



### **Safeguarding for parents: information booklet**

Horizons Specialist Academy Trust 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 is Mrs Lyons**  
**Our designated people for child protection are;**  
**Mrs Lyons, Mrs Naisbitt, and Mrs. Beecroft.**  
Telephone 01642 570104

**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:**

**The Children's Hub**  
Telephone: 01429 284284

**Out-of-hours duty team**  
Telephone: 01642 524552

**Police**  
Telephone: (Non-Emergency) 101

**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.

#### **We help to keep pupils safe by:**

- having an up to date child protection policy
- having other safeguarding policies, such as anti-bullying and internet safety
- checking the suitability of all our staff to work with children
- encouraging pupils to tell us if something is wrong
- adhering to health and safety regulations
- training all our staff to recognise and respond to child welfare concerns
- appointing a designated person who has additional training in child protection
- working in partnership with parents and carers
- sharing information with appropriate agencies if we have concerns
- managing and supporting our staff team

## **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
- People talking to children by mobile phone or online and enticing them to engage in sexual conversations, photographs, video or actual meetings.

It probably is not practical to simply ban your child from using mobiles and computers as they may well try to find a way of using them, perhaps at a friend's house or in an internet café. 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.
- Impress on 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 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. They may well tell you to stop fussing. They may be laid back. In any case, think about their demeanour and attitude as well as what they say. If you are still concerned contact one of the helping agencies listed in this booklet.

#### **For further advice and information visit:**

If you would like further support and guidance, please contact our **Parent Support Advisors (Michelle Rankin/Angela Nottingham) 01642 677113.**

Alternatively you can visit the following websites:

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)

## **Ten tips for keeping your temper**

Children and young people can be infuriating sometimes. They need to be taught the right way to behave and sometimes they test parents to the limit. The trouble is, if we lose our temper too often they may become frightened – or they may realise they have found just how to wind us up.

When you feel you are losing your temper or are ready to shout or lash out, try these tips to calm down. They may defuse the situation and give you time to consider how best to handle it.

- take some deep breaths
- count to 10
- close your eyes for a moment, to decide what to say
- depending on the age of your child, tell them calmly but firmly to go to their room
- also, depending on the age of your child, leave the room and get some fresh air
- turn on some music – nothing too loud
- sit down
- hug a pillow!
- if another adult is present, hand over to them
- phone a friend

### **We're here to help.**

If you have concerns regarding how to manage your child's behavior or are worried about keeping your temper, please talk to us.

If you are reluctant to talk to your child's teacher, you can talk to our **Parent Support Advisors (Michelle Rankin/Angela Nottingham) 01642 677113, or the Trust's Safeguarding Officer (Carly Beecroft – 570104)**

## **Child abuse and what to look for**

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.

There are many signs, or indicators that a child might be suffering abuse. There may be injuries, but it is more likely that you will notice some change in your child's behaviour.

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 person at school will also try 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.

## **If your child is being bullied**

### **Bullying – A Definition**

Bullying is behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally.

Bullying includes: name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, inappropriate text messaging, emailing (including the use of social networking internet sites), sending or posting inappropriate images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.

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
- 'lose' their dinner money, or ask for extra money
- try to avoid going to school
- complain regularly of headaches or stomach aches
- have unexplained cuts and bruises
- play truant.

We have an anti-bullying policy 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 try 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.

### **We're here to help.**

If you are worried that your child is being bullied or bullying others. Please tell us.

**Talk to your child's teacher, or  
Principal (Mrs Lyons-570104)**

# Age Restrictions for Social Media Platforms

(Ages specified in terms as of 2014)

Twitter  
Facebook  
Instagram  
Pinterest  
Google+  
Tumblr  
Reddit  
Snapchat  
Secret



YouTube  
Keek  
Foursquare  
WeChat  
Kik  
Flickr



## Prevent Duty

From July 2015 all schools (as well as other organisations) have a duty to safeguard children from radicalisation and extremism.

This means we have a responsibility to protect children from extremist and violent views in the same way we protect them from drugs or gang violence.

