

## Safeguarding for Parents Information Booklet

Date	Review Date	Coordinator	Nominated Director
21/04/20	01/04/22	Principal Head	Director of Education

### Introductory page

'Our school recognises our moral and statutory responsibility to safeguard and promote the welfare of pupils. 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 and neglect 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.

### Our Principal Head is Miss S. White

Telephone **07483146304**

Email [stacey@smallhavenschool.co.uk](mailto:stacey@smallhavenschool.co.uk)

### Our school Admin Assistant is Miss J Wonford

Telephone **01843 597088**

Email [jodie.wonford@smallhavenschool.co.uk](mailto:jodie.wonford@smallhavenschool.co.uk)

### Our designated safeguarding Lead for child protection is Miss S. White

Telephone **07483146304**

Email [stacey@smallhavenschool.co.uk](mailto:stacey@smallhavenschool.co.uk)

### Our deputy designated safeguarding lead is Mr Tim Catherall

Telephone **01843 597088**

Email [tim@smallhavenschool.co.uk](mailto:tim@smallhavenschool.co.uk)

### Our designated safeguarding lead for the Directors is Mrs M. Morgan

Telephone **07587133206**

Email [marissa@smallhavenschool.co.uk](mailto:marissa@smallhavenschool.co.uk)

If you have any questions about this booklet, or if you would like to see our child protection policy please contact: **Miss S. White**

Small Haven School is passionate about the safety and wellbeing of its pupils and takes this responsibility incredibly seriously. We understand the importance of the trust you put in us to look after your children whilst they are in our care. We are mindful that the complex needs of our pupils can make them more vulnerable to safeguarding risks. As such, Small Haven School is committed to providing a caring, positive, safe and stimulating environment that promotes the social, emotional, physical and moral development of the individual child or young person. We actively promote working together with staff, parent and pupils to create a safe and caring community.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection and online safety policies, which can be viewed on our website. Parents and carers are welcome to hard copies of the Policies on request. We have a dedicated safeguarding team who would be happy to discuss any safeguarding queries further should you wish to.

Small Haven School takes a comprehensive whole school approach to embedding effective safeguarding practice within its community. Please see below for a brief overview of some of the many ways we aim to keep our community safe:

- Creating a positive and open culture based on mutual trust and respect
- Actively developing British values such as democracy, the rule of law, individual liberty, mutual respect for and tolerance of others
- Celebrating diversity, promoting equality and encouraging kindness and charity towards others
- Valuing each and every member of the community and empowering the children to 'find their voice' by developing their confidence and providing opportunities to express themselves. Such as during question time and student council
- Developing safe and positive attachments with trusted adults with whom they feel able to turn to for support. One to one mentoring sessions provide pupils with an opportunity to raise any concerns privately
- Developing positive relationships, and working in collaboration, with parents and carers is essential to promoting the welfare of our pupils and their families
- Small classes and excellent in-depth knowledge and observation of pupils allows staff to be aware of, and respond to, any worrying changes or behaviours a pupil may be displaying
- Meaningful opportunities to empower and educate pupils on recognising and managing safeguarding issues is embedded within the curriculum and whole school events
- Providing information and support to parents and carers on safeguarding issues
- Having meaningful and effective up to date child protection policies and other policies such as anti-bullying and online safety that are available to the whole community
- Checking the suitability of all our staff to work with children
- Ongoing monitoring, development and support provided to all staff
- Providing a safe and secure environment and adhering to health and safety regulations
- Rigorous and regular training all our staff to recognise and respond to child welfare concerns
- Appointing a team of designated safeguarding leads who have additional training in child protection
- Responding effectively and promptly to early warning signs and referring to other supporting agencies when needed
- Sharing information and working collaboratively, with appropriate agencies if we have concerns

## **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 or neglect we must follow the procedures in our child protection policy. You can look at the policy on the school website, or receive a copy to take home. Please just ask the Admin Assistant.

The procedures have been written to protect all pupils. They comply with our statutory responsibilities and are designed to support pupils, 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 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.

