



The Abbey School Student Safeguarding Handbook 2022/2023

This updated addition of the Student Safeguarding Handbook has been issued to all students because of the increasing level of interest in and news coverage of the distressing reports posted on the Everyone's Invited Website.

Sexual abuse, sexual violence and sexual harassment in any form are unacceptable and it is vital that reports of abuse are appropriately investigated and victims are supported and protected.

All schools and colleges should have appropriate processes in place to allow pupils to report concerns freely, knowing these will be taken seriously and dealt with swiftly and appropriately.

Students are told where and how to get help at school and this handbook is produced and given to every student to support that knowledge and promote safety and security for all students.

As well as help in school, advice can also be found via the NSPCC and a dedicated NSPCC helpline is now available to support anyone who has experienced sexual abuse in educational settings or has concerns about someone or the issues raised. The dedicated NSPCC helpline number is 0800 136 663 and more information is available at: [Dedicated helpline for victims of abuse in schools NSPCC](https://www.nspcc.org.uk/about-us/news-opinion/2021/sexual-abuse-victims-schools-helpline/).

<https://www.nspcc.org.uk/about-us/news-opinion/2021/sexual-abuse-victims-schools-helpline/>

Dear Student

At the Abbey School we will do everything we can to help you achieve the very best in your education, personal development and well-being. It is just as important that we ensure you are happy, feel safe and stay safe. This is so important the government has told all schools that they must do everything they can to make this happen.

This is what we do at The Abbey School:

- We have an exciting and relevant curriculum which will ensure you achieve the best you can academically. We want you to be able to go forward into life, confident, able to gain a good career and have future economic well-being.
- You will participate in a relevant and comprehensive Personal Social, Health and Emotional Education. This will equip you with the skills and knowledge to make the right decisions and to keep you safe, healthy and happy, while you are growing up and in your future life.
- We offer a wide and diverse range of enjoyable recreational and learning activities as well as opportunities in and out of school time. These will help to extend your school experience, social skills and enjoyment of your time with us at the school.
- There is also an accessible and wide range of support to help you solve any problems you may have, so that you can have the best possible well-being and happiness and achieve the best you can.

Please take the time to read through this handbook and if you can, do this with a parent or carer. We hope you find it useful. If you think of something that should be included but is not, or you have any comments on how this Handbook could be improved, please do let the school know via your Form Tutor or Head of Year.

Worried? Need to talk?

If you are ever worried about anything in school or outside of school and you would like to talk to someone, there are lots of people in the school who will listen to you and help you change things, to make things better.

Who can I talk to?

You can talk to anyone in the school. Everyone in the school has been trained to know what to do if a student asks them for help. They may help you directly or take you to someone who will help you.

- Normally the first and best person to talk to is your Form Tutor. They will know you best and will help you, or talk to someone who has extra skills to help you
- You can speak to a teacher or member of the support staff who will do the same
- The Pastoral Support Coordinators are also skilled at helping students talk through problems

People who ensure your safety and wellbeing is the best it can be and who make sure the school does its best for you to achieve and be happy.

The Senior Leadership Team

Dr Speller	Headteacher
Mr Finlan	Deputy Headteacher
Mrs Lucas	Deputy Headteacher
Mrs Spring	Assistant Headteacher
Mr Stucken	Assistant Headteacher
Mrs Le Brunn Healey	Assistant Headteacher
Mr Dickens	Director of Resources

Form Tutors

Form tutors have responsibility for a group of students they will see each day at registration, for at least a whole year. They will really get to know you and will:

- Teach you about Personal, Health and Social & Emotional Education
- Monitor your well-being, progress, uniform and equipment, behaviour, attendance and punctuality
- Help you with any questions you have about school
- Help you with any problems you have
- Communicate with your parent/carer through the Planner or by personal telephone calls, emails or meetings
- Respond to contact from parents/carers

Heads of Year and Lower and Upper School Managers

Mr Youard	Head of Year 7
Mrs Carney	Head of Year 8
Mr Cameron	Head of Year 9
Mr Dannell	Head of Year 10
Mr Crittenden	Head of Year 11
Mrs Cooper	Director of Welfare and Conduct

Pastoral Support Coordinators

Mrs Shaddick
Mrs Farmer
Mrs Murray

Mrs Frorath Special Educational Needs Coordinator

Responsible for:

- Identification, assessment and support for students with Additional Educational Needs
- Oversees Learning Support
- Manages Teaching Assistants

Mrs Blythe – Intervention Therapy

- One to one and small group private and confidential therapeutic counselling sessions for students with long-term concerns.

