



Twyford
C of E
High School

Safeguarding Information for Parents and Carers

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SAFEGUARDING/CHILD PROTECTION

Our Safeguarding Officers



Mr Douglas
Designated Officer



Mr MacDonald-Brown
Deputy Designated Officer



Mr Bennett



Mrs Kearey



Miss Bajwa



Miss Johnston



Ms Chaffey



Miss Holloway



Mrs Easton

Child Protection

The policy for All Staff is as follows:

If you have any concerns about the safety of any students in your classroom please contact the above by email or log an ticket on CPOMS.

- Give brief details of your concerns or an account of what happened.
- One of the team will act immediately. If there is a delay please report to Reception in the Elms Office Building.
- As with all safeguarding concerns, please remember that you cannot promise confidentiality when a child's safety is at stake. Please tell the child that you will refer the issue to a safeguarding officer. All students have been made aware of the identities of the Child Protection team and our Safeguarding Team document is included in their student planners and in every classroom and communal space.
- Child Protection Officers will investigate a case and make a decision as to whether to refer to the Child Protection Service in the relevant Borough.
- All information will be confidential to the team and the Headteacher, although relevant staff will be notified that there is a Child Protection case in process.

Out of school hours Safeguarding Emergency contact (4.30pm-6pm)

Once the school reception has closed at 4.30pm if a student or parent has a safeguarding **emergency** please use the school's emergency safeguarding mobile number:

- **07895923462**
- **or 07895480191**

After 6pm, please do not hesitate to contact the police on either 101 or 999.

Things to Avoid

The school will always permanently exclude a pupil for the following:

- a) Having an offensive weapon in school
- b) Possession of any illegal drugs in any form (*) in school
- c) Supply or intent to supply illegal drugs in or out of school
- d) Assaulting a member of staff
- e) Serious misuse of social media that affects the health and well-being of a member of the school community or brings the schools name into disrepute

Other serious incidents may result in permanent exclusions or a fixed term suspension up to 45 days.

Permanent exclusion is a last resort for Twyford Trust schools and all steps will be taken to avoid it. However, persistent failure to comply with the school's behaviour policy may also lead to a permanent exclusion.

() the school will always use the most up to date list of illegal drugs as provided on the government service information website (www.gov.uk).*

Offensive weapon in the school context includes knives of any description or size – pocket knives, craft knives etc.

The full Behaviour Policy can be found on the Twyford Trust website.

Pastoral Stages

The Trust schools use a set of Pastoral Intervention Stages to allow students, parents and teaching staff to tell how well a student is engaging with the schools' learning & behaviour expectations. The aim is that each student stays at Pastoral stages below or at stage 1, with their class teachers and form tutor supporting them.

A small percentage of students (less than 10%) may require greater support or intervention from more senior staff. Students who reach stages 2 or 3 will be monitored by their Head of Year or Head of Key Stage. A very small minority of student's reach stages 4 or 5; if this happens it means that poor learning and behaviour choices are putting them at risk of a fixed term suspension or even permanent exclusion.

At stages 4 & 5, a senior member of staff monitors the student. The first indicator that a student has reached stage 4 is if they reach 50 negatives in a half term. If this happens, the student will automatically receive an internal suspension. Following the internal suspension, parents will be contacted to discuss their child's progress, so that positive steps can be taken to support their child and so they can avoid further sanctions.

Students who reach stages 4 or 5 during the school year will not be permitted to attend enrichment day trips or any residential experience.

Use of Mobile Phones

Mobile Phones (Key Stage 3 & 4 students)

Parents who wish their child to carry a mobile phone to school should do so only according to the following:

- The phone should not be a smart phone or be capable of taking photos or connecting to the internet. (See school website for details of approved models).
- It should be clearly marked with the student's name.
- The phone should be switched off before the student enters the school site and placed in their school bag.
- The phone should not be brought out at any point during the school day
- It should only be used before or after school when students are well out of sight of the school entrances.

A school brand mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen.

Searching

There may be occasions where a member of staff is required to search a student's personal belongings to look for a mobile phone (this will be done in accordance with the DofE guidance on searching and screening).

- If during a search a 'school approved phone' is found it will not be confiscated provided it does not contain any evidence relating to an investigation AND when it is found it is switched off.
- All non -school recommended phones and school-approved phones that are not switched off will automatically be confiscated as part of a search.

Immediate confiscation

- Any phone that is seen or heard during the school day (school issue or otherwise) will automatically be confiscated.
- Any phone which is seen before or after school, within sight of the school entrances will automatically be confiscated

Confiscation period

When a phone is confiscated, it will not be returned until the end of the full school term in which it is confiscated.

Smart devices including mobile phones are banned from all school trips and any residential.

Sexting

Sexting and the law information leaflet can be found on the school website.



