
[www.talktofrank.com](http://www.talktofrank.com)
- **Children's rights in England – rights4children**  
[www.rights4children.org.uk](http://www.rights4children.org.uk)

