



Safeguarding Information Booklet for Students

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This copy belongs to

We believe that your safety and welfare is very important.

Colleges have a special responsibility to safeguard and promote the welfare of all students. This means we should notice if you are being treated badly, listen to you if you want to talk to us about a problem and take advice from other professionals if you need extra help.

Children and young people are nearly always safe at home, at college and in the community, but sometimes things can happen to make them worried, upset or afraid.

We have put together this booklet to give you some useful information about keeping safe.

Your safety is the responsibility of adults but there are ways you can help yourself to keep safe too and we have given you some tips to think about.

When children and young people are hurt in some way by an adult or an older young person this might be what is called child abuse. If we think a student has been abused we have a set of rules we follow to help to protect you. These rules are called child protection procedures and a copy is on our college website if you would like to read them.

We would like your help in making this booklet really useful, so if you think we have left out anything important, or we could say something differently to make it more understandable please let us know.

A list of people you can talk to if you are worried, upset or afraid is on the back page.

You don't need anybody's permission to talk about your worries and you have the right to talk to anyone you wish.

With best wishes,

A Hodgson

Alison Hodgson (Mrs)
Designated Senior Person for Child Protection

Statement of rights

Everyone under the age 18 has the same rights. These are called children's rights and they are set out in the United Nations Convention on the Rights of the Child.

No one can take these rights away from you, even if you do something wrong or commit a crime (although we hope you won't do that!).

You have these rights regardless of your gender, nationality, religion, race, culture, ability or sexuality.

The college and every other service or agency that works with children has to uphold these rights.

The United Nations Convention lists 41 children's rights, called 'articles'. Here are just a few.

When organisations or adults make decisions that affect children they must always think about what would be best for the child. <i>(Article 3)</i>	Children have a right to be listened to. When organisations, including courts, make decisions that affect children they must listen to the child's views. <i>(Article 12)</i>
Children have the right to express their opinions, provided by doing so they don't break the law or affect anyone else's rights. <i>(Article 13)</i>	Disabled children must be helped to be as independent as they can be and be able to take a full and active part in everyday life. <i>(Article 23)</i>
Colleges should help children develop their skills and personality, teach them about their own and other people's rights and prepare them for adult life. <i>(Article 29)</i>	Children have the right to personal privacy. This includes not having their personal letters opened or anyone listening to their personal telephone calls unless the law allows it. <i>(Article 16)</i>
Children have the right to be protected from all forms of violence and they must be kept safe from harm. <i>(Article 19)</i>	Children have the right not to be punished cruelly or in a way that would belittle them. If children are locked up they must be treated with respect and be given legal advice. <i>(Article 37)</i>

College codes

We believe that everyone in the college should be respected and treated fairly.

This is the code that explains to staff how they should treat students and each other. It is written for staff, not children and young people, so if there is anything you don't understand just ask one of the staff.

Code of ethical practice for college staff

All college staff are valued members of the college community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our students.

All college staff should:

- place the safety and welfare of students above all other considerations
- treat all members of the college community, including students, parents, colleagues and governors with consideration and respect
- adhere to the principles and procedures contained in the policies in our safeguarding portfolio and in teaching and learning policies
- treat each student as an individual and make adjustments to meet individual need
- demonstrate a clear understanding of and commitment to non-discriminatory practice
- recognise the power imbalances between students and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- understand that college staff are in a position of trust and that relationships with a student, even over the age of 16, may be an offence
- be alert to, and report appropriately, any behaviour that may indicate that a student is at risk of harm
- encourage all students to reach their full potential
- never condone inappropriate behaviour by students or staff
- take responsibility for their own continuing professional development
- refrain from any action that would bring the college into disrepute
- value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice.

This is how we expect you to behave towards each other and towards staff.

