



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 orders relating to the safety of your child

Our Safeguarding Team

At Clayton Hall Academy, safeguarding is everyone's responsibility, all of our staff have received enhanced Safeguarding Training; attend bi-weekly Contextual Safeguarding Briefings; and receive regular updates through our Child Protection Online Management System (CPOMS)

We also have a dedicated Safeguarding Team of experienced and specially trained staff.

Designated Safeguarding Lead: Assistant Head Teacher – Safeguarding and Welfare,

Deb Kay: dkay@windsoracademytrust.org.uk

Deputy Designated Safeguarding Leads:

Deputy Head Teacher Gareth Pass: gpass@claytonhall.windsoracademytrust.org.uk

Head of Year 10 Kerry Chortlton: kchortlton@claytonhall.windsoracademytrust.org.uk



CLAYTON HALL
ACADEMY

Designated Teacher for Children in Local Authority Care Sophie Dutton-Johnson:

sdutton-johnson@claytonhall.windsoracademytrust.org.uk

Remember, you can contact us via ClassCharts as well.

Nominated Safeguarding Governor:

Rob Felthouse rfelthouse@claytonhall.windsoracademytrust.org.uk

Head of Safeguarding at Windsor Academy Trust:

Genna Griffiths ggriffiths@windsoracademytrust.org.uk

Local Authority Education Safeguarding Lead:

Viki Hulme wiki.hulme@staffordshire.gov.uk

If you have a safeguarding concern regarding a young person at Clayton Hall Academy you can email a member of our Safeguarding Team or you can contact:

Staffordshire Children's Advice and Support (SCAS) For children living in Staffordshire
Telephone No: **0300 111 8007** (Lines open 8.30am - 5.00pm Mon to Thu/8.30am- 4.30pm Fri)
0345 604 2886 Emergency Duty Service (Out of Hours)

Email: eds.team.manager@staffordshire.gov.uk

Children's Advice and Duty Service (CHaD) For children living in Stoke on Trent
Telephone No: **01782 235100** (Lines open 8.30am - 6pm Monday to Friday)
01782 234234 Emergency Duty Team (Out of Hours)

If a child is at immediate risk of danger contact Police on 999.

Notice of Concern (NOC)

All staff are required to report any causes for concern to Safeguarding Team, using CPOMS (Child Protection Online Management System) and in person for immediate issues. Parents/Carers will be contacted at the earliest point possible and updated with concern and progress of investigation.

Attendance

Absence and lateness is recorded by the Attendance Team. Reasons are sought for all absences and lateness and ongoing concerns are referred to the Designated Safeguarding Lead (DSL). Parents/Carers can access ClassCharts to monitor their child's attendance and punctuality and 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 within the local safeguarding children partnerships to ensure that:

- children are safeguarded and their welfare promoted
- partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children



- organisations and agencies challenge appropriately and hold one another to account effectively
- there is early identification and analysis of new safeguarding issues and emerging threats
- learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice
- information is shared effectively to facilitate more accurate and timely decision making for children and families

At Clayton Hall Academy we actively work with families to secure positive outcomes for both children and families.

Frequently Asked Questions

What is Harmful Sexual Behaviour (HSB)?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour. HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

Technology assisted HSB

Technology assisted HSB (TA-HSB) is sexualised behaviour which children or young people engage in using the internet or technology such as mobile phones. This might include:

- viewing pornography (including extreme pornography or viewing indecent images of children)
- sexting – the sending or receiving of sexual words, pictures or videos via technology, typically a mobile phone or the internet.

What are the potential signs and indicators?

Children and young people demonstrate a range of sexual behaviours as they grow up, and this is not always harmful.

Sexual behaviour sits on a continuum with 5 stages.

- **Appropriate**- the type of sexual behaviour that is considered 'appropriate' for a particular child depends on their age and level of development.
- **Inappropriate** – this may be displayed in isolated incidents, but is generally consensual and acceptable within a peer group
- **problematic** – this may be socially unexpected, developmentally unusual, and impulsive, but have no element of victimisation
- **abusive** – this often involves manipulation, coercion, or lack of consent
- **violent** – this is very intrusive and may have an element of sadism

What can you do if you are concerned?



