



Wingfield Academy

KEEPING SAFE AND PERSONAL WELLBEING

The Safeguarding Team



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**Please see any member of the Safeguarding Team or your Year
Team Leader if you have a worry or concern**

Keeping Safe at Wingfield Academy

Nobody wants to think about the possibility of becoming a victim of abuse, and most people are never abused. Even so, it is important for you to be aware of the possibility and to know that help is available if the unthinkable does happen.

It is important to remember that no-one has the right to hurt you or make you do anything that feels wrong.

What is Physical Abuse?

Physical abuse is when someone is hurting you. That could be with their hands, feet, or an object – hitting, slapping, punching, pinching, kicking or suffocating you. It could include scalding or burning you or pulling your hair out.

What is Emotional Abuse?

Emotional abuse is when someone tries to make you feel bad. This can be saying things to scare you, putting you down, embarrassing or humiliating you. This might be on purpose or without realising what they are saying is making you feel bad. If someone is always telling you that you're ugly, or fat, or stupid, or worthless, or that they wish you had never been born, that's emotional abuse.

What is Sexual Abuse?

Sexual abuse is when you're being touched in a way you don't like, you're being forced to have sex or look at sexual pictures or films.

How do I know if I am being neglected?

You could be suffering from neglect if you don't have enough warm clothes or shoes, you don't have enough to eat or drink, you are left alone for a long time or left in charge of children without adult help.

If any of these things are happening to you, you might think it's your fault.
IT ISN'T!

No-one has the right to hurt you in anyway. There are people you can talk to who will listen and help you. Speak to someone you trust e.g. Form Tutor, Year Team Leader, Learning Mentor, any member of the Safeguarding Team.

If you feel you can't talk to people you know or, are too scared call ChildLine 0800 1111 or e-mail them by logging onto www.childline.org.uk



Remember – if you or someone you know is being abused in anyway, then the most important thing you can do is talk to someone about it.

Keeping Safe Online

When you're online, you won't always know who you're chatting to.

Here are some tips to help you stay safe:

- Never use your real name
- Never tell anyone any personal things about yourself or your family like your address, phone number, the name of your school
- Instead of posting a photo of you, you could use a picture you like or a photo of your favourite band instead
- Don't post any photos or videos that you wouldn't be happy for your parents or teachers to see. Once they are up online they can be copied and posted in other places where you can't get rid of them
- Keep your passwords private and don't tell anyone, not even your best friend



If you use social networking sites offering chat or contact with online buddies use this website (The Child Exploitation and Online Protection Centre (CEOP)) to report suspicious behaviour you are concerned about online.

CEOP



If you would like to find out more information about how you can make sure you are safe online look at the following website:

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

Help and Advice in School: see your Form Tutor, Year Team Leader for support

Topic	Contact/Agency	Description
Bullying	NSPCC – 0808 8005000	
	www.beatbullying.co.uk	
Online safety	www.thinkuknow.co.uk	
Childline	0800 1111 www.childline.org.uk	Help line for children and young people up to the age of 18 years who are in danger, distressed or with any other problem
Divorce and Separation	www.itsnotyourfault.org	
Drugs	0800 77 66 00 www.talktofrank.com	24 hour help line and drug service For parents, young people and schools
	01709 836047 – Know the Score (KTS)	Information, advice and support for young people and their families to do with drugs and alcohol. Will meet young people at a place of their choice.
Eating Disorders	0845 634 7650 www.b-eat.co.uk	Eating disorder charity
Emotional Health and Wellbeing	www.youngminds.org.uk	Advice and information about mental health issues
Run away? Homeless? Frightened?	0800 335 SAFE / 01909 566977 Txt SAFE plus msg to 60777 www.safeatlast.co.uk	If you are away from the place you normally live for whatever reason and you're worried, scared, hungry, cold or lonely – we may be able to help. We'll meet you, listen and offer practical help
Sex and Relationships	www.ruthinking.co.uk	Advice and information about safer sex and relationships
South Yorkshire Transport	www.sypte.co.uk	Click on services for timetables / tickets / bus pass information
Samaritans	01709 361717 www.samaritans.org	Someone to talk to in confidence about mental health issues, 365 days a year, 24 hours a day.

