Staying Safe

A booklet for Parents and Carers

2020 - 2021

Our Academy recognises our moral and statutory responsibility to safeguard and promote the welfare of students. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse, neglect and radicalisation and will follow our procedures to ensure that children receive effective support, protection and justice.

We have put together this booklet to give you some information about how we meet our safeguarding and child protection responsibilities. We have also included some tips to help you to keep your child safe.

Key Staff

Principal	Mr Steve Kneller
Vice Principal	Mr Steve O'Callaghan
Operations Manager	Mrs Linda Hall
Assistant to SLT	Ms Lisa James
Designated Child Protection Lead	Ms Zoe James

Please feel free to contact your child's tutor or Head of House with any concerns about your child that you may have.

Contacts

To contact any member of staff, please telephone main reception on: 0117 4408900 or email: reception@hwa.clf.uk

IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, OR A CHILD YOU KNOW, YOU SHOULD ACT WITHOUT DELAY.

YOU CAN ASK FOR ADVICE, OR REPORT YOUR CONCERN TO:

Access and Response South Gloucestershire
Telephone: 01454866000

First Response Bristol
Telephone: 0117 9036444

Out-of-hours duty team
Telephone: 01454 615165

Police
Telephone: 101 or 0117 9454328/01275 818181

NSPCC child protection helpline
Telephone: 0808 8005000

Anti-terrorist / Radicalisation (Prevent)
Telephone: 101 and ask to speak to someone about radicalisation

Female Genital Mutilation (FGM) National Helpline
Telephone: 0800 0283550 or 101

Many people worry that their suspicions might be wrong, or that they will be interfering unnecessarily. If you wish, you can telephone for advice without identifying the child. If the conversation confirms that you are right to be concerned you can then give the child's details. You will be asked for your name and address too, but the agencies will take anonymous calls, so if you really do not want to say who you are, you do not have to.

Remember, it is always better to be safe than sorry.

Keeping children safe

We help to keep students safe by:

- having an up to date child protection policy. This policy is available on the website or you can request a copy from the Principal's PA.
- having other safeguarding policies, such as anti-bullying and internet safety
- checking the suitability of all our staff to work with children
- encouraging students to tell us if something is wrong
- adhering to health and safety regulations
- training all our staff to recognise and respond to child welfare concerns
- appointing a designated person who has additional training in child protection
- working in partnership with parents and carers
- sharing information with appropriate agencies if we have concerns
- managing and supporting our staff team

Bullying

We define bullying as behaviour that is deliberate, repeated more than once and is designed to be hurtful. Bullies tend to pick on children who they think are unable to defend themselves. Bullying is not only about hitting or fighting. It also includes name calling, threats, taking belongings, intimidating and making unkind or abusive remarks. Children may try to hide the fact they are being bullied because they are afraid or ashamed but you might notice some signs, for example your child might:

- change their behaviour
- come home with torn clothing
- 'lose' their dinner money, or ask for extra money
- try to avoid going to school
- complain regularly of headaches or stomach aches
- have unexplained cuts and bruises
- play truant

We have anti-bullying procedures that help us to identify and deal with any case of bullying in school, but bullying does not only take place in school, it can also happen in the home or in the community.

Bullying can be serious and cause a lot of distress. If your child tells you that they are being bullied in school, ask for their permission for you to tell us. They may not have told us themselves because they are afraid that the bully will find out and the bullying will get worse. Try to help them to understand that the bullying will not stop while it is kept secret. As soon as we know it is happening we will follow our anti-bullying procedures to try to stop it.

It is also distressing to suspect that your child might be bullying other children. Our anti-bullying procedures include trying to support children who bully to change their behaviour, so please talk to us if you think your child needs some help.

You will find some useful sources of information and support at the end of this booklet.

Internet and mobile phone safety

Mobile phones and computers are a part of everyday life for many children and young people. Used correctly, they are an exciting source of communication, fun and education but used incorrectly, or in the wrong hands they can be threatening and dangerous.

The risks include:

- cyber-bullying, where hurtful texts or emails are sent to children
- children accidentally or deliberately accessing violent or sexually explicit websites, either on a computer or a mobile phone
- paedophiles talking to children by mobile phone or online and enticing them to engage in sexual conversations, photographs, video or actual meetings.
- terrorist organisations trying to radicalise and recruit child

It probably is not practical to simply ban your child from using mobiles and computers as they may well try to find a way of using them, perhaps at a friend's house or in an internet café. They also need to learn how to manage the risks. Younger children will be much easier to supervise and you will decide if and when they should begin to use these technologies.

Tips

Here are some tips to help you to manage the risks:

- Try to put the computer in a family room where it will be easier for you to supervise your child's online activity.
- Ensure that your child knows they should never give their full name, address and contact details to people they chat to on the internet.
- Gently explain that some people they talk to on the internet may not be who they say they are and might say or do unpleasant or hurtful things.
- Investigate whether the 'parental controls' available from some internet service providers will be helpful.
- Consider installing software that can filter out inappropriate material.
- Talk to your child about their internet use. Ask them which sites they enjoy most, and why. Show you are interested, while understanding their need for some privacy.
- Impress on your child that they can talk to you if they are worried about something that has happened during their internet use.
- Make it very clear that your child must never arrange to meet someone they have chatted to online without your permission. Their new 'friend' might well be a local young person of similar age, but they might not.

