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# Parents and Carers

## Guide to

# Safeguarding

## Guide to Safeguarding for Parents and Carers

We have put together this booklet to give you some information about how you can help to keep your child safe.

### How Clayton Hall Academy help to keep students safe

- We will provide a safe environment for students to learn
- We will have an up to date and robust child protection policy
- All staff will be Police checked to make sure they are safe within lessons
- We will encourage students to tell us if something is wrong
- We will always listen to you and work with you if you have concerns
- We will have a designated person who has additional agencies if we have concerns
- We will share information with appropriate agencies if we have concerns
- All staff will receive child protection training which is regularly updated, so they are equipped with the knowledge and skills to keep children safe

### What Parents and Carers can do to keep their children safe?

- Feel confident to raise any concerns they may have about their child or another child
- Make sure school is aware of any medical conditions
- Be familiar with the Academy policies surrounding safeguarding
- Let the Academy know if your child is going to be absent and why
- Let the Academy know if there are any changes to your circumstances – e.g. change of parental responsibility, change of name or address
- Let the Academy know if you have any court ordered relating to the safety of your child

### Safeguarding Team

Clayton Hall Academy has a dedicated Safeguarding Team of experienced and specially trained staff.

**Designated Safeguarding Lead:** Deb Kay

**Deputy Designated Safeguarding Lead:** Dave Wallbank

**UET Nominated Safeguarding Governor:** Vicky Recine

**Local Authority Safeguarding Contacts:** Josie Holloway

**Education Safeguarding Officer East Division:** Julie Astall

### Clayton Hall Academy Safeguarding Statement

Clayton Hall Academy is committed to safeguarding and promoting the welfare of children, which includes:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

All concerns are dealt with by staff trained to the same level as that of the 'Designated Child Protection Lead Officer.' The designated lead officer is Deb Kay, the deputy designated officers are Hayley Mitchell and Dave Wallbank. All other staff receive annual basic awareness training.

Should you have any concerns about your child or a child who attends Clayton Hall Academy, please do not hesitate to contact the Designated or Deputy Lead Office.

### **Cause for Concern**

All staff are asked to report any causes for concern to the staff trained to deal with such instances. Concerns will be shared with parents/carers as early as possible as there are often reasonable explanations for the concern.

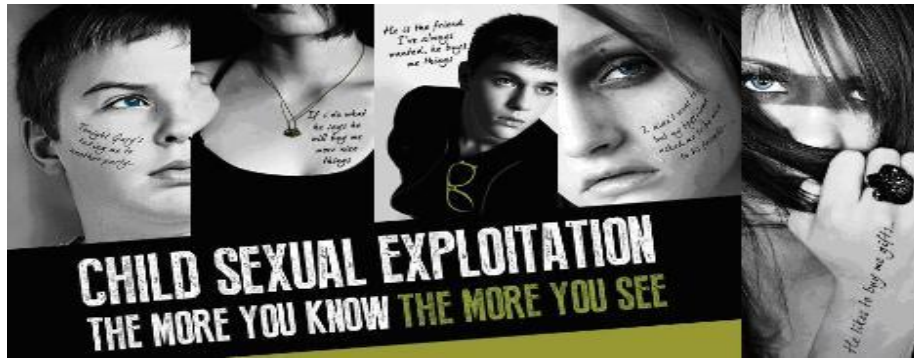
### **Attendance**

Absence and lateness is recorded by the attendance team. Reasons are sought for all absences. Concerns around attendance may be referred to the Lead Child Protection Officer. Parents/carers will be notified of attendance concerns at the earliest possible point.

### **Support for Families/Multi Agency Working**

Clayton Hall Academy works collaboratively with external agencies to ensure that children are safeguarded and welfare is promoted. We actively work with families to secure positive outcomes for both children and families.

**IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, OR A CHILD YOU KNOW. YOU CAN ASK FOR ADVICE, OR REPORT YOUR CONCERN TO ANY OF THE ABOVE CONTACTS.**



## What is Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is when a young person is used by being made or tricked into doing something sexual sometimes receiving something in return like love, affection, money, drugs or alcohol. CSE is a hidden crime that can happen to anyone under the age of 18: male or female; straight, gay or bisexual; disadvantaged or privileged and whatever their culture and religion.

