

THE HAWKSWOOD GROUP

2018 / 19

# Student Friendly Safeguarding and Child Protection Policy

KS3 & 4



**Approved by the Management Committee of Hawkswood Group**

**Chair of Management Committee: Mark Morrall**

<b>Date approved</b>	July 2018	Management Committee
<b>Future amendments</b>	Annually	Management Committee
<b>Reviewed</b>	Annually	Management Committee

## What is this policy and why was it written?

This policy outlines how staff at the school aim to keep you safe and how you can help to keep yourself and others safe. It has been written for the students belonging to the schools within the Hawkswood Group who are of Secondary age (Key Stages 3 and 4).

## What does Safeguarding mean?

All Staff working in the school think that Safeguarding means that they should:

- ❖ Protect you from harm
- ❖ Make sure nothing stops you being healthy or developing properly
- ❖ Make sure you are safely looked after
- ❖ Make sure you have the best life chances and can grow up happy and successful

## What will staff do to safeguard me?



All Staff agree that to make sure they look after you they will:

- ❖ Make sure the school is a friendly, welcoming and supportive place to spend time in and is somewhere you want to be
- ❖ Be there for you to talk to if you need to and know who to ask for help
- ❖ Give you safe messages in your lessons to help you learn how to look after yourself both online and in the real world
- ❖ Have all the right rules in place to help look after you. They will follow these rules all of the time (these rules are called policies)
- ❖ We will do our best to spot if there is a problem. All of the adults in school have had training in this
- ❖ We will work with other people (including the people at home) to help protect you and solve any problems you may have
- ❖ We will listen to you if you want to talk to us and need our help
- ❖ We will always take you seriously
- ❖ We will support and encourage you and will respect your wishes and views
- ❖ You can talk to any member of staff, but you should know that there are a number of staff who are responsible for making sure you are safe and well cared for, they are called **Designated Safeguarding Leads** and their names are listed at the end of this policy

## What staff will not do:

There might be times when you want to speak to a member of staff and you might want them to keep the information secret. Staff at the Hawkswood Group cannot keep secrets even if this makes you very upset.

## All staff have agreed that they will not:

- ❖ Promise confidentiality
- ❖ Tell everyone your secret
- ❖ Talk about your secret openly in front of other pupils
- ❖ Tell you to go away and come back another time
- ❖ Tell you they don't want to listen

### What does “abuse” mean?

It can be difficult to recognise if someone is suffering from a form of abuse. Abuse can be when someone hurts another person **physically, emotionally, sexually**, or is **neglectful**. Examples could be:

- ❖ If someone deliberately hits you, hurts you, injures you or humiliates you in different ways
- ❖ If someone says or does something that makes you feel bad about yourself or hurts your feelings, which makes you feel scared, sad, upset or frightened
- ❖ If someone doesn't take proper care of you so you feel abandoned, lonely or neglected. You might not be able to eat or wash regularly, or you might not be able to come to school every day or on time

Abuse **is never ok** and if you think you are being or have been abused you must remember that school staff can try to help you, so you must **always tell someone** and they will help it to stop. A person suffering from abuse might find it hard to recognise that they are victims. So it is important to look out for each other and tell a member of staff if you think your friend or peer might be in need of help.

It is important that you know:

- ❖ It is never your fault if someone is hurting or abusing you
- ❖ There is always someone who can help you
- ❖ If someone is hurting you, they might also be hurting someone else so it is important that you tell someone to make it stop
- ❖ Every child should enjoy their right to a happy and safe childhood.

### If you suspect that you or someone else may be suffering from abuse or neglect:

Do not be scared to tell someone straight away – you will always be listened to and taken seriously. Whoever you tell will make a decision in your best interest of who to pass information to, this may be your parent/carer, Social Worker, the Police, or another member of staff specifically trained in dealing with these issues.

### Tips for keeping yourself and others safe:

**Bullying** - If you think a student or a grown up is bullying you or someone you know, you must tell your teacher/parent/carer or someone you can trust as soon as you can. It won't stop unless you do. Bullying should not be kept a secret.

**Saying strange things to you** - If a student or a grown up says something to you, or you hear something that you do not like or that upsets you, you must tell your teacher/parent/carer or someone you can trust.

**Touching you** -Your body belongs to you and not to anyone else. This means **all** of your body. If someone touches you on a part of your body you do not like, it is **NOT OK**. You must tell your teacher/parent/carer or someone you can trust as soon as you can.



**Hitting, kicking, punching or smacking you** - If a student or a grown up hits, punches or smacks you or hurts you in any way, you must tell your teacher/parent/carer or someone you can trust as soon as you can.

**Presents** - Presents are a good thing to get, but you should not take a present from anyone without checking with your parents first. Most of the time it will be ok, but sometimes people try and trick children into doing something by giving them presents (like sweets, money, jewellery or phones) This is sometimes called a bribe, and sometimes the person offering you the present might expect something in return. If it does not seem right, tell someone as soon as you can.

**On the computer or your phone** - Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites. The Hawkswood Group has an E-safety policy for staff which is there to protect you. If you are unhappy with any comments or photographs you've seen on your computer or mobile then you can also contact [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) as well as adults in school.