Students' code of ethics and conduct

- we respect all members of the college community and treat them in the way we would wish to be treated
- we work and play safely and look after each other
- we make the most of the learning opportunities provided and always try to cooperate with staff
- we accept the right of all students to learn in a calm and safe environment and the right of all teachers to teach in a calm and safe environment
- we stick to the college rules and, if we want to question a rule, we do it sensibly
- we never bring weapons into college
- we never bring alcohol or drugs into college
- we know that bullying is wrong and we don't bully other students or adults
- we respect other people's property and we don't steal or damage property
- we use the complaints policy to report problems.

What we do to keep you safe

The college does lots of things to help you to stay safe. Here are some of them:

- We have a child protection policy. This policy explains how children might be harmed, the signs to look for and what staff should do.
- We have other policies that provide information for staff and students about things like bullying, internet safety and physical contact.
- All staff go through a check to assess their suitability to work with children.
- All staff are trained to recognise signs of abuse and neglect and know what to do if they are concerned about a student's welfare.
- We respect all students as individuals and we don't tolerate discrimination.
- All students are aware of the complaints procedure and know we will listen if they make a complaint.
- We encourage students to tell us when something is wrong.
- We give students information to help them keep safe.
- We do risk assessments to test whether an activity is going to be safe for students.
- We have a health and safety policy that covers such things as fire regulations, first aid, food safety and generally ensuring the college premises are safe.
- We have a senior member of staff who has received special training in protecting children from abuse and neglect and who makes sure the child protection procedures are followed.
- We work in partnership with parents and carers to keep their children safe.
- If necessary we talk to other people such as social workers and police officers if we think a student has been harmed or might be harmed by an adult.

Ten tips for keeping yourself safe

Adults often take action to keep themselves safe. They wear a seat belt in the car, look left and right to cross the road, keep matches out of reach of small children and unplug electrical equipment before trying to repair it. Children and young people can also take action to keep themselves safe. Here are some ideas. You can add your own ideas too.

1. Look confident. People are less likely to pick on you.
2. Try to go places with friends. If you do go out alone always tell someone where you are going and what time you will return.
3. Talk to a trusted adult – someone in the family or someone at college – if anyone says or does anything that worries or frightens you.
4. Don't worry about breaking rules if you feel afraid. It's OK to shout at or run away from an adult who is trying to hurt you.
5. Carry a mobile phone and put emergency numbers – your parents, police, a trusted adult – on speed dial so you can make a call quickly if you need to.
6. If you are taking a bus or train, make sure you have enough money for the return journey. Don't accept money from someone you've never met before.
7. Don't accept a lift from someone you've never met before. Call someone to pick you up.
8. Stick to well-lit areas where there are people around if you need help.
9. Remember that alcohol and drugs can harm your health and can also encourage you to take unnecessary risks.
10. This may seem silly – but if someone is frightening you and you can't get away, pretend you are going to be sick over them. It makes them move back, giving you a chance to run.

Remember, if an adult tries to hurt you it's not your fault. You don't have to do what they say just because they are an adult. Try to find the confidence to tell someone that you are worried. You won't get into trouble.



Sad?



Angry?



Worried?



Scared?



THE FOLLOWING PEOPLE WILL LISTEN:

**PD Tutors
Subject Teachers
House Leaders
Student Support Staff
Attendance Staff
Welfare Staff
Senior Leadership Team**

**ALL STAFF IN COLLEGE WILL LISTEN
DON'T BE AFRAID TO ASK FOR HELP**

Ten tips for keeping safe online and on the phone

Mobile phones and computers are a part of everyday life for most 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 a threat to your safety. You might receive insulting or abusive texts or emails, or you may talk to someone in a chat room or on a social networking site who isn't who they say they are and who is not a safe person to be talking to.

