



Pupil Handbook

Handbook Owner	Janine Rivers
Role	Assistant Headteacher
Date issued	(updated) 11th January 2023
Chair of Governors Signature	

Reviewed Date	Reviewed By	Changes made to the policy	Next review date	Date and Minute number	Chair of Governors signature
				945 19 th July 2021	S Millership-Liddle
July 2022	July 2023		July 2021	905 18 th July 2022	Suzanne Millership-Liddle
	January 2023		January 2024	931 23 rd Jan 2023	T Good



Pupil Handbook



Safeguarding



Anti-Bullying



Complaints



Online



Pupil Safeguarding Policy



Safeguarding




Safeguarding is what school do to help keep you.....

SAFE

Together we can support you to be **SAFE**.

In our school

At Brackenfield we want everyone to:

 <p>Belong</p>	 <p>Believe</p>	 <p>Be Brave</p>
<p>Caring for each other Helping each other Wearing our uniforms</p>	<p>Trying our hardest Treating everyone fairly Listening to each other</p>	<p>Never giving up Trying even when we find something hard Telling the truth</p>

Who are the Designated Safeguarding Leads (DSLs)?

A DSL is someone you can go and speak to if you are worried about something at home or at school and if ever you feel unsafe.



Mrs T Turner
Headteacher



Mrs S Evitts
Deputy Headteacher



Miss J Lacey
Deputy Headteacher



Mrs M Ursell
Assistant Headteacher



Mrs J Rivers
Assistant Headteacher



Miss C Lawrence
Associate Assistant Headteacher



Mick Gayle
Head of Pastoral Care

You can also talk to any of the family support team. Here they are:



Miss N King
Family Support Admin



Mrs F Ross
Family Support Worker



Miss J Kearns
Family Support Worker









Miss A M Dovey
Family Support Worker

What is Safeguarding?

Brackenfield School will support you to be safe, this might be in school, at home or in the community. We will listen to you and take your worries seriously. You might be worried or scared because you are being hurt or someone is being unkind; this is called abuse.

There are different types of abuse:

Emotional	When you are not able to express your feelings, or when other people use feelings to hurt you.	
Physical	If someone does something that hurts you, like hitting, shaking, throwing, burning you, or says you are ill when you are not.	
Sexual	Someone tells you to do something that involves your or their pants area or you are asked to watch something that shows someone's pant area.	
Neglect	If you don't have food to eat, clothes to wear, if you are not looked after by the people at home.	
Online	Someone might ask you to tell them where you live or go to school, or ask you to send photos of yourself. Someone may say unkind words to you.	
Community	Someone might ask you to do something you know is wrong, like steal sweets or take a parcels from one place to another. People might shout at you, hit or tease you.	

If you are Worried or Scared – Tell Someone

- Do tell them to stop
- Do tell someone, anyone in school can help
- Do call childline on 0800 1111 if you are not at school
- Do remember the PANTS rule :



Privates are private



Always remember your body belongs to you



No means no



Talk about secrets that upset you



Speak up, someone can help

- Don't think it's your fault
- Don't keep it a secret
- Don't talk to strangers or do things they ask
- Don't send picture of yourself undressed to others

If you see Someone Else Worried or Scared – Tell Someone

- Don't ignore it
- Get help
- Tell a someone what happened



Pupil Anti-Bullying Policy



Bullying happens.....

Several
Times
On
Purpose




What to do.....

Start
Telling
Other
People

Together we can **STOP** it.

In our school






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What is Bullying?

Bullying is hurting someone more than once on purpose. People can be hurt by using actions or words. Brackenfield School will always take bullying seriously.

There are different types of bullying:

Emotional	Leaving people out, not letting people sit or play with them	
Physical	Using your body to hurt someone	
Verbal	Teasing, name calling, spreading rumours	
Written	Letters, notes, graffiti	
Cyber	Using text, email or the internet to say unkind things	

If you are Being Bullied – Tell Someone

- Do ask them to stop if you can
- Do ignore them
- Do walk away
- Do talk to a friend
- Do get help from a teacher

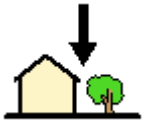
- Don't do what they say
- Don't say or do unkind things
- Don't think it's your fault
- Don't keep it a secret