### **Safeguarding in the school environment**

All of the staff at the Hawkswood Group will do their best to make sure the building is safe for you to learn in and spend time in. We will make sure that:

- ❖ We know who everyone is in the school is by asking visitors to sign in at reception. You will always know who a visitor to the school is because they will have signed in at reception and will be wearing a visitor badge around their neck
- ❖ People that we do not know will never be allowed to spend time with you on your own and will not be allowed to walk around the school without a member of staff
- ❖ The building, outside areas and fields will be as safe as they can be for you so that you don't hurt yourself, although accidents can happen if you are not careful
- ❖ Staff will look after you if the fire alarm goes off and you should know what to do and where to go, there will occasionally be fire drills to practice this
- ❖ When you leave school to go on a somewhere, the staff will make sure they can keep you safe wherever you are going
- ❖ Staff know and understand how to keep you safe at school and who to report things to if they are concerned about you

## Who can you go to for help?

You can go to any member of staff for help because everyone is trained in safeguarding.

People in school who are trained to the highest level in Safeguarding are called Designated Safeguarding Leads.



Each school in the Hawkswood Group has at least 2 Designated Safeguarding Leads. Their names are as follows:

## HAWKSWOOD GROUP ALL PROVISIONS

If you have any concerns or questions, please contact:



**Catherine Davies**  
Hawkswood Group Executive Head  
Teacher  
0208 289 4649  
[catherine.davies@hawkswoodgroup.org.uk](mailto:catherine.davies@hawkswoodgroup.org.uk)



**Olivia Lee**  
Executive Lead for Safeguarding  
0208 289 4647/07970994105  
[Olivia.lee@hawkswoodgroup.org.uk](mailto:Olivia.lee@hawkswoodgroup.org.uk)

**BURNSIDE PRU**

## DESIGNATED SAFEGUARDING LEADS

If you have any concerns or questions, please contact:



**Julie Parker**  
Curriculum Lead  
0208 289 4741 ext 209  
[julie.parker@hawkswoodgroup.org.uk](mailto:julie.parker@hawkswoodgroup.org.uk)

Awaiting photo

**David Cook**  
Deputy Headteacher  
0208 289 4743  
[David.cook@hawkswoodgroup.org.uk](mailto:David.cook@hawkswoodgroup.org.uk)

## HAWKSWOOD SECONDARY THERAPEUTIC PRU DESIGNATED SAFEGUARDING LEADS



**Linda McCaffrey**  
Associate Head Teacher  
0208 289 4645  
[linda.mccaffrey@hawkswoodgroup.org.uk](mailto:linda.mccaffrey@hawkswoodgroup.org.uk)



**Alan Rodney**  
Deputy Head Teacher  
0208 289 4642 ext 113  
[alan.rodney@hawkswoodgroup.org.uk](mailto:alan.rodney@hawkswoodgroup.org.uk)



**Jacque Cranston**  
Senior Therapeutic Practitioner  
0208 289 4642 ext 117  
[Katie.milligan@hawkswoodgroup.org.uk](mailto:Katie.milligan@hawkswoodgroup.org.uk)

## HAWKSWOOD PRIMARY PRU DESIGNATED SAFEGUARDING LEADS

If you have any concerns or questions, please contact:



**Marie Gentles**  
Associate Head Teacher  
0208 289 4644

[Marie.gentles@hawkswoodgroup.org.uk](mailto:Marie.gentles@hawkswoodgroup.org.uk)



**Leah Mwaniki**  
Deputy Head Teacher  
0208 289 4644

[leah.mwaniki@hawkswoodgroup.org.uk](mailto:leah.mwaniki@hawkswoodgroup.org.uk)



**Katie L'Aimable**  
2<sup>nd</sup> Deputy Head Teacher  
0208 289 4644

[Katie.l'aimable@hawkswoodgroup.org.uk](mailto:Katie.l'aimable@hawkswoodgroup.org.uk)

## FOREST PATHWAY COLLEGE DESIGNATED SAFEGUARDING LEADS

If you have any concerns or questions, please contact:



**Carolyn Crampin**  
Head of School  
0208 503 7582

[carolyn.crampin@hawkswoodgroup.org.uk](mailto:carolyn.crampin@hawkswoodgroup.org.uk)



**Jason Brain**  
Deputy Head  
0208 503 7582

[jason.brain@hawkswoodgroup.org.uk](mailto:jason.brain@hawkswoodgroup.org.uk)

## ALTERNATIVE PROVISION DESIGNATED SAFEGUARDING LEADS

Awaiting pic

**Gabby Grodentz**  
Associate Headteacher  
0208 289 4646  
[Gabrielle.grodentz@hawkswoodgroup.org.uk](mailto:Gabrielle.grodentz@hawkswoodgroup.org.uk)

Awaiting pic

**Nicola George**  
AP Co-ordinator  
0208 289 4648  
[Nicola.george@hawkswoodgroup.org.uk](mailto:Nicola.george@hawkswoodgroup.org.uk)

If you would rather talk to someone else though, you can talk to any member of staff you feel comfortable with – all staff will know what the next steps should be, which might be telling one of the Designated Safeguarding Leads photographed above.