INFORMATION PACK

For Visitors, Contractors, Parents/Guardians

Service Excellence Virtues Aspirations

TABLE OF CONTENTS

SAFEGUARDING

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This information pack contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within.

Please keep this information pack in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to a member of the Designated Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer in your school, you must contact the Designated Safeguarding Lead.

Occasional Visitor Procedures

- Visitors must sign in at the School Office.

- Visitors will be given a pass, which must be worn at all times whilst on the site.

- Visitors should remain under the supervision of a designated member of staff whilst on site.

- All visitors must sign out at the School Office and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Head Teacher.

- In their absence, immediately inform the Deputy Head Teacher.

Keeping Yourself Safe

- Be professional.

- Be careful how you interact with or speak to a child, the child may interpret it differently.

- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.

- It's best not to do anything for a child that they can do for themselves.

- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident (time and date it) and pass it on to a member of the Safeguarding Team.

- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher.

If you feel that a child may be at risk of harm but are not sure, then inform a member of the Safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

A copy of the schools safeguarding policy is available in the School Office.

SAFEGUARDING CONTINUED…

If you feel that a child may be at risk of harm but are not sure, then inform a member of the Safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

A copy of the schools safeguarding policy is available in the School Office.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone.

What to do

If a child discloses to you they might be subject to abuse:

- **React** calmly.

- **Listen carefully** to the child, particularly what is said spontaneously.

- **Do not promise confidentiality**. Explain to the child that you must pass on the information if you are worried about their safety.

- **Do not ask leading questions or make judgements**. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

"Only trained investigators should question a child"

- **Reassure** the child that they are doing the right thing.

- **Record carefully** what the child says in their own words including how and when the account was given. Date, time and sign the Cause for Concern Report Form (available in all classrooms including the staff room). Pass this on to a member of the Safeguarding Team immediately.

SAFEGUARDING TEAM

