

Behaviour— Our school has clear behaviour rules for the whole school community that must be followed to keep everyone safe and happy. We understand that children do sometimes fall out and this will be dealt with by an adult who will listen to the children involved and help resolve the situation. Our staff are trained to deal with all types of behaviour.

Bullying — Our school takes all cases of bullying very seriously and we will work with children and families to try and resolve any problems. The school has an anti-bullying policy that you should read and understand. If you are concerned about bullying behaviour and language please report your concerns to the Designated Safeguarding Lead.

Health and Safety — Everyone at the school has a responsibility to ensure that adults and children work in a safe environment. Our school has a clear Health & Safety policy which everyone must follow. We have fully trained first aiders to deal with any accidents in school.

E-Safety — Our school recognises that technology plays an important role in the education of our children and we are committed to safeguarding children in the virtual world. Our systems are continuously monitored. Staff, pupils, volunteers and visitors are expected to follow our Acceptable Use Policy (see the website or ask at the office).

Complaints — If you wish to make a complaint please feel confident to speak to us. The Head teacher will always be happy to speak to you to resolve any difficulties. It is better to speak to us as soon as you have a concern so that it does not become a bigger issue. If you do not feel the matter has been resolved, you can raise your concerns with the governing body.

What a School Must Do

A child should be able to go to school and feel safe so that they can achieve their very best.

- Anybody who works or volunteers at this school will be vetted to make sure they are safe to work with children and then trained to identify child abuse and what to do if they are concerned.
- The school has a Designated Safeguarding Lead (DSL) for Safeguarding, who has had extra training to know what to do when a concern is brought to them
- We will always listen to you and work closely with you if we are concerned about your child. Sometimes, concerns cannot be shared with you before Social Care have become involved. The school has a safeguarding policy which tells you more about this and when we must speak to the police or children's services. Please ask us about how you can see a copy of this policy.
- We will help your child to learn about keeping themselves safe. Lessons can include healthy eating, anti-bullying, e-safety, road safety, healthy relationships, drug and alcohol awareness. As part of these lessons your child will be told what to do if they are worried or concerned about their safety.

What Parents/Carers Must Do

Parents/carers are the most important people to keep their children safe. You should always

- Feel confident to raise concerns about your child.
- Talk to school if you need help or support.
- Let the school know if you have any court orders relating to the safety of your child.
- Let the school know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility.
- Let the school know who will be dropping off or collecting your child and provide two other emergency contacts. You must inform the school of any changes to agreed arrangements.
- Let the school know if your child is going to be absent and the reasons why.



Highfields Inclusion Partnership

Safeguarding information
and advice for visitors
to our school

Please read carefully



Highfields Inclusion Partnership

**Thank you for visiting our school.
We are really pleased you are here!**

Before you continue with your visit please take a few moments to read this information leaflet.

At Highfields we work hard to maintain high safeguarding standards and we expect our visitors to do the same.

What is Safeguarding?

Simply put, it is the things we do to keep ourselves and others safe, with our main priority always being our students.

We have policies and procedures to follow to ensure that this is a safe place. You can see these on our website or ask at the office if you want to know more. We also need to make sure that adults know how to behave appropriately in our professional environment and who to talk to if they are worried something may be wrong.

What does this have to do with you?

We have a shared responsibility to keep this site safe for all. We must ensure that policies are being followed by everyone. To do this effectively, we need to ask you to stick to some simple rules.

Please follow these simple safeguarding rules

- Please sign in and out of the building and wear your badge at all times.
- Please stay within the areas that are necessary for your visit.
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- If you are working with students, lead them to safety and inform a member of school staff so that registers can be taken.
- Camera enabled devices and mobile phones must be put away and cannot be used without permission.
- Never take/use images of our students unless this has been pre-approved by the Headteacher.
- Do not leave equipment unattended.
- Computers are not to be used by visitors, without permission.
- You will be expected to comply with the school's confidentiality policy.



All our staff regularly attend safeguarding training and briefings. We have two Designated Safeguarding Leads (DSLs) here at Highfields.

They are:



Mrs Cahill



Mr Howard

If you are worried about a child you should find one of the DSLs named above and talk to them immediately. The office staff will help you if you are not sure where to locate them.



If you worried about the behaviour of an adult you should speak to the Headteacher **immediately!**

Don't be worried that people will see your concerns as unimportant or interfering. Be reassured we will listen, not judge, and we will act appropriately to ensure we get things right. If you make a mistake, don't hesitate to tell us. Then we can decide if we need to do anything about it.