Here are some tips for keeping yourself safe on the mobile and online:

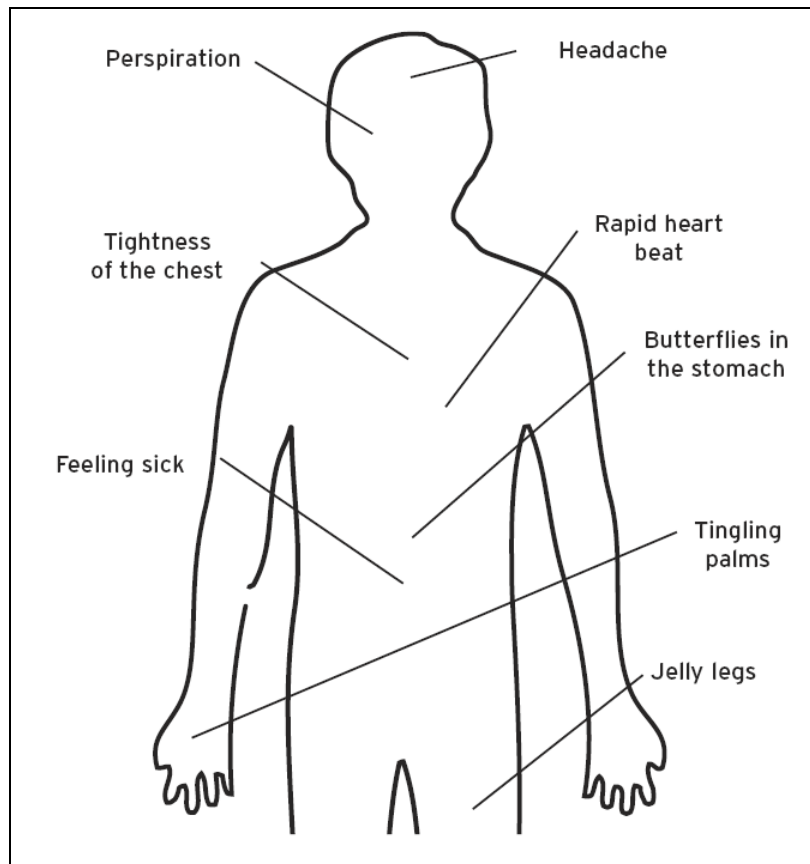
- Don't put up with abusive texts, photos or videos. Show them to an adult and make sure the person who sent them knows you are taking action to stop them – report this to the police.
- Think about the language you use in texts. If you wouldn't like it said about you, don't say it about anyone else.
- Don't lend your mobile to anyone unless it's an emergency.
- Don't reveal your full name, address or phone number to people you meet on the internet unless you check it out with your parent or another adult first.
- Don't allow anyone online to trick you into doing something against your wishes or something you know you shouldn't do.
- Remember that any emails you send or photos you upload to the internet can't be destroyed. They're there forever. Think before you post something you might later regret.
- Never arrange to meet up with someone you meet online until you tell your parents or another adult. Most people are safe but some are dangerous.
- Block any users who you are unsure about and break off contact with anyone who makes you feel worried.
- Don't use your real name in chat rooms or use any handle or nickname that reveals personal details, such as the town or street you live in.
- You can report internet abuse at the click of a button on a really good website www.thinkuknow.co.uk

If you do give out your personal details or upload a message or photo you later regret, tell your parents or a trusted adult about it. You won't get into trouble. Anyone can make a mistake.

Early warning signs of worries and fears

When we are in a situation that could be threatening, our body gives us warning signals to tell us to think again, walk away or run as fast as we can.

Threatening situations include times when someone is trying to get us to do something we don't want to do, we realise we can't trust someone or we sense we are in danger. These are some of the early warning signals you might feel.



Ten tips for dealing with anger and staying calm

Everyone gets angry sometimes and needs to do something to calm down. Here are some ideas you can try. Write your own ideas in too.

1. Count to ten to give yourself time to think
2. Take a deep breath
3. Move away from whatever/whoever is making you angry
4. Distract yourself – do something else to take your mind off the problem
5. Punch a pillow (don't punch anything else!)
6. Put your hands in your pockets to stop yourself getting physical
7. Try to understand the other person's point of view – even if you don't agree with it
8. Make a phone call or go and talk to somebody else
9. Think about the consequences of not staying in control
10. Think how good it feels to be in control of yourself!