If you see Someone Else Being Bullied – Tell Someone

- Don't ignore it
- Do ask the bully to stop if you can
- Don't join in
- Don't say or do unkind things to the bully
- Do get help
- Do tell a someone what happened



Bullying Incident Report Form







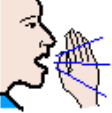
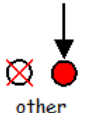
Location _____







Date of Incident _____















Time of Incident _____

Type of Incident	
 <p>Emotional (isolation, forced into actions, being left out)</p>	 <p>Written</p>
 <p>Physical (being hit or hurt, taking things or damage)</p>	 <p>Cyber (Online, social media, email, text, posting photos/videos)</p>
 <p>Verbal (name calling, mocking, threatening, spreading rumours)</p>	 <p>(please specify)</p>

Names of individuals involved.

	Name 	Gender 	Age 	Role 
1				
2				
3				
4				
5				
6				

Where did the incident occur? (please tick)

 Classroom	 Taxi
 Playground	 MiniBus
 Corridor	 Street
 Field	 Home
 Toilet	 Changing Room
<p>(please specify)</p> <p> <input type="checkbox"/>  <input checked="" type="checkbox"/>  other </p>	

What Happened?

Reported to _____

Date _____ Time _____



Pupil Complaints Policy






Complaints

Together we can **SOLVE** it.

In our school

At Brackenfield we want everyone to:

 Belong	 Believe	 Be Brave
Caring for each other Helping each other Wearing our uniforms	Trying our hardest Treating everyone fairly Listening to each other	Never giving up Trying even when we find something hard Telling the truth

What is a Complaint?

A complaint is when you tell someone if you are not happy about how you are being treated.

This might be a complaint about the school, a teacher or what you are learning.

You can complain by:

- Writing it down
- Talking to someone
- Fill in a complaint card
- Use the QR code to complete the form online

When you make a complaint this is what will happen:

- Someone will listen to you and take notes.
- Your complaint will be passed to the right person
- The right person will look into the complaint
- Someone will let you know what has done about it
- You can ask for the complaint to go to the Head teacher if you are not happy with what has been done about the complaint



Date _____



Time _____



People involved _____

I would like to complain about :



Lessons



School Dinners



Activities



Staff



School



Personal Care



Taxi

Other _____



What is the complaint _____



Reported to _____

Date and time _____






Pupil Online Safety Policy



Together we can **KEEP YOU SAFE IN THE DIGITAL WORLD.**

In our school

At Brackenfield we want everyone to:

 Belong	 Believe	 Be Brave
Caring for each other Helping each other Wearing our uniforms	Trying our hardest Treating everyone fairly Listening to each other	Never giving up Trying even when we find something hard Telling the truth

What is online?

Information and Communications Technology covers lots of things including;

- Websites
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/Smart phones, Tablets and Ipads
- Gaming, especially online such as PlayStation, Xbox
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video Broadcasting, including live streaming
- Music Downloading

How to be safe online:

- **Do** use your own log in and not other peoples
- **Do** follow the schools online rules
- **Do** only use the websites that you are allowed
- **Do** check the age of games/apps/movies/music are appropriate

- **Don't** tell people your passwords
- **Don't** tell people your personal information, such as name, address, telephone number
- **Don't** arrange to meet people who you know online
- **Don't** use unkind words when talking, texting, or emailing someone
- **Don't** download anything without checking with an adult

What can I do if something online worries me?

- Tell someone
- Complete a school online safety log
- Call childline if you are not at school 0800 1111

If you don't know someone in real life don't friend them online

School-Pupil Agreement

As staff at school we will:

- Teach you how to stay safe online
- Teach you how to use the internet and social media safely
- Promote appropriate communication online and between peers
- Investigate complaints you raise
- Inform your parents / carers of ways to keep you safe online

As pupils at our school you will:

- Follow rules to stay safe online
- Use social media safely and always be kind online
- Use kind words online and with peers
- Raise complaints using the online safety log
- Talk to people around you about staying safe

Signed:..... Date:

Headteacher

Signed:..... Date:

Pupil



Online



Safety



Reporting



Log



Date:



Time:

.....



People



involved:

.....



Device



used:



Laptop

/



computer

/



iPad

/

phone



Safety



issue:

.....

.....

.....



Reported

to:

.....

Date

and

Time:

.....

Now you must log on My Concern. Scan this document and add as an attachment