

INKBERROW PRIMARY SCHOOL



KEEPING SAFE

Our Child-Friendly Safeguarding Policy

You have the right to feel safe, be heard and get help.

2026–2027

"Love to Learn, Learn to Care"

This guide is for every child at our school. Younger children may want to read it with a trusted adult.

Our promise to you

Safeguarding means helping every child to be safe, well and able to learn.

At Inkberrow, we will...

listen to you • take you seriously • explain what happens next • help you feel safe • never blame you for telling

You can tell us about anything that makes you feel worried, frightened, uncomfortable, confused, hurt or unsafe. It might have happened at school, at home, in the community or online.

A worry does not have to feel “big enough”. If it matters to you, it matters to us.

YOU ARE IMPORTANT Every child deserves care, respect and protection.	IT IS NOT YOUR FAULT If someone hurts, pressures or frightens you, you are not to blame.
YOU WILL NOT BE IN TROUBLE Telling about a worry is the right thing to do—even if you break a rule first.	KEEP TELLING If the first person cannot help, tell another trusted adult until somebody listens and acts.

Inside this guide

- Worries and harm
- body boundaries
- trusted adults
- what happens when you tell
- bullying and respect
- online safety
- mobile phones
- relationships and wellbeing
- safe places



What might a safeguarding worry look like?

Harm can happen once or more than once, online or offline, and may be caused by an adult or another child.

PHYSICAL HARM Being hit, kicked, shaken, hurt or threatened with harm.	EMOTIONAL HARM Being frightened, controlled, humiliated, constantly put down or made to feel worthless.
SEXUAL HARM Unwanted touching, sexual words or pressure, or being asked to see, make or share sexual pictures.	NOT GETTING CARE Not having the food, care, supervision, medicine or safe home life a child needs. This is called neglect.
BULLYING OR HATE Unkind or harmful behaviour about who you are, including racism, sexism, homophobia, disability hate or faith-based hate.	PRESSURE OR EXPLOITATION Being made to carry, hide, steal, meet someone, send something or do something you do not want to do.

Remember

Harm between children is still harm. "Banter", a joke, friendship or a relationship never makes harmful behaviour okay.



Your body, your choices

Safe adults respect children's bodies, feelings and personal space.



You are in charge of your body

You can say “no”, “stop” or move away from touch that you do not want - unless an adult must act to keep you or someone else safe, or provide agreed care.

- The parts of your body covered by underwear are **private**.
- No one should ask you to touch their private parts, show yours, or make or share a naked or sexual picture.
- A safe adult will explain any necessary medical or personal care and follow the agreed plan.
- You can tell about something even if it happened a long time ago, you agreed at first, or someone told you to keep it secret.
- A **surprise** that will soon be shared can feel fun. A **secret** that makes you worried, frightened or uncomfortable should be told to a trusted adult.

If something feels wrong:

1

Get to a safer place

Move away if you can. You do not have to argue or explain.

2

Tell a trusted adult

Use words, writing, a drawing or the worry box—whatever helps you tell.

3

Keep telling

Tell another adult if you still feel unsafe or nothing changes.

Never your fault

Responsibility always belongs to the person who behaved unsafely—not to the child who was harmed.

Who can I speak to?

You may choose any adult you trust. You do not need to know a special job title before you ask for help.

MR DUGGAN-SEVILLE Designated Safeguarding Lead (DSL). Specially trained to lead safeguarding help.	MRS JANET McPHERSON Deputy Designated Safeguarding Lead (DDSL). Specially trained to help.
MRS NICOLA TAYLOR Deputy Designated Safeguarding Lead and Pastoral Lead. You can also ask to visit Inky's Den.	ANY TRUSTED ADULT Your teacher, teaching assistant, another member of staff, parent, carer or trusted family adult.

Not sure how to start?

Try: "I need to tell you something important." • "I don't feel safe." • "Something happened online." • "I am worried about my friend."

Help outside school

Childline: 0800 1111 — free, any time. [childline.org.uk](https://www.childline.org.uk)

CEOP Safety Centre: for reporting online sexual abuse or grooming. ceop.police.uk/safety-centre

Emergency: If someone is in immediate danger, call 999 or ask an adult to call.



What happens when I tell?

You can tell a little at a time. You do not need perfect words or proof.

1**We listen**

The adult will stay calm, listen carefully and take your worry seriously.

2**We check you are safe**

We may ask a few simple questions so we understand what you need right now.

3**We write down the important facts**

This helps us remember your words accurately and make the right decisions.

4**We tell the right people**

Adults cannot promise to keep an unsafe secret. We only share with people who need to help keep you or others safe.

5**We make a plan**

The safeguarding team may work with your family and, when needed, children's services, health professionals or the police.

6**We keep listening**

We will explain what we can, check how you are and help you know what happens next.

You can ask questions

You can say what you would like to happen. Adults must make the safety decisions, but your views and feelings matter.



Bullying, child-on-child harm and respect

Everyone should be treated with dignity. Harm is not accepted because it happens between children.

BULLYING

Repeated behaviour that hurts someone or makes it hard for them to stop it. It can be physical, verbal, social or online.

SERIOUS ONE-OFF HARM

A single incident can also need urgent help. You never have to wait for it to happen again.

DISCRIMINATION

Treating someone badly because of race, religion, sex, disability, family, identity or who they are.