Importantly, we can provide a safe place for pupils to discuss these issues so they better understand how to protect themselves.

## **What does this mean in practice?**

Many of the things we already do in school to help children become positive, happy members of society also contribute to the Prevent strategy.

These include:

- Exploring other cultures and religions and promoting diversity
- Challenging prejudices and racist comments
- Developing critical thinking skills and a strong, positive self-identity
- Promoting the spiritual, moral, social and cultural development of pupils, as well as British values such as democracy

We will also protect children from the risk of radicalisation, for example by using filters on the internet to make sure they can't access extremist and terrorist material, or by vetting visitors who come into school to work with pupils.

Different schools will carry out the Prevent duty in different ways, depending on the age of the children and the needs of the community.

## **We're here to help**

If you would like any further information about the Prevent Duty and how we protect our children from Radicalisation. Please contact our Single Point of Contact (SPOC)  
**Single Point of Contact (Carly Beecroft - 570104)**

### **Operation Encompass**

Operation Encompass is a process by which Key Adults in our academies are informed that a child attending their premises may have been affected by domestic abuse. This will usually mean that a child has been in the household where an incident of domestic abuse has taken place, or has been exposed to domestic abuse. This initiative is in place in all local authority areas covered by Cleveland Police.

All HSAT academies are Operation Encompass Academy's and we fully support this partnership with Cleveland Police.

#### **We're here to help**

If you would like any further information about Operation Encompass, our safeguarding and child protection procedures or would like to discuss any individual concerns. Please contact our

**Principal (Mrs Lyons- 570104) or the  
Trust's safeguarding officer (Carly Beecroft - 570104)**

### **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 in school, on the website, or receive a copy to take home. Please just ask at reception.

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 cabinet or 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. You can ask to see what information is held on your child, and we will normally agree to this, but if we are unsure we will seek advice from the local authority designated officer or children's social care first.

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

#### **We're here to help**

If you would like any further information about our safeguarding and child protection procedures or would like to discuss any individual concerns. Please contact our

**Principal (Mrs Lyons - 570104) or the  
Trust's safeguarding officer (Carly Beecroft - 570104)**

## **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. A full copy of our complaints policy and procedure is available from reception or can be downloaded from our website. ([www.horizonstrust.org.uk](http://www.horizonstrust.org.uk))

## **Sources of support and information**

### **Child protection – national**

NSPCC helpline: 0808 800 5000

Childline: 0800 1111

Child Law Advice Line: 08088 020 008

Africans Unite Against Child Abuse (AFRUCA)

0844 660 8607 [www.afruca.org](http://www.afruca.org)

Child protection – local

### **Bullying – national**

NSPCC helpline: 0808 800 5000

Childline: 0800 1111

Kidscape: 08451 205 204 [www.kidscape.org.uk](http://www.kidscape.org.uk)

Bullying – local

### **Mental health – national**

Young Minds: 0808 802 5544

[www.youngminds.org.uk](http://www.youngminds.org.uk)

Mental Health Foundation: 020 7803 1100

[www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

Mind: 0845 766 0163 [www.mind.org.uk](http://www.mind.org.uk)

Mental health – local

### **Parents' support – national**

ParentlinePlus: 0808 800 2222

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

Parents' support – local

### **Sexual harm and sexually harmful behaviour – national**

Stop It Now! 0808 1000 900

[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

The AIM Project (for children with sexual behaviour problems): [www.aimproject.org.uk](http://www.aimproject.org.uk)

Sexual harm and sexually harmful behaviour  
– local

**Internet safety – national**

ChildNet International: [www.childnet.com](http://www.childnet.com)  
Child Exploitation and Online Protection:  
0870 000 3344 [www.ceop.gov.uk](http://www.ceop.gov.uk)  
Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk)  
Think U Know: 0870 000 3344  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
Internet safety – local

**Local agencies**

Police: (01642) 326236  
Children's Social Care: (01642) 527764  
Out of Hours Duty Team:  
Local authority designated officer for Child Protection:  
Hospital: