

Castle View Primary — Our Safeguarding Promise (Child-Friendly)

We want everyone at Castle View Primary to feel safe, happy and ready to learn. This page explains, in words and pictures you understand, what we do to keep you safe and who you can tell if you are worried.



1. What 'safeguarding' means
 - Safeguarding means keeping you safe from harm and helping you if something is worrying you.
 - It includes making sure you are safe at school, online, on trips and at home when we can help.
2. Who looks after your safety
 - Designated Safeguarding Lead (DSL): the grown-up you can go to first for help — Mrs Hidden
 - Deputy DSLs: other trusted grown-ups who can help if the DSL is not around – Miss Shedy, Miss Melarangi or Mrs Vick
 - Your teachers, teaching assistants, office staff, lunchtime supervisors and the headteacher all care about your safety.



3. If you are worried or upset

- Tell any adult you trust in school. This could be:
- Your teacher
- The DSL or a deputy DSL
- A teaching assistant or lunchtime supervisor
- The headteacher or a member of the office staff
- You can also tell your parent, carer or another grown-up you trust.
- If telling someone in person is hard, you can write a note, email the school, or tell a friend who will tell an adult.

4. What adults will do when you tell them

- We will listen carefully and believe you.
- We will not promise to keep it a secret if you might be in danger — we will only tell the right people to help keep you safe.
- We will do our best to support you and make sure you are safe.
- We will explain what will happen next in a way you can understand.

5. If you are hurt or someone is hurting you

- If you're hurt, we will treat any injuries and tell your parents unless that would put you in danger.
- If someone at school or at home is hurting you, the DSL will talk to other professionals (like social workers or the police) who can help keep you safe.

6. Bullying and unkind behaviour

- If someone is bullying you or being unkind online or in person, tell an adult.
- We will take bullying seriously and help you fix the problem and feel safe again.

7. Keeping safe online

- Be careful what you share online. Only talk to people you know and trust.
- Tell an adult if something online makes you feel scared, upset or worried.
- At school we use safe websites and help you learn how to stay safe online.

8. Private parts and personal safety

- No one should touch the private parts of your body unless it's to keep you clean or healthy and your parent or a trusted adult is there.
- If anyone asks you to keep a secret about touching, tell a grown-up you trust straight away.

9. Secrets and promises
 - Grown-ups should not ask you to keep secrets about things that might hurt you.
 - If someone asks you to keep a secret that makes you feel scared or unsafe, tell an adult you trust.
10. When you see other children being hurt
 - Tell an adult straight away if you see another pupil being hurt, bullied, or made to feel unsafe.
 - We will help both the child who is hurt and the child who has been unkind to make things better and safer.
11. Trips and activities away from school
 - When we go on trips, we make sure there are enough adults to keep you safe.
 - You will be told the rules and who is in charge on the trip.
12. If you go missing from school
 - If you are not in school when we expect you to be, we will try to find out where you are and make sure you are safe.
 - We will contact your parents or carers and the correct services if needed.
13. If you have special needs
 - If you find it hard to tell someone, we will help you in a way that works best for you. We will use pictures, symbols, or another person to help you tell us.
14. How we teach you to keep safe
 - We teach safety in lessons, assemblies and special activities, including:
 - How to keep safe online
 - How to stay safe with friends
 - What makes a healthy relationship
 - How to spot grooming, bullying and unsafe behaviour
 - You will learn what to do and who to tell.
15. Your rights
 - You have the right to be listened to, to feel safe and to be protected.
 - You should never be made to feel ashamed for telling someone about something that's worrying you.
16. Confidentiality (when adults share information)
 - We try to keep information private, but we will share it with the right people if it helps keep you safe.

17. Who to contact straight away

- My teacher
- DSL: Mrs Hidden
- Deputy DSL(s): Miss Sheady or Mrs Vick
- Headteacher: Miss Melarangi
- If you are in immediate danger: call 999
- NSPCC (if you need advice): 0808 800 5000 or [childline.org.uk](https://www.childline.org.uk) — you can phone Childline on 0800 1111

18. How we tell you about this policy

- We will talk about this in assemblies and lessons.
- Posters showing who you can talk to will be around school.
- There are child-friendly versions for younger pupils (with pictures) and for older pupils with more detail.
- If you need this in another language or a different format, ask an adult and we will help.

19. You can help keep everyone safe

- Always tell a grown-up if you're worried.
- Be kind to others and tell an adult if you see someone else who is upset.
- Learn and follow our safety rules, including online safety rules.

20. When this policy was last checked

- This child-friendly version will be looked at and updated at least once a year. If something changes, we will tell you.

Remember: You are important. If something is wrong or you feel unsafe, tell an adult at school — we will help you.