### What are the potential signs and indicators?

- Having an older boyfriend/girlfriend
- Having a controlling partner
- Having unaccounted for money or gifts out of the blue
- Signs of underage sex such as sexually transmitted infections or pregnancy
- Not attending school or not coming home
- Being friendly with adults or suddenly changing peer groups
- Chatting to or exchanging pictures with strangers online
- Changes in behaviour that are out of character
- Avoiding a certain person
- Secrecy
- Use of the internet that causes concern including possible use of web cam
- Poor self-image, eating disorders or self-harm

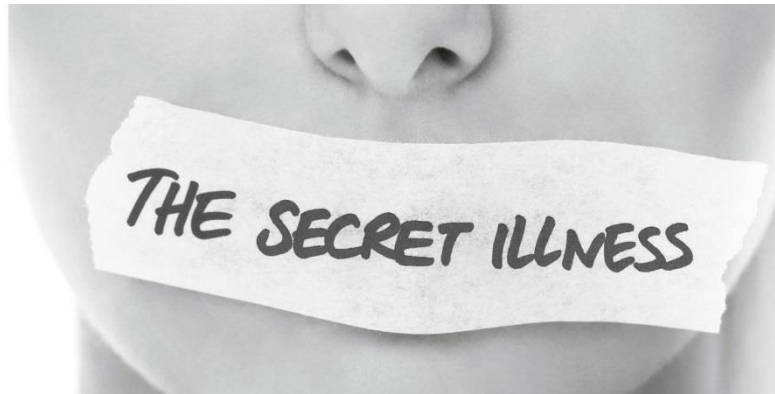
### What can you do if you are concerned?

**Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead**

### What do we do as an Academy?

Child Sexual Exploitation is against the law and a form of abuse, therefore this will be dealt with in line with our Child protection and safeguarding procedures.





## Eating Disorders

There is a commonly held view that eating disorders are a life choice or a diet 'gone too far.' An eating disorder is a serious mental illness. Common eating disorders include anorexia nervosa, bulimia nervosa and binge-eating disorder. They can affect both girls and boys. The average age to develop an eating disorder is 15.

### What are the potential Signs and Indicators?

There are various physical, psychological and behavioural warning signs that can signal the onset or the presence of an eating disorder, however due to the nature of an eating disorder, many characteristic behaviours may be concealed. A person with an eating disorder may go to great lengths to hide, disguise or deny their behaviour:

- Stay away from Food. Say they are not hungry
- Dramatic weight loss (be mindful not everyone with an eating disorder is underweight!)
- Pre-occupation with food, weight and bad breath
- Excessive exercise
- Poor circulation and feeling cold all the time (often blue extremities)
- Refusal to eat certain food (e.g. carbohydrates, fats etc...)
- Stained teeth and bad breath
- Visiting the bathroom immediately after meals
- Frequent comments about feeling 'fat' despite being underweight
- Development of food rituals (e.g. eating foods in certain order, excessive chewing, portioning, squashing)
- Withdrawal from social situations
- Consistent excuses to avoid meal times or situations involving food
- Binge eating

## What is Sexting?

Sexting is when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message.

What would have been considered a taboo act several years ago is now a common practice among teens. While no parent wants to believe their kids would engage in sexting, all parents should be aware of these warning signs.

### What are the potential signs and indicators?

- They become overly protective of their mobile phones to the point of grabbing it away from you or sleeping with it under their pillow.
- They privately read or send texts or turn their backs when someone is near.
- They are defensive when you question them about their secretive phone use.
- An increase in flirty photos and language, or friends who do the same.
- The use of various codes and acronyms. These may appear like typing errors but are actually used to send sexting messages covertly.



### What can you do if you are concerned?

#### Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead

**Contact:** Childline on 0800 1111, First response on 0300 1313 126, or NSPCC on 0800 800 5000

Download childline's app Zipit, available for Android, Apple and BlackBerry smartphones (and iPod touch). It's free to download.

#### Visit the following website for advice on staying safe online:

<http://www.thinkuknow.co.uk/>

<https://www.childline.org.uk/explore/onlinesafety/Pages/Sexting.aspx>

<http://www.youandco.org.uk/crime-info/are-you-safe-online/sexting-flirty-or-criminal>

### What do we do as an Academy?

Sending a sexually explicit photo of someone under 18 is illegal, even if you are sending one of yourself. It will be dealt with in line with our Safeguarding and Child Protection Procedures.

## Child Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It often happens over a period of time, rather than being a one-off event and it can increasingly happen online. The four main types of abuse are:

- Physical abuse - when the child is hurt or injured and includes abuse such as hitting ,kicking, punching
- Emotional abuse - when a child is denied love or affection or is constantly threatened or humiliated
- Neglect - when a child's basic needs of food, safety, warmth, love , medical attention and education are not met by those caring for them
- Sexual abuse - when a child is sexually abused and they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online

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

### What are some of the potential signs or indicators?

- Bruises or physical injuries
- Stay away from certain people or fear of being alone with someone
- Sexual behaviour inappropriate for their age
- Being watchful or always on edge
- Wetting the bed
- Becoming clingy
- A change in behaviour
- Losing interest in appearance
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained stomach pains
- Negative statements about themselves
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares
- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Frequently left unsupervised or alone
- Becoming secretive
- Coming home late or staying out overnight

### What can you do if you are concerned?

If you're worried there are several organisations that offer advice and support:

- NSPCC 24/7 for help, advice and support on 0800 800 5000
- Childline helpline 24/7 0800 111
- Stop it now! Helpline 0808 800 5000 (sexual abuse)
- First Contact Team 01332 641172

### What do we do as an Academy?

Child abuse is illegal and is always dealt with in line with our Safeguarding and Child Protection Procedures.



