

STUDENT SAFETY AND WELFARE

We have a legal duty to look after your welfare and ensure that you are safe at the school at all times. As a result, we have certain rules and procedures in place that are for the benefit of everyone and which all students are expected to abide by.

Please read the information and links below to familiarise yourself with these procedures and expectations.

Keeping Safe

The school does lots of things to help you to stay safe. Take some time to read through the following. This information can also be found in your student planner.

Here are some of them:

- We have a Safeguarding Policy (including Child Protection). This policy explains how children might be harmed, the signs to look for and what staff should do.
- We have other policies that provide information for staff and students about things like bullying, internet safety and physical contact.
- All staff go through a check to assess their suitability to work with children.
- All staff are trained to recognise signs of abuse and neglect and know what to do if they are concerned about a student's welfare.
- We respect all students as individuals and we don't tolerate discrimination.
- We encourage students to tell us when something is wrong.
- We give students information to help them keep safe.
- We do risk assessments to test whether an activity is going to be safe for students.
- We have a health and safety policy that covers such things as fire regulations, First Aid, food safety and generally ensuring the school premises are safe.
- **Miss Stinton** is the senior member of staff who has received special training in protecting children from abuse and neglect and who makes sure the child protection procedures are followed. Mr Nicholls and Mrs Jones are also trained to carry out this role.
- We work in partnership with parents and carers to keep their children safe.
- If necessary we talk to other people such as social workers and police officers if we think a pupil has been harmed or might be harmed by an adult.

You don't need anybody's permission to talk about your worries and you have the right to talk to anyone you wish. Please remember that if you or anyone else reports something that indicates you, or others, are at risk of harm then we have a duty to pass this information on to someone who can help.

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WHAT TO DO IF...

It is important that you feel cared for and that you are happy and safe in our school. Sometimes there may be a problem and this information will help you.

1. ... you feel unwell

Tell a teacher. You will be sent or taken to the First Aid Room. A member of staff who has completed First Aid training or the School Nurse will look at you and talk to you before deciding what action to take. This could be that you are sent back to lessons or that your parents are contacted to collect you. **Do not** contact your parent or carer (eg. by mobile 'phone). A member of staff will contact them if they think that this is necessary.

2. ... you have to use an inhaler or have prescribed medicine

If you have asthma the First Aid Room must be given a spare inhaler to keep for you. If you have an Epipen then you must supply a spare pen to the First Aid Room to be kept for you. **PARENTS ARE RESPONSIBLE FOR ENSURING THAT SUCH ITEMS ARE KEPT WITHIN DATE AND FOR SUPPLYING REPLACEMENTS.** If you need

to take prescribed medicine, you **MUST** leave it in the First Aid Room together with a note from your parents giving permission for it to be given and confirming the **DOSAGE** and **HOW OFTEN** you need to take it.

3. ... you have lost something

Don't worry, most things turn up (usually somewhere you left it). Go to the Main Reception and report its loss or if you lose it during a lesson tell your teacher. Don't bring valuable items or large amounts of cash into school.

4. ... you lose your Student Planner

You are expected to have your Student Planner with you whenever you are in school. If you lose it you must replace it. Spare copies can be purchased from the Finance Office at a cost of £6.00

5. ... you are absent and have missed homework

It is your responsibility to find out what homework has been set. You can do this by asking a friend. If you need help with it ask your teacher who will be prepared to help.

6. ... if you arrive for school (after form period has finished at 8.50 am)

YOU MUST GO TO THE MAIN RECEPTION AND SIGN IN. This is to make sure that you are safe and that a mark is placed in the register.

7. ... you miss your bus or train home.

Don't worry as staff will ensure that you get home. Go to the Main Reception immediately. If this is closed, talk to any member of staff. Your parents will be contacted and arrangements will be made.