



HANDBOOK FOR CHILDREN





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This handbook will tell you about how the school works to keep you safe.

WHO CAN HELP ME IF I AM WORRIED ABOUT SOMETHING?

You can talk to anyone in the school that you feel comfortable talking to. All the adults are trained to listen and support you if you choose to share your worries or concerns with them. They won't be able to promise to keep something secret but they will make sure that everything you tell them is taken seriously and that they work with you to keep you safe and happy.

WHAT IS A LANYARD?

A lanyard is the coloured strap that adults that come to your school wear around their necks. We use two colours in our school.

Green: *(Means Go)* A safe person who can be on their own in the school.

Red: *(Means Stop and Look)* This person should not be on their own in the school. There should always be a member of staff with this person at all times. If you see someone wearing a red lanyard who is on their own please tell an adult what you have seen.





OTHER PEOPLE THAT CAN HELP:



childline

ONLINE, ON THE PHONE, ANYTIME
[childline.org.uk](https://www.childline.org.uk) | 0800 1111

You can contact Childline by phone, text or email and will speak to a trained counsellor. They will not ask you to give your personal details but they will listen and give you important support and advice on how to keep you safe and happy.



This website offers advice and help to keep yourself safe online. You can get advice or report something that you may be worried about that you have seen or heard online.

USING COMPUTERS IN SCHOOL:

We ask all of you to agree to certain rules when you use computers in school. These rules help to keep you safe. Please see below.





Key Stage 1 and EYFS

How I will behave when I use the school computers

Name of pupil:

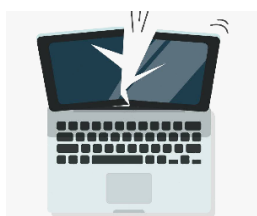
When I use the school computers and get onto the internet in school:



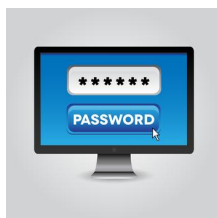
- I will not use a computer if there isn't an adult with me



- I will tell an adult if I see something that worries or scares me on the computer.



- I will look after the school computers.



- I will keep my password safe.

Signed (pupil):

Date:











Key Stage 2

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS.

Name of pupil:

	<ul style="list-style-type: none"> I will not use a computer in school if I am unsupervised.
	<ul style="list-style-type: none"> I will treat the school computers with respect and look after them.
	<ul style="list-style-type: none"> I will inform an adult if I see something inappropriate on a computer.
	<ul style="list-style-type: none"> I will not use a computer to write or look at inappropriate material.
	<ul style="list-style-type: none"> I will never share my password with anyone else.
	<ul style="list-style-type: none"> I will check with my teacher before I print anything.

Signed (pupil):

Date:





MOBILE PHONES:

Year 6 children are allowed to bring mobile phones into school. There are strict rules to this. Each pupil has to have had a parent or carer fill in a form to say that they are allowed to bring in their phone. The phone must be turned off before you enter the school building and then handed into a designated person for safekeeping. Your phone can then be collected at the end of the day but must not be turned on until you are outside of the school building.

If you are in a different year group and need to have a mobile phone in school your parent/carers must first speak with the school to agree this. If school is happy a form will then be filled out and sent into the school. You would then have to follow the same procedure as the year 6 children. The form is available in the Mobile Phone policy which is on the school website.