Anti-Bullying

We want all students to feel safe, secure and enjoy their time at Wingfield Academy. We aim to develop good student behaviour, so that you are able to achieve your best within the Academy

Bullying is.... a deliberate attempt to **hurt, insult, threaten** or **frighten** someone verbally, emotionally or physically. Students might suffer from bullying because of their individuality.

There are many forms of bullying, including:

- Pushing, shoving and hitting
- Ignoring people, leaving them out of activities
- Name-calling, spreading rumours
- Demanding money, blackmail
- Sending threatening or abusive messages/texts
- Damaging or stealing property

The effects of bullying can be upsetting and include:

- Feeling worried, frightened to be alone, having nightmares
- Blaming yourself, not wanting to eat
- Possibly wanting to harm yourself – self injury
- Doing less well in learning
- Absence from school, regularly feeling ill

All bullying will be acted upon – if you report it

Students and their parents can report bullying by:

- Filling in a wellbeing card
- Speaking to any member of staff or your Year Team Leader (YTL)

We deal with bullying as quickly as possible. This can involve:

- Getting statements from several viewpoints
- Informing staff e.g. Form Tutor, Year Team Leaders, Learning Mentor, Key Worker, Teachers, Young Peoples Police Officer (PYPO)
- Contacting parents/carers of the victim and the bully
- Supporting both the victim and the bully
- Taking action such as counselling, detentions, being supported by other agencies

Useful Contacts

Childline	0800 1111 – www.childline.org.uk
Safe at Last	0800 335 SAFE
Kidscape Helpline	0845 1205204
Samaritans	08457 90 90 90
NSPCC	0808 8005000
Anti-bullying	www.beatbullying.co.uk

What to do if.....

I have a dental/medical appointment?

- Bring a note for your tutor. Sign out at the attendance office when you leave and sign in when/if you return.

I have lost something?

- Lost property is kept in the Year Team Leaders office. You can check here at break and after school. Remember: all property should be marked with your name.

I don't feel well?

- Tell your teacher, who may send you to the medical room with a note in your planner. The School Health Worker will assess your need and will make a decision.

I take medication

- Leave all medication at the School Medical Room. Bring a letter from home to explain what the medication is for and when it needs to be taken. The School Health Worker will make sure you access your medication.

I have not got the correct uniform/equipment

- Tell your form tutor who may send you to your YTL to borrow some uniform. Equipment can be purchased from the Learning Resource Centre during tutor time, break and lunchtime.

I have forgotten/lost my school dinner card

- See the Catering Manager in the kitchen who will give you a new dinner card at the cost of £2.50. If you have forgotten your dinner card you will still be able to get your dinner but will have to go in last that day. You will never be without a dinner at lunchtime.

Mobile Phones and Ipods

If you choose to bring a mobile phone into school or an Ipad then you must remember the Academy rules:

- Electronic equipment must not be seen or heard at any time. If seen, they will be confiscated.
- Mobile phones and Ipods are not allowed in exam rooms.
- Students found abusing the use of a mobile phone (e.g. making threatening calls, or sending inappropriate messages) may be reported to the Police.

Mobile Phone Safety

- Keep your phone with you at all times. Don't lend your phone to someone you do not know or trust.
- Do not leave your phone where others could use it.
- Only give your mobile number to people you can trust.
- Use a PIN code to lock your phone
- If someone is pressuring you into giving them your number, tell a member of staff or a parent/carer. Someone needs to know.
- If you receive **ANY** unwanted communication (e.g. social media) please see your YTL or any member of the Safeguarding Team.

Attendance

Students are expected to:

- Attend school at all times
- Arrive on time ready for the day
- Inform form tutors well in advance of known absence, e.g. dental appointments, hospital appointments.

Parents/carers are expected to:

- Ensure their child attends school at all times
- Ensure their child arrives on time, fully prepared and equipped
- Contact school on the first day of absence
- Provide a note outlining the reason for the student's absence on the first day of their return to school
- Contact the YTL confidentially if a problem occurs that affects attendance. Holidays will not be authorised during key weeks
- When possible arrange appointments outside the school day, or seek permission in advance