Complaints procedure

The college has a complaints procedure to ensure that anyone who has a complaint is treated fairly and knows that their complaint is being taken seriously.

You might use the complaints procedure because you feel someone is discriminating against you because of your race, gender, religion, disability or sexuality, or you feel you are being picked on by a member of staff, your opinions are being ignored or a college rule is totally unfair.

Most of the time you should be able to sort out differences of opinion by talking (calmly!) to the other student or member of staff concerned. It is also helpful to talk things through with your parents. If you can't sort things out then you should make a complaint.

Stage 1. Talk to the person concerned. Tell them why you think they have done something wrong or treated you unfairly. Say what you think would put it right. Often an apology is all that's necessary. If you can't resolve the problem, or if for some reason you can't/don't want to talk to the person concerned, you move to stage 2.

Stage 2. You should now talk to your PD Tutor, House Leader or Student Leader. Explain your complaint and the fact that you have already tried to sort it out with the person concerned. You will be asked to complete a written explanation or it will be completed for you. This member of staff will tell you what they are going to do and when they will talk to you again. They should find you to let you know what's happening, usually within seven days (not including Saturdays and Sundays). Your parent / guardian may want to be part of this and that is fine.

If you are satisfied with the outcome of your talk with your PD Tutor or Progress Development Leader your complaint will be filed and there will be no more action. The outcome might be:

- there is no evidence to support the complaint
- an explanation is offered
- an apology is offered
- the complaint is upheld and support, advice or training is offered to the subject of your complaint
- college rules or procedures will be revised if necessary
- the complaint will be dealt with through disciplinary or child protection procedures.
- If you are still not satisfied you can move to stage 3.

Stage 3. At stage 3, the Deputy Head, Mrs Hodgson, will look at your complaint. The Deputy Head may come to the same decision as the House Leader, or may suggest another solution. You will need to decide whether you are now satisfied. If you aren't, you move onto the fourth and final stage.

Stage 4. Your complaint is passed on to the college governing body for consideration. The governors will arrange a small complaints panel (probably three or four governors) to look at your complaint. You can talk to the complaints panel if you wish. You may bring a friend along with you to this meeting for support.

The panel will listen to your complaint and your reasons for rejecting the previous solutions. The panel can then either dismiss the complaint, or uphold the complaint, in full or in part, and offer some different solutions. You will be given a date by which a decision will be taken and a letter explaining the decision. The letter will be written in a way that is easy to understand.

This is the final stage of the college based complaints procedure. If you are still not happy with the outcome you have the right to contact the local authority or an external agency.

Note: You should take any serious concerns about the behaviour of a staff member directly to Mrs A Hodgson or the Headteacher. Examples of serious concerns include those involving violence, anything of a sexual nature or persistent bullying or humiliation.

The senior designated person for child protection is **Mrs Alison Hodgson**

People who can help

If you are worried about anything at all, you should try to talk to someone in your family or another adult you feel you can trust. **You can talk to any of the staff in college.**

PD Tutor: _____

House Leaders

Mr R Boardman – South

Miss L Hill – North

Mrs S Hudson – East

Mrs L Entwistle – West

Attendance – Mrs D Taylor / Mrs H Thompson

Deputy Head – Mrs A Hodgson

Student Behaviour Leader – Mrs B Worthington

Student Behaviour Leader – Mrs V Cochrane

Youth & Community – Mr N Rogan

Youth & Community – Mr J Thompson

Here are some other useful contacts

Childline 0800 1111

NSPCC helpline 0808 800 5000

Asian languages helpline 0800 096 7719

Welsh language helpline 0808 100 2524

Textline 0800 056 0566

www.There4me.com

www.beatbullying.org

www.childline.org.uk

www.thinkuknow.co.uk