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

## **Complaints procedure**

There may be an occasion when you need to tell us that something has gone wrong. If you have a **serious** concern about the safety or welfare of your child or another pupil it may be dealt with under our child protection procedures. All other complaints, including those that may point to poor practice by a member of staff, will be dealt with firstly through the complaints procedure. Please see the Complaints policy on our school website for further details.

## **Keeping your Child Safe at Home**

### **Be alert to possible signs of concern**

No parent wants to think about the possibility of their child becoming a victim of abuse, and most children are never abused. Even so, it is important for parents to be aware of the possibility and to know that help is available if the unthinkable does happen.

Although there is always a lot of media focus on 'stranger danger', the abduction of children is rare and the threat from strangers is quite small. You should still ensure that your child knows the rules about keeping safe when they are out alone.

Most children know their abusers. They may be family members or friends of family, someone who works with the child or someone who lives in the community.

There are four types of abuse: physical, emotional and sexual abuse, and neglect.

If you notice anything that concerns you, talk to your child to see if you can find out what is happening. Remember that, if your child is being harmed, she or he may be too frightened to tell you. If your child becomes distressed or you are not happy with the explanations, you could talk to an adult you trust or call a helpline or children's social care services. Our designated safeguarding lead at school, Stacey White, will also be happy to help.

Some signs to look for are:

- bruises or other injuries
- a change in behaviour – from quiet to loud, or from happy-go-lucky to withdrawn
- pain or discomfort
- fear of a particular person, or a reluctance to be alone with them
- secrecy around a relationship with a particular person
- reluctance to discuss where they go, or who they are with
- sexual talk or knowledge beyond their years
- being watchful, or always on edge
- losing interest in their appearance, hobbies or family life
- alcohol or drug taking
- having money and refusing to say where it has come from
- wetting the bed
- becoming clingy

You will find more useful information in the school's child protection policy.

Contact details of people who may offer support are on the 'Sources of support' page 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
- exposure to extremist views and potential radicalisation
- children are vulnerable to sexual exploitation via mobile phone or online. This may involve enticing them to engage in sexual conversations, photographs, video or actual meetings

**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

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 try talking things over with them. In any case, think about their demeanour and attitude as well as what they say. If you are still concerned contact the school designated safeguarding lead, Miss White, or one of the support agencies listed in this booklet.

It probably is not practical or realistic to simply ban your child from using mobiles and computers as they may well try to find a way of using them. 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.

**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.
- Reassure 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 can find a helpful guide tailored to children with **autism and special needs** on the following site:

<https://cerebra.org.uk/download/learning-disabilities-autism-and-internet-safety/>

**For further advice and information visit:**

Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre: [www.ceop.gov.uk](http://www.ceop.gov.uk)

Stop It Now! [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

Think you know: [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

**If your child is being bullied**

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
- ask for extra money
- try to avoid going to school
- complain regularly of headaches or stomach aches
- have unexplained cuts and bruises

Small Haven School does not tolerate bullying and 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 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.

## **Looking after Your Own Wellbeing**

We understand that being a parent is one of the most rewarding, but challenging roles. In order to take care of others we must first ensure we are taking care of ourselves. The demanding nature of our modern world can often mean we are on the receiving end of a multitude of pressures, whether they be related to finance, relationships, physical or emotional demands. Small Haven School is just as committed to supporting our parents as we are our pupils and would encourage you to please get in touch if you have any of your own welfare concerns. We are more than happy to help you where we can or signpost you to more appropriate sources of support if needed. Please see our 'sources of support and information' contacts below for further guidance.

***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:***

Children's Social Work Services  
Front Door: 03000 411111

Out-of-hours duty team  
Telephone: 03000 419191

Kent Police  
Telephone: 101 (or 999 if there is an immediate risk of harm)

NSPCC child protection helpline  
Telephone: 0808 800 5000

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. Please see below for further sources of support and guidance.

