

# How do adults keep us safe in school?

## Safety

Keeping the school safe and secure, checking visitors, helping us be safe around school, running fire drills and much more!

They remind us of the school rules and what we need to do so that we stick to the rules and can learn at our best.

## Training

All adults in school have regular training to make sure they know about safety, safeguarding and how to work best with young people.

## Working with other services

We will help you and your family find the right place to get help and we can make referrals or share information to make sure these services understand you and understand what you need. We do this to make sure you are safely looked after and not scared, sad or hurt.

## Listening

If you have a worry, all adults in school are trained to listen to young people. You might have a preferred staff member or want to talk to someone in private - that is absolutely fine! Sometimes this adult will get advice from someone else in school - they will tell you if this is going to happen and might give you a choice about who gets to know what is going on for you.

## Our Safeguarding Team

These people are specially trained to give help and support to young people and families when really difficult things are happening in their lives. If you have a big worry or something has gone wrong, they are very good people to talk to!

## Teaching

Lessons and activities include learning about how to be safe in our lives, in relationships and online. School will also share information with families so they can learn too!



Elspeth Cloake  
Safeguarding & Family  
Liaison Lead  
LEAD DSL



Liz Brown  
Principal  
DDSL



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Head of School  
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# If adults have a concern for me

At home and at school, we want you to be happy, healthy and able to learn. Sometimes, things happen that might make you feel unhappy, unsafe or unwell. Most of the time, this is what we will do to help:

## Talk to you

We want to know what life is like for you, what you think is happening and if there is anything that you want to change.

If you find it hard to communicate or don't want to tell us, we might look at your body language or behaviour to try and see how you feel.

## Talk to someone at home

They know you best and care about you. They might know what is going on or they might be able to help you communicate your thoughts and feelings best.

If you are worried about talking to an adult at home, we will help you make a plan how to do this in the way that feels best to you.

## Talk to other adults that help look after you

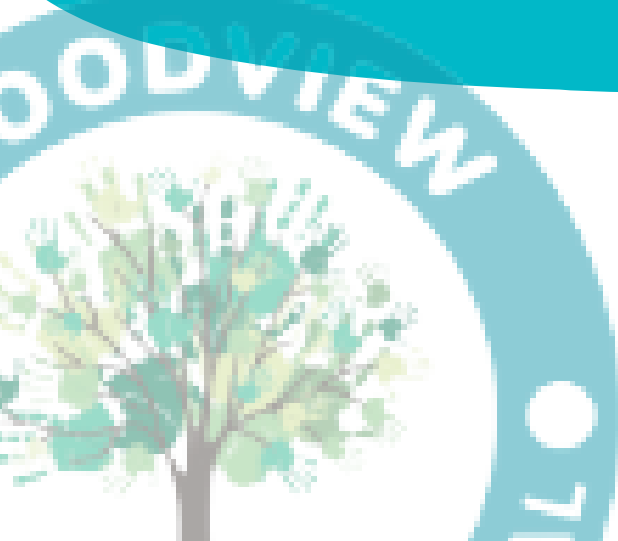
We might speak with your doctor, social worker, or other professionals to help work out what needs to change to help you.

We can help you communicate to these professionals if you would like that.

## Get help from other support services

There are lots of people whose job it is to make sure children are safe and happy. Social workers, police and family support workers all work hard to help young people and families

We will talk to you about what these people are doing to help you or your family, in a way that makes you feel safe and supported. We will share your views with them so they can help you best.

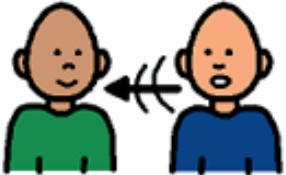


# If I have a worry or a complaint



If something is wrong or you are unhappy about something, we would like you to tell us. **We call this making a complaint.**

## Step One



**Tell someone** you trust about what is wrong or making you unhappy.

**You can tell:**



A member of staff



A member of your family

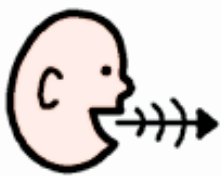


The School Principal

## Step Two



We will **listen** to your complaint and take it seriously.



We will act on your complaint straight away and tell you what has been done about it as soon as possible.

## Step Three



If you are happy that it has been sorted out, that is great.



If you are still unhappy, you can tell Liz Brown or contact someone at Salutem (you can find the contact details below).

## Useful Contacts



01753 255888



[gary.laville@salutemsharedservices.co.uk](mailto:gary.laville@salutemsharedservices.co.uk)



Gary Laville  
Salutem, Minton  
Place, Windsor,  
SL4 1EG

# Other places I can get help:

Sometimes, you might not want to talk to an adult at home or at school about something that has hurt you or upset you. There are lots of other people that can help:

## childline

ONLINE, ON THE PHONE, ANYTIME

Childline website:

<https://www.childline.org.uk/>

Phone: 0800 1111

## NSPCC

EVERY CHILDHOOD IS WORTH FIGHTING FOR

NSPCC website:

<https://www.nspcc.org.uk/>

Phone: 0808 800 5000



Education from  
the National  
Crime Agency

CEOP website:

[https://www.ceopeducation.co.uk/11\\_18/](https://www.ceopeducation.co.uk/11_18/)

**Under 18 and worried about  
online sexual abuse?**

To report, click to visit the CEOP  
Safety Centre.

**To report, click to visit the  
CEOP Safety Centre**

West Sussex  mind

Mental Health and low mood support  
(including Mind) links:

<https://www.horsham.gov.uk/community/children-and-young-people/useful-links-for-young-people>