Possessing and distributing indecent images

Sexting and the Law

- It is a crime to possess, take, make, distribute or show anyone an indecent or abuse image of a child or young person **under 18** years of age. Note that whilst the age of consent is 16, the relevant age in relation to indecent images is 18.
- A child under the age of 18 commits an offence by making and possessing a sexually explicit image of themselves.
- A child commits a further offence if they distribute the image
- A person receiving the image is also liable for an offence of possessing the image. Under no circumstances should you save the image, show it, or send it to another person.

School Behaviour Expectations

The general school behaviour expectations already states that

- Students should not take any action which affects the health and well-being of others e.g. dangerous behaviour on the school site, bullying, fighting, use of internet sites or other social media.

Any student who shows inappropriate images or sends/posts inappropriate images of one student to another would automatically receive a serious sanction by breaking the above rule.

The school also takes very seriously the offence that a student commits when they take and share an inappropriate image of themselves as they are acting illegally and potentially affecting their own future well-being.

- Any student who is found to have made, possessed or sent a sexually explicit image of themselves is acting illegally and would automatically expect to receive a serious sanction.

Online Safety & Behaviour Expectations

- Students should never post photos in school uniform or identify where they live or go to school.
- Students can/will be sanctioned in school for online acts against other students or that bring the school's name into disrepute.
- Parents should report online bullying to Head of Year.

Recent guidance for safe use of smart phones at home has been published by the Metropolitan Police. In addition to this the gov.uk website has collated a number of organisations that support parents/carers to keep children safe online. It is important to have regular conversations about staying safe online and to encourage children to speak to you if they come across something worrying online. The resources below should support you to talk to your child about the range of online safety issues, set up home filtering in a child-friendly way and set up age-appropriate parental control on digital devices:

- Thinkuknow by the National Crime Agency - Child Exploitation and Online Protection command provides resources for parents and carers and children of all ages to help keep children safe online (www.thinkuknow.co.uk/parents/)
- Childnet has developed guidance for parents and carers to begin a conversation about online safety (www.childnet.com/parents-and-carers/have-a-conversation)
- Parent Info is a collaboration between Parent Zone and NCA-CEOP, providing support and guidance for parents and carers related to the digital world from leading experts and organisations (<https://parentinfo.org/>)
- National Society for the Prevention of Cruelty to Children (NSPCC) has guidance for parents and carers to help keep children safe online (<https://www.nspcc.org.uk/keeping-children-safe/online-safety>)
- UK Safer Internet Centre provides tips and advice for parents and carers to keep children safe online - you can also report any harmful content found online through the UK Safer Internet Centre (www.saferinternet.org.uk/advice-centre/parents-and-carers)

Child-on-child abuse and sexual harassment

- Sexual violence and sexual harassment can occur between two **children of any age and sex** from primary through to secondary stage and into colleges
- It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children.
- Sexual violence and sexual harassment exist on a continuum and may overlap; **they can occur online and face to face (both physically and verbally) and are never acceptable**

It includes

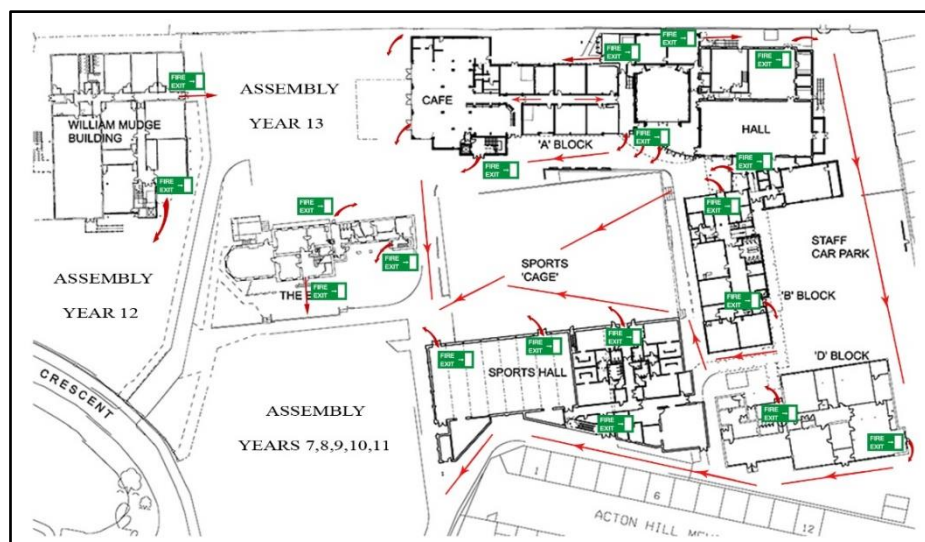
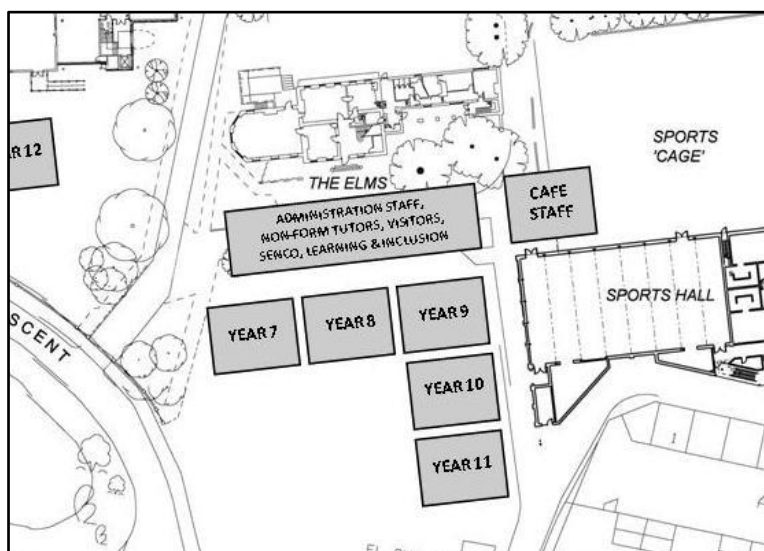
- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, displaying pictures, photos or drawings of a sexual nature
- ‘unwanted conduct of a sexual nature’ that can occur online and offline both inside and outside of school
- Standalone or part of a wider pattern of sexual harassment
- consensual and non-consensual sharing of nude and semi-nude images and/or videos
- taking and sharing nude photographs of U18s (a criminal offence)
- upskirting (a criminal offence)
- sexualised online bullying
- unwanted sexual comments and messages, including, on social media;
- sexual exploitation; coercion and threats.