<b>Sources of support and information</b>	
<p><b>Child protection – national</b></p> <p>NSPCC helpline: 0808 800 5000</p> <p>Childline: 0800 1111</p> <p>Child Law Advice Line: 08088 020 008</p>	<p><b>Child protection – local</b></p> <p>Children’s Social Work Services</p> <p>Front Door: 03000 411111</p>
<p><b>Bullying – national</b></p> <p>NSPCC helpline: 0808 800 5000</p> <p>Childline: 0800 1111</p> <p>Kidscape: 08451 205 204</p> <p><a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a></p>	
<p><b>Domestic Abuse</b></p> <p>Helpline: 0808 2000 247</p> <p><a href="https://www.nationaldahelpline.org.uk/">https://www.nationaldahelpline.org.uk/</a></p>	<p><b>Domestic Abuse Local-</b></p> <p>Oasis: <a href="http://www.oasisdaservice.org/">http://www.oasisdaservice.org/</a></p>
<p><b>Mental Health/Addiction – national</b></p> <p>Young Minds: 0808 802 5544</p> <p><a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a></p> <p>Mental Health Foundation: 020 7803 1100</p> <p><a href="http://www.mentalhealth.org.uk">www.mentalhealth.org.uk</a></p> <p>Mind: 0845 766 0163 <a href="http://www.mind.org.uk">www.mind.org.uk</a></p> <p><a href="https://www.time-to-change.org.uk/mental-health-and-stigma/help-and-support">https://www.time-to-change.org.uk/mental-health-and-stigma/help-and-support</a></p>	<p><b>MH Local-</b></p> <p>CAMHS website:</p> <p><a href="http://www.nelft.nhs.uk/services-kent-children-young-peoples-mental-health">http://www.nelft.nhs.uk/services-kent-children-young-peoples-mental-health</a></p>
<p><b>Autism support National:</b></p> <p>National Autistic Society:</p> <p><a href="https://www.autism.org.uk/">https://www.autism.org.uk/</a></p>	
<p><b>Parents’ support – national</b></p> <p>ParentlinePlus: 0808 800 2222</p> <p><a href="http://www.parentlineplus.or">www.parentlineplus.or</a></p>	<p><b>School support-</b></p> <p>Miss White</p> <p>01843 597088/07483 146304</p>

<p><a href="#">uk</a></p>	
<p><b>Sexual harm and sexually harmful behaviour – national</b></p> <p>Stop It Now! 0808 1000 900 www.stopitnow.org.uk</p> <p>The AIM Project (for children with sexual behaviour problems): www.aimproject.org.uk</p>	
<p><b>Internet safety – national</b></p> <p>ChildNet International: www.childnet.com</p> <p>Child Exploitation and Online Protection: 0870 000 3344 www.ceop.gov.uk</p> <p>Internet Watch Foundation www.iwf.org.uk</p> <p>Think U Know: 0870 000 3344 www.thinkuknow.co.uk</p>	
<p><b>Financial support National:</b></p> <p>Debt-</p> <p>Christians against poverty: <a href="https://capuk.org/">https://capuk.org/</a></p> <p><a href="https://www.debtsupporttrust.org.uk/">https://www.debtsupporttrust.org.uk/</a></p> <p>Homelessness: <a href="https://www.crisis.org.uk/get-help/how-to-get-help/">https://www.crisis.org.uk/get-help/how-to-get-help/</a></p>	<p><b>Financial Support Local:</b></p> <p>Foodbanks: <a href="https://www.familyfoodbank.org/thanet-ffb.htm">https://www.familyfoodbank.org/thanet-ffb.htm</a></p> <p><a href="https://ramsgatechurches.weebly.com/">https://ramsgatechurches.weebly.com/</a></p>
<p><b>General support National:</b></p> <p><a href="https://www.citizensadvice.org.uk/">https://www.citizensadvice.org.uk/</a></p>	<p><b>General Support Local:</b></p> <p><a href="https://www.thanetsupport.co.uk/category/Help-and-Support">https://www.thanetsupport.co.uk/category/Help-and-Support</a></p>