## Drug and Alcohol Misuse

### What is Drug and Alcohol Misuse?

When the experimenting or occasional use of substances has become regular and frequent and has been going on for an extended period. Not all drugs are illegal, but they can still be harmful to your health such as alcohol and 'legal highs' which have been developed to mimic the effects of illegal drugs like cocaine and ecstasy but are structurally different enough to avoid being classified as illegal substances.



### Types of Drugs

- Depressants – such as alcohol
- Stimulants - such as cocaine
- Inhalants - glues, aerosol sprays, gasoline, paints, and paint thinners.
- Club drugs like ecstasy (MDMA) and date rape drugs, such as flunitrazepam (Rohypnol) and gamma-hydroxybutyrate (GHB).
- Methamphetamine (commonly called meth, crank, or speed).
- Hallucinogens, including ketamine, LSD, and PCP (phencyclidine).
- Opiates, such as codeine, heroin, and morphine
- Prescription drugs, such as diazepam (for example, Valium), hydrocodone and acetaminophen (Vicodin), and oxycodone (OxyContin).
- Anabolic steroids, which are used to build muscle tissue and decrease body fat
- Legal Highs – legal substances which produce the same or similar effects to illegal drugs such as cocaine, ecstasy & cannabis

### What are the potential signs or indicators?

- Become more secretive
- Find it hard to concentrate at school or truant from school
- Suddenly getting into trouble at school, truanting or change in grades
- Missing money, valuables, or prescriptions
- Acting uncharacteristically isolated, withdrawn, agitated or aggressive
- Dropping one group of friends for another
- Loss of interest in old hobbies
- Demanding more privacy; locking doors; avoiding eye contact; sneaking around
- Bloodshot eyes, pupils larger or smaller than usual
- Changes in appetite or sleep patterns
- Sudden weight loss or weight gain
- Deterioration of physical appearance, personal grooming habits
- Unusual smells on breath, body, or clothing
- Tremors, slurred speech, or impaired coordination

### **What can you do if you are concerned?**

There are several organizations' that offer advice and support for those affected by drug abuse or alcohol misuse:

- FRANK on 0800 77 66 00 [www.talktofrank.com](http://www.talktofrank.com)
- Drinkline National Alcohol Helpline 0800 917 8287 [www.wrecked.co.uk](http://www.wrecked.co.uk)

### **What do we do as an Academy?**

We are able to signpost students to appropriate support organisations and can offer 1:1 support to students where there are concerns around substance misuse.

## Female Genital Mutilation

### What is FGM?

Female Genital Mutilation (FGM) is any procedure that intentionally alters or causes other injury to female genital organs for non-medical reasons (initiation, cutting, and circumcision). It can seriously harm a girls' health in the long term. FGM is illegal in the UK and a form of child abuse.

### What are the potential signs or indicators?

- A girl talking about a special ceremony
- A girl talking about going on holiday to her country of origin
- A girl requesting a prolonged holiday period
- A girl being withdrawn by parents/carers from lessons that cover personal development or growth

### What can you do if you are concerned?

Phone the NSPCC helpline 0800 028 3550, 24hrs a day or the Freedom charity helpline on 0845 607 0133

### Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead

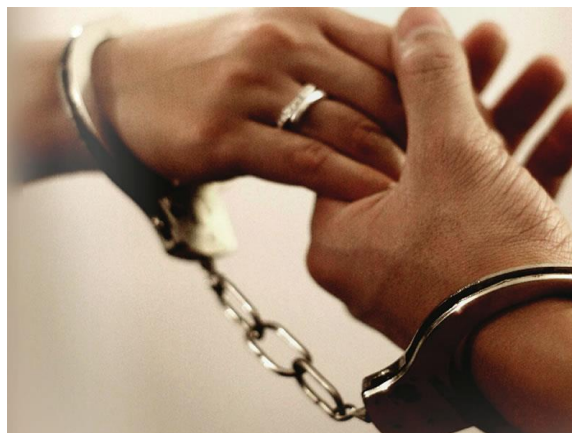
### What do we do as an Academy?

Staff are educated and aware of the potential signs of FGM. We have a duty of care to safeguard any girls we feel are at risk. We will contact the police if we are concerned a student is at risk from FGM.

## Forced Marriage

### What is Forced Marriage?

Where one or both parties are forced to marry without his or her consent or against their will. A large number of forced marriage victims are young people still at school. Cases have been reported in children as young as 5 years old. Forced Marriage is against the law.



