



CRIGGLESTONE ST. JAMES CE PRIMARY ACADEMY

Student Friendly Safeguarding Policy

November 2025

(Keeping you Safe in School)





St James is our school and we want it to be a safe place. Staff in school will do everything they can to make sure you are protected and happy. To help them do this, they have lots of rules to follow. The staff will teach you about relationships and you will learn about British Values such as Democracy and Rule of Law.

This policy is to help you understand what Safeguarding means to you and to help you decide what could be a “problem” and whom you should talk to.

Staff in school think that Safeguarding means that they should:

- Protect you from harm;
- Make sure nothing stops you being healthy or developing properly;
- Make sure you are safely looked after - this is because safe children are happier and find learning easier;
- Make sure you have the best life chances and can grow up happy and successful and able to deal with feelings;
- Make sure you think about your safety and can make sensible choices.

Staff agree that to make sure they look after you they will:

- Make the school a friendly, welcoming and supportive place to spend time in – somewhere you like and want to be;
- Be there for you if you need to talk and make sure you know who to ask should you need help;
- Give you safe messages in your lessons to help you learn how to look after yourself both online and in the real world;
- Have all the right rules in place to help look after you. They will follow these rules all of the time (these rules are sometimes called policies)





ABUSE

When someone hurts you, it can be called abuse. This is when someone does something to you that is harmful, unpleasant or painful like:

- If someone deliberately hits you, hurts you, injures you or humiliates you in different ways-both in person and online.
- If someone says or does something that makes you feel bad about yourself or hurts your feelings which makes you feel scared, sad, upset or frightened.
- If someone shouts, threatens, hits or hurts someone you love whilst you are around which makes you scared, unhappy or worried.
- 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.
- If someone makes you look at things or acts in a way which make you feel ashamed, embarrassed, uncomfortable or guilty. They may ask you to keep it a secret or give you presents.
- If someone offers you gifts or money in exchange for doing something you don't like or for sending pictures using your phone/technology.
- If someone touches you in a way that you don't like for example your private parts (Remember the NSPCC underwear rule).



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.

IN AND OUT OF SCHOOL

All of the staff at St James will do their best to make sure the building is safe for you to learn in and spend time in. We will make sure that we know who everyone is in the school by asking visitors to sign in at reception. You will always know who a visitor to the school is because they will have signed in at reception and will display a **green** visitor's badge. People that we do not know will never be allowed to spend time with





you on your own and the Headteacher will decide if visitors are allowed to walk around the school without a member of staff. If the Headteacher decides any visitor should not be on their own in school, without a staff member, the visitor will wear a **red** visitor's badge. (**School governors will wear an orange badge.**) If you see anyone with a red badge without a member of school staff, please let someone know straight away.



The building, outside areas and fields will be as safe as they can be for you so that you don't hurt yourself, although accidents can happen if you are not careful!

Staff will look after you if the fire alarm goes off and, as we have practised, you should know what to do and where to go.



Sometimes, while in the playground, we will need to move quickly back in to school to stay safe-this is called an invacuation or lockdown. We will also have practised this and our staff will make sure they keep you safe.

When you leave school to go on a visit, the staff will make sure they can keep you safe wherever you are going.

WHAT WE WILL DO

At St James we will help you in the following ways:

- We will do our best to spot if there is a problem. All of the staff in the school have had lessons in this.
- We will work with other people (including the people at home) to help protect you and solve any problems you may have.
- We will listen to you if you want to talk to us and need our help. We will always take you seriously.
- We will support and encourage you and will respect your wishes and views.





- In the playground, we have the Rainbow safe zone where our ambassadors will listen to you and try to help you solve any problems. You can post these in to the post box too. If the ambassadors feel that they cannot help, then they pass this on to a member of staff who can deal with your problem.

In St James, you can talk to any member of staff, but you should know that there are a number of staff who are responsible for making sure you are safe and well cared for.

People in school who can help you:



Miss Minor



Mrs Dent



Mrs Armitage



Mrs Lloyd



Mrs Butterworth

Or any other adult in school.

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.





DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY - WE WILL ALWAYS LISTEN. Most importantly, you do not have to keep your worries a secret.

Tips for keeping yourself safe

Bullying – If you think a student or a grown up is bullying you or someone you know you must tell your parents/carers, a teacher or someone you can trust as soon as you can. It won't stop unless you do.

Saying funny things to you – If another child 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 parents/carer, a teacher or someone you can trust.



Touching you – Your body, and clothing, 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. If someone lifts, looks under or removes a piece of your clothing without permission, it is NOT ok. You must tell your parents/carers, a teacher or someone you can trust as soon as you can. Remember the 'Underwear' rules from Pantasaurus.

Hitting, punching or smacking you – If a student or a grown up hits you, punches or smacks you or hurts you in any way, you must tell your parents/carers, 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 parents/carers, a teacher or someone you can trust as soon as you can. Do not keep a secret.





Presents – Presents are a good thing to get, but you should not take a present from anyone without checking with your parents/carers first. Most of the time it will be ok, but sometimes people try and trick children into doing something by giving them presents (like sweets, money or phones). This is sometimes called a bribe. If it does not seem right, tell someone as soon as you can.



On the computer/your phone/your device – Computers, mobile phones and devices help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, devices, your phone and when on websites and can tell the difference between real and fake pictures and stories. St James has e-safety lessons and a policy which are there to protect you. If you are unhappy with any comments or photographs you've seen on your computer or mobile then you can also contact www.thinkuknow.co.uk as well as adults in school or at home. **Remember not to pass these to anyone else- get help straight away.**



Useful Numbers and Websites:

Child line: 0800 11 11

www.childline.org.uk

www.thinkuknow.co.uk

Date policy agreed:	13.11.25
Date of next review:	September 2026
Head teacher signature:	B. Lin
Chair of governors' signature	Atadung