SEXUAL HARASSMENT

Sexual comments, jokes, rumours, touching, staring or picture-sharing that is unwanted or upsetting.

If it happens:

- Move away and get help. Do not join in, like, share or forward harmful content.
- Tell an adult, even if it happened outside school, in a game, in a group chat or on the journey home.
- If safe, keep ordinary evidence such as the time, username or screenshot. Never copy or screenshot a naked or sexual image of a child.
- Be an upstander: include others, report harm and get an adult. Do not put yourself in danger.

School will act

We will support the child who was harmed and respond to the child whose behaviour caused harm. Consequences and support will be chosen to keep everyone safe.

Online safety: know the 4 Cs

Online harm can happen on phones, tablets, games, chats, social media, livestreams and AI tools.

CONTENT — what you see Violence, hate, sexual material, dangerous challenges, false information or upsetting AI-made pictures.	CONTACT — who talks to you Unknown people, grooming, pressure, threats, fake accounts, or a person or AI pretending to be someone you trust.
CONDUCT — what people do Bullying, unkind posts, oversharing, unsafe messages, sexual image-sharing or making a fake image of someone.	COMMERCE — money and tricks Scams, gambling-like game features, surprise purchases, fake prizes, advertising or pressure to send money or details.

STOP • CLOSE • TELL

Stop replying. Close the screen or app. Tell a trusted adult straight away. You will not be blamed for asking for help.

Inky's smart checks

- Is it safe to share? Keep passwords, location, school and personal details private.
- Is it really who or what it claims to be? People, pictures, voices and videos can be fake or AI-made.
- Is it kind and respectful? Pause before posting - shared content can be copied and may be difficult to remove.
- Is it age-appropriate? Follow age limits and ask an adult before joining a service, buying or downloading.



Online choices that keep us safer

Our filters help at school, but no filter can replace speaking to a trusted adult.

Protect your accounts

Use strong, different passwords. Turn on privacy settings. Never share a password except with a parent or carer who helps you.

Block and report with an adult

Use the app or game tools but still tell an adult. Reporting is not telling tales—it helps keep people safe.

Never meet an online-only contact

Do not arrange a meeting or move to a private chat without a parent or carer knowing and helping.

Sexual or naked images

Do not ask for, create, save, screenshot or forward one. Close the screen and tell an adult immediately—even if it is AI-made.



If it feels wrong, stop and tell.

What we learn in our Online Safety Curriculum

Using our National Online Safety programme through The National College, we learn about eight connected areas:

Eight areas

self-image and identity • online relationships • online reputation • online bullying • managing online information • health, wellbeing and lifestyle • privacy and security • copyright and ownership



Mobile phones, smart watches and devices

Inkberrow is mobile-phone-free throughout the school day so children can learn, play and talk safely.

The simple rule

Phones and other connected personal devices must not be used, seen, heard, photographed with or recorded on during the school day.

Year 5 and Year 6 journey phones

1

Before entering school

Switch the phone fully off—not silent or flight mode.

2

At the start of the day

Hand it in as directed so it can be stored securely.

3

At the end of the day

Collect it when leaving school and follow family rules for the journey home.

Smart watches, headphones and other personal connected devices follow the same expectations. They must not be used to message, call, photograph, record, track or go online in school.

Exceptions

A device may be used only when the school has agreed an individual medical, disability or safeguarding need. The agreed plan must be followed.

Worried by something on a device?

Do not delete, reply or forward. Show a trusted adult. If it is a naked or sexual image of a child, close it and tell—do not screenshot or save it.

Safe relationships and feeling well

Healthy relationships—friendships, family relationships and online relationships—should feel safe and respectful.

A SAFE RELATIONSHIP

You can be yourself, say how you feel, disagree safely, have boundaries, spend time with others and ask for help.

AN UNSAFE RELATIONSHIP

Someone controls, threatens, isolates, hurts, humiliates, pressures or scares you—or will not accept “no”.

Consent means freely choosing and understanding what you agree to. You can change your mind. Silence, fear or pressure is not consent.

Your thoughts and feelings matter too

- Tell an adult if sadness, worry, anger, loneliness or scary thoughts are making daily life difficult.
- Tell an adult straight away if you feel like hurting yourself or someone else, or think someone else may be in danger.
- You can ask for time with Mrs Nicola Taylor in Inky’s Den or speak to any trusted adult.
- Needing help is not weakness. Adults can help make a plan and find the right support.

Worried about a friend?

Tell a trusted adult. Do not promise to keep a dangerous secret, and do not try to manage the worry alone.



Safe in school, on visits and beyond

Safeguarding applies in lessons, clubs, trips, sport, Forest School and journeys connected with school.



PEOPLE ON SITE

Staff wear school identification. Visitors sign in and follow school rules. Tell an adult if you see someone or something that worries you.

BUILDINGS & PLAY

Follow safety instructions, use equipment properly and report broken items, unsafe areas, injuries or hazards.

LEAVING SCHOOL

Leave only with the agreed adult or plan. Never go with someone, tell staff if the plan seems wrong.

ATTENDANCE

Coming to school helps adults know you are safe and well. If you are worried about attending or going home, tell us.

My safety plan

Write or draw the people and places that help you feel safe.

A trusted adult in school:	A trusted adult outside school:
Another person I can tell:	A safe place in school:
Words I can use to start:	If I need help outside school: Childline 0800 1111