Designated Safeguarding Lead

- Oversees the safeguarding and child protection of all students
- Monitors students' wellbeing
- Co-ordinates Children in Care needs and progress
- Oversees help for students and families
- Works with people and partner agencies outside of school, which can help students and families.

Mr Ellis Attendance and Student Support Manager

- Oversees and supports Attendance

Mrs Green and Mr Dannell

- Oversees the house system and heads of houses
- Oversees what you learn in Personal, Social Health and Emotional Education for:
 - Sexual Health Education
 - Drugs Alcohol and Tobacco Education
 - Safety – including on-line safety
- Oversees Student Voice
- School Council
- Eco Warriors
- Personal, Social, Health and Emotional Education

Across all the years you are at the Abbey School, you will learn about the following areas in the PSHE sessions and extended form time:

- Careers Information and Guidance
- Health, Nutrition and Fitness
- Financial Capability
- Learning to learn
- Social Emotional Aspect of Learning
- Drugs Alcohol and Tobacco Education
- Sex and Relationships Education
- Safety Education, including On-line safety

Remember!

- You have the right to be happy, protected and safe
 - Speak to someone
 - Share your problem
 - Get help to solve your problem
 - Get help to help you solve your problem
- Every problem has a solution
 - Sharing your problem by talking to someone you trust will help you feel better and will be the start of making things better
 - Don't worry about what people will think of you because of your problem – you won't be the first person to have your problem
- If you don't get the answer from the first person you talk to, ask someone else
 - Don't give up
 - You deserve to be listened to and to have things made better so that you can achieve the very best and be happy.

This information and more is on the school website.

Please talk to your form tutor about these, or for any other information you need.

If you do not feel like talking to someone you know, contact:

Childline: 0800 1111 (calls are free)

Using the Internet safely

To keep safe you should.

- use websites recommended by parents and teachers and use a student friendly search
- be aware of who created the website and possible bias/danger within information
- only message people you know.
- exercise caution before opening an email sent by someone you don't know

- use internet chat rooms with caution and know how to block unwanted users
- not use your real name when using names on the Internet – create a nick name
- never give out a home address, phone or mobile number
- never message your school name or a picture in school uniform (even to a friend)
- never arrange to meet alone and without informing your parents
- only use a webcam with people you know and turn it off/cover if it is not in use
- tell your parent or carer immediately if you encounter anything with which you are unhappy
- report concerns to the Child Exploitation & Online Protection Centre (CEOP) using the eye report abuse icon
- avoid using websites about which you feel you could not tell your parent or carer

Cyber Bullying

Cyber bullying is when a person, or a group of people, uses the internet, mobile phones or other digital technologies to threaten, tease or abuse someone. It's against the law to bully someone in this way and if someone is being mean or threatening you, something can be done to stop them.

There are lots of ways cyber bullies can target someone, some of which may be:

- Email
- Instant messaging and chat rooms
- Social networking sites
- Mobile phone
- Abusing personal information

I'm being bullied online, how can I make it stop?

Although cyber bullying can't physically hurt you it can still make you feel bad and it is a form of emotional abuse. No one has the right to make you feel like this. It might seem that there is no way to make it stop, but there are things that you can do to prevent it from happening or make it stop.

- Delete and block number as soon as you experience anything you don't like
- Talk to someone you trust like a parent, carer or teacher. They can help you sort it out. Or you can call Childline: 0800 1111 (calls are free), to speak to someone who can help you.
- Don't reply to any messages you receive, as this may encourage the bullies.
- Keep a copy of the abusive emails, texts or messages that you receive and when they were sent to you.
- Never give out any personal details on the internet such as your real name, address, age or phone number. Even telling someone which school you go to can help them find out information about you.

What is the minimum age for
account holders on these
social media sites and
apps?

Age Restrictions for Social Media Platforms

13

Twitter
Facebook
Instagram
Pinterest
Google+
Tumblr
Reddit
Snapchat
Secret

14

LinkedIn

16

WhatsApp

17

Vine
Tinder

18

Path

18 / 13 with parent's permission

YouTube
WeChat

Keek
Kik

Foursquare
Flickr

Age specified in the platform's terms of service as of 09/2014.

linneyville.com