Please report any incidents of this nature to a member of staff.

Fire Drill

Fire Drill practice

- If the Fire Drill is initiated **during lesson time**, a member of staff will escort students out of the classroom. All books, bags and equipment are to be left in classroom. In silence students will be taken down to the **School Fire Assembly point (Elms Lawn)**
- If Fire drill is initiated at a time **when students are out of class**, students will be quickly and calmly ushered to the School Fire Assembly point (Elms Lawn)
- Form Tutors will take a register and notify of any missing students based on the current day attendance record.



Safety in school – lock down procedures

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside in the near vicinity.

The lockdown procedure will be a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and pupils in the school. The procedure will minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations. Some of the more typical might be:

- A reported incident/ civil disturbance in the local community
- An Intruder on the school site
- A warning being received regarding a risk locally (e.g. of air pollution – smoke plume, gas cloud, etc.).

Students and staff will be notified that lock down procedures are to take place immediately by:

- A distinctive bell which will clearly sound different to the changes of the lesson bell and the fire alarm

Lockdown practice

1. If lockdown is initiated **during lesson time**, the students remain in the room they are in, the staff will ensure the windows, and doors are closed/locked and screened where possible. Students should sit away from possible sightlines including external windows/doors.
2. If lockdown is initiated at a time **when students are out of class**, there will begin a process of students being quickly and calmly ushered into the school building. They will be directed to the class of their next lesson and when they arrive their teacher will move to the actions described above.

Welfare

There are several First Aiders who are on-call for students who have sustained an injury or require assistance managing their medical conditions, supported by the advice of the Borough School Nursing Team.

Welfare Room:

- First Aid provision for cuts, grazes, burns and injuries
- Support and care to students with on-going medical conditions

Parents/Carers expectations:

- Must declare all medical conditions and needs on the Emergency Contact & Welfare Profile upon receipt of an offer to the School
- Declared medical conditions must be supported by proof of diagnosis (i.e. a letter from a Medical Professional/Consultant/Specialist)
- Must liaise with the School to develop and agree an Individual Healthcare Plan before the students' first day at school
- Must update the School concerning any changes regarding their child's health, conditions and medication as and when required (at least annually)
- Must provide the School with any necessary in-date medication in its original packaging with chemist labelling, dosage instructions and expiry date information prior to the child's start date (as well as permission to administer or monitor the student taking their medicine)

If pupils feel unwell at school:

- Students who report to the Welfare Room will not automatically be sent home - students will be assessed by an on-call First Aider in accordance with the '*NHS Make the right decision*' guide and will be sent back to class if they are well enough
- If it is agreed that a student is not well enough to stay at school, we will contact parents/carers to organise collection
- As a duty of care school will call home to check with parents/carers if the number of visit to Welfare become a cause for concern

If pupils feel unwell before school:

- Students should be kept at home if they are not well enough to attend school
- Parents must notify the school on each morning of their child's absence

If you need to declare a medical condition to the School or update your child's medication, please email Office@twyford.ealing.sch.uk



Twyford
C of E
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