You may be alerted to question your child's online activity if they are:

- spending more and more time on the internet
- being secretive – reluctant to talk about their internet activity, closing the screen page when you are close by
- spending less time with the family, or giving up previous hobbies and interests
- losing interest in their schoolwork, regularly failing to complete homework
- starting to talk about 'new friends' that you have not met and who do not visit your home
- overly possessive of their mobile phone or computer – perhaps overreacting if someone picks it up or asks to borrow it
- showing fear or discomfort when their phone rings, or quickly turning it off without answering
- undergoing a change in personality that you cannot attribute to any obvious cause.
- Showing support for extremist ideas that are part of terrorist or extremist ideology

Remember that none of these signs prove that your child is at risk in any way, but if you notice anything that confuses or worries you might want to try talking things over with them. They may well tell you to stop fussing. They may be laid back.
In any case, think about their demeanour and attitude as well as what they say.
If you are still concerned, contact one of the helping agencies listed in this booklet.

Please feel free to contact your child's tutor or Head of House with any concerns about your child that you may have.

What we will do if we have a concern about your child

If we are concerned that your child may be at risk of abuse, neglect or radicalisation we must follow the procedures in our child protection policy. You can look at the policy on the Academy website, or request a copy from the Principal's PA.

The procedures have been written to protect all students. They comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will talk to you about our concerns and we will also tell you if we feel we must refer our concerns to children's social care. We will ask your consent to make a referral, but in some circumstances we may need to make the referral against your wishes. We will only do this if we genuinely believe that this is the best way to protect your child, and the fact that you did not consent to the referral will be recorded.

If we think that talking to you first might in some way increase the risk to your child, we will report our concerns to children's social care and take advice from them. We will normally tell you that a referral is being made and we will record the reasons why we decided to follow this course of action.

All child protection records are kept separate from your child's general school file. Records are stored in a locked cabinet or drawer, and if stored on computer they are password-protected. The only staff who have access to the records are those who need to know about the concerns in order to protect and support your child.

You can ask to see what information is held on your child, and we will normally agree to this, but if we are unsure we will seek advice from the local authority designated officer or children's social care first.

Child protection is a very sensitive issue and it raises many questions and a range of strong emotions. We will do everything we can support our students and you can be assured that any action we take will be in the best interests of your child.

Supporting you

Children and young people can be infuriating sometimes. They need to learn the right way to behave and sometimes they test parents to the limit. The trouble is, if we lose our temper too often they may become frightened – or they may realise they have found just how to wind us up.

When you feel you are losing your temper or are ready to shout or lash out, try these tips to calm down. They may defuse the situation and give you time to consider how best to handle it.

- take some deep breaths
- count to 10
- close your eyes for a moment, to decide what to say
- depending on the age of your child, tell them calmly but firmly to go to their room
- also, depending on the age of your child, leave the room and get some fresh air
- turn on some music – nothing too loud
- sit down
- hug a pillow!
- if another adult is present, hand over to them
- phone a friend

At times the complications in family lives can feel overwhelming. If you have concerns over stress, relationships, money worries, depression, anger, living with teenagers or other concerns, there is support, advice and information available to you:

Parentline Plus has a support line on **0808 800 2222**
Or you can go online at: www.parentlineplus.org.uk
You can email your concern as well, via a link on the website.

Sources of support and information	
Access and Response South Glos. 01454866000 First Response Bristol: 0117 9036444 Out-of-hours duty team: 01454 615165 NSPCC helpline: 0808 800 5000 Childline: 0800 1111 Child Law Advice Line: 0808 802 0008 www.childrenlegalcentre.com Africans Unite Against Child Abuse (AFRUCA) 0844 660 8607 www.afruca.org	Child protection
Kidscape: 08451 205 204 www.kidscape.org.uk NSPCC helpline: 0808 800 5000 Childline: 0800 1111	Bullying
Young Minds: 0808 802 5544 www.youngminds.org.uk Mental Health Foundation: 020 7803 1100 www.mentalhealth.org.uk Mind: 0845 766 0163 www.mind.org.uk	Mental health
ParentlinePlus: 0808 800 2222 www.parentlineplus.org.uk	Parents' support
Stop It Now! 0808 1000 900 www.stopitnow.org.uk	Sexual harm and sexually harmful behaviour
Think U Know: 0870 000 3344 www.thinkuknow.co.uk ChildNet International: www.childnet.com Child Exploitation and Online Protection: 0870 000 3344 www.ceop.gov.uk Internet Watch Foundation www.iwf.org.uk	Internet safety
Department for Education telephone helpline 020 7340 7264. counter.extremism@education.gsi.gov.uk Anti-terrorist Hotline 0800 789 321	Radicalisation