

How can you ask for help?

Tell an adult if you are worried or upset about anything - don't keep worries secret.

All classes have a Worry Box - you can put a note in there, adults check these and will get back to you.

We talk about Trusted Adults in circle times and in lessons. You will have told your teacher the names of your trusted adults. If you have a worry, tell them!

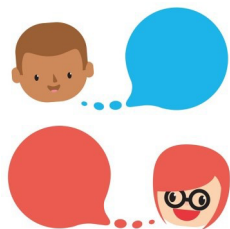
Talk to any adult. Everyone will listen to you and will help you to find another adult if they can't help you themselves.

If you see or hear something that you feel uncomfortable with online you should tell an adult in school or your parent / carer straight away. If you receive any unpleasant material or messages on your phone or online, tell a trusted adult. We have an Acceptable Use Policy in school that your teacher regularly refers to - following this will help you to stay safe and to be kind to others in online situations.

Childline can help if you feel that you cannot talk to someone in school or at home. They have a special section of their website for primary children. It has lots of information and advice. The website address is <https://www.childline.org.uk/kids/> or you can call 0800 1111 to speak to someone.

Our special children...

We have buddies on the playgrounds and every class from Year 2 upwards has a school council representative. They can help you to find an adult to talk to if you are feeling shy.



Berkeley Primary School Pupils' Safeguarding Policy



Produced by Miss Earl and the School
Council
Spring 2026

**Do not keep your worries a
secret!**

Every Child • Every Chance • Every Day

What is safeguarding?

Safeguarding is about keeping you safe. It is the action that is taken to promote your welfare and to protect you from harm. It is about making sure that you can live healthy lives and grow up with safe and effective care. It is about making sure that you have the best opportunities and outcomes.



Mrs Neall



Miss Earl



Mrs Cvijetic



Miss Howlett

Who keeps you safe at Berkeley Primary School?

Keeping you safe is everyone's job at our school. Everything we do is in the best interests of you, the children. The leadership team, your teacher, your teaching assistants, the admin staff, the play leaders, the cooks, the caretakers, the cleaners and any visitors to school all have training and a role to play in keeping you safe.

Some adults have a special role and have done special training in safeguarding. These adults help and advise everyone else. They make sure all other adults have the training they need and also work with agencies outside of school to keep you safe.

Mrs Cvijetic is the Headteacher - keeping you safe is her most important job.

Miss Earl is an Assistant Headteacher and is the Designated Safeguarding Lead.

Miss Howlett is the Deputy Headteacher and is the Deputy Designated Safeguarding Lead.

Mrs Neall is the Family Support Worker - she works with children and their families to make sure everyone is safe.

Can adults keep your secrets?

Adults cannot keep secrets. If they can deal with the problem themselves, they will, but they may need to talk to someone else in order to keep you safe.

Adults might speak to other adults in school. There are times when they might need to speak to your parents or carers, or contact other agencies (for example Children's and Young People's Services or the police). Sometimes we need help to solve problems from people who are specialists. Don't worry about this. The adults at school will explain everything and make sure you feel comfortable at all times. Working together is better!



You should ask for help if...

- Someone is bullying you
- Saying things to you that you do not like
- Touching you
- Trying to give you tablets, cigarettes, drugs or alcohol
- Hitting you or hurting you
- Sending unkind messages on the internet or to your phone
- Doing or saying anything to you that makes you feel uncomfortable, upset or confused
- You see or hear anything that makes you feel uncomfortable, upset or confused