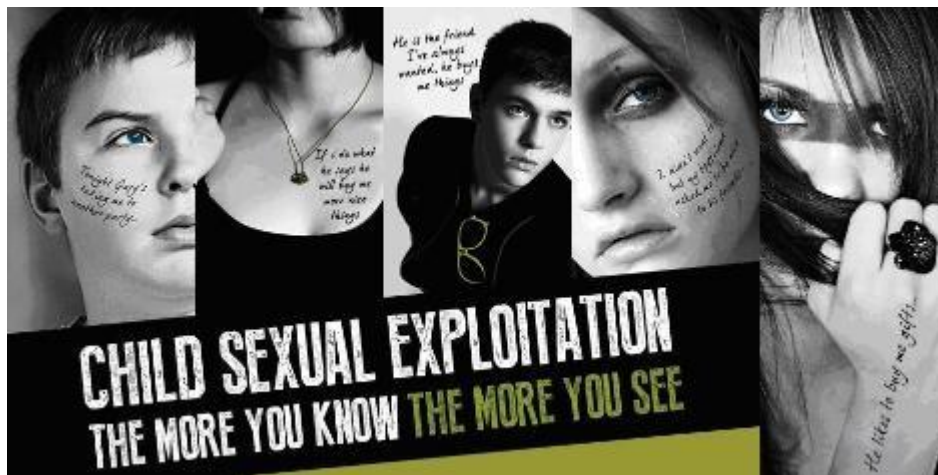
If you think a child is in immediate danger, contact the police on **999**. If you're worried about a child but they are not in immediate danger, you should share your concerns.

- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk. Our trained professionals will talk through your concerns with you and give you expert advice.
- **Contact the Report Abuse in Education Helpline** if you work in a school setting on [0800 136 663](tel:0800136663) or by emailing help@nspcc.org.uk.
- **Contact your local child protection services.** Their contact details can be found on the website for the local authority the child lives in.
- **Refer the child or young person for therapeutic support.** For example, from our [Turn the Page](#) service.
- **Direct children and young people to Childline if they would benefit from confidential advice and support.** Calls to [0800 1111](tel:08001111) are free and children can also contact [Childline online](#) or get information and advice on the Childline website. You can download or order [Childline posters and wallet cards](#) to keep on display and give to children and young people.

Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

What do we do as an Academy?

Harmful Sexual Behaviour is against the law and a serious form of abuse, therefore this will be dealt with immediately, in line with our Child Protection and Safeguarding procedures.



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?

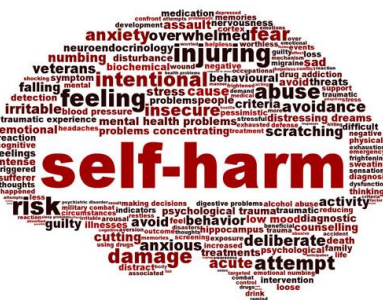
Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead

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.

What is Self-Harm?

Self-Harm is when a person deliberately injures or harms themselves. This can include cutting, burning skin, scratching, hitting or taking harmful substances. People who self-harm tend to use it as a way of dealing with problems such as bullying, abuse, trauma, neglect or depression. Self-harm tends to be carried out in private and kept secret from family and friends so it is not always easy to detect. Young people will go to great lengths to cover self-harm scars and injuries.



What are the potential signs or indicators?

- unexplained injuries such as cuts, burns, scalds
- being secretive
- Keeping themselves fully covered even in hot weather
- bald patches from pulling out hair
- becoming withdrawn and isolated
- self-loathing
- low self-esteem and thinking they are not good enough
- signs of drug or alcohol misuse

What can you do if you are concerned?

There are several organisations that offer advice and support for people that self-harm and their families and friends. These include:

- The Samaritans Helpline: 08457 90 90 90 www.samaritans.org.uk (24 hour)
- Childline 0800 1111 (24 hour)
- Mind: 0300 123 3393
- Harmless – www.harmless.org.uk
- National Self Harm Network - www.nshn.co.uk

Speak to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

What do we do as an Academy?

Self-harm is dealt with in line with our Safeguarding and Child Protection Procedures. We have staff that are trained to support students in this area. We also access external agencies that can provide additional support to students who require it.



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.

What is 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.



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 organisations' that offer advice and support for those affected by drug abuse or alcohol misuse:

- FRANK on 0800 77 66 00 www.talktofrank.com
- Drinkline National Alcohol Helpline 0800 917 8287 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.

What is Female Genital Mutilation?

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.



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.

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.

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



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

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



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 mean 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

- 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



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.

Helpful links and resources for Parents

[How to support a child with depression or anxiety | NSPCC](#)

[Understanding Child Self-Harm & Keep Them Safe | NSPCC](#)

[How can I help my child if they are being bullied? | NSPCC](#)

[Let's talk PANTS | NSPCC](#)

[Helping Your Child Cope with Your Divorce or Separation | NSPCC](#)

[Healthy relationships | NSPCC](#)

[Talking to children about racism | NSPCC](#)

[What is social media? | NSPCC](#)

[Teaching Your Child about Internet & Online Safety | NSPCC](#)

[Supporting children's wellbeing online | NSPCC](#)

[How to talk to children about difficult topics | NSPCC](#)

[Protecting children from radicalisation | NSPCC](#)

[Mental health and parenting | NSPCC](#)

Further advice and support is available at:

[Support & advice for parents | NSPCC](#)