### What are the potential signs or indicators?

- Request for extended time off school
- Prevented from going on to further/higher education
- Being withdrawn from school
- Fear about forthcoming Summer holidays
- Anxious and depressed and not interested in life
- Reluctant to talk about family and home
- Change in behaviour and mood swings
- Signs of self-harming or developing an eating disorder such as anorexia
- Loss of interest in school and homework
- Non-attendance at school with no notification that they are ill
- Disappears from social networks such as Instagram, Facebook and instant messaging

### What can you do if you are connected?

Call the Freedom Charity helpline on 0845 607 0133 or talk to a police officer, or the Forced Marriage Unit.

### Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead

### What do we do as an Academy?

Forced Marriage is illegal and a form of abuse, therefore this will be dealt with in line with our Safeguarding and Child Protection procedures.



## **Honour Based Violence**

### **What is Honour based violence?**

Honour based violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. It can exist in any culture and can be for a number of reasons including: interfaith relationships, pregnancy outside of marriage, taking part in activities or wearing clothes that are not considered acceptable within a particular culture, divorce. Most victims are girls or women but some are boys and men. Honour based violence is against the law.

### **What are the potential signs and indicators?**

- Absence from School
- Restrictions in leaving the house or being accompanied outside the home
- Breakdown in communication between the victim and their friends
- Change in behaviour and mood in an otherwise happy person

### **What can you do if you are concerned?**

Call the Karma Nirvana helpline on 0800 5999247

**Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead**

### **What do we do as an Academy?**

Honour based violence is against the law and a form of abuse, therefore this will be dealt with in line with our Child protection and safeguarding procedures.



## Radicalisation

### What is Radicalisation?

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations.

### What are the potential signs or indicators?

- When someone begins to separate from their family, friends and community
- A significant change of appearance/clothing and/or behaviour
- A significant move towards extreme beliefs and attitudes
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour
- Experiencing a high level of social isolation
- Excessive time spent online or on mobile phones, and secretiveness or reluctance to discuss what they are doing
- Argumentative and unwilling to listen or consider others viewpoints

### What can you do if you are concerned?

**Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead**

### What do we do as an Academy?

All staff have received Prevent Training. Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved in terrorism or supporting terrorism. The Prevent Team is there to support and protect vulnerable individuals susceptible to radicalisation and prevent them being drawn into terrorist activity.

Any student we are concerned about will be referred to the Prevent Team in line with our Safeguarding and Child Protection Procedures.



### Staying Safe Online

The internet and social media have now become an integral part of the way people live their lives. It's a great way to stay connected with friends and family however you need to be wary about the personal information you post and the risks you can face.

You can find out more information about how our children use the internet and social media, the risks they face and how to set privacy settings at:

- [www.childnet.com/sns](http://www.childnet.com/sns)
- [www.net-aware.org.uk/](http://www.net-aware.org.uk/)
- [www.internetmatters.org](http://www.internetmatters.org)
- [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
- [www.parentzone.org.uk](http://www.parentzone.org.uk)
- [www.thinkyouknow.co.uk/parents](http://www.thinkyouknow.co.uk/parents)
- [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)
- [www.askaboutgames.com](http://www.askaboutgames.com)

The UK Safer Internet Centre has also produced a number of useful leaflets to help keep children safe on social media.

#### **More information can be found here:**

[www.saferinternet.org.uk/advice-and-resources/parents-and-carers/safety-tools-on-onlineservices/social-networks](http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers/safety-tools-on-onlineservices/social-networks)

#### **Parental controls**

There are free parental controls and filters available to help you set safer boundaries for your children on the internet and their mobile phones, but you will usually be required to set them up.

Please visit the link below for guidelines on how to do this:

[www.saferinternet.org.uk/advice-and-resources/parents-and-carers/parental-controls](http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers/parental-controls)



If you are concerned about anonymity, you can contact Crimestoppers or Fearless as an anonymous route to give information about a crime or safeguarding issue. Both Crimestoppers and Fearless guarantee anonymity which means no-one can ever find out you contacted them.

### Fearless

Fearless is a service that allows you to pass on the information about crime 100% anonymously. This means you don't have to give them any personal details. If you have information on any of the following you can contact Fearless at [www.fearless.org](http://www.fearless.org)

- Guns and knives
- Cybercrime
- Drugs and alcohol
- Vandalism and ASB
- Sex crimes

### Crimestoppers

If there are any other safeguarding issues you come across such as knife crime, Staffordshire Crimestoppers is dedicated to fighting crime across Staffordshire,

Crimestoppers are there as an anonymous route to give information about crime. To pass on information about crime anonymously, call 0800 555 111 or submit an anonymous form online at [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

As an independent charity, they are not part of the police. When you contact them you won't be identified. The only person who knows you contacted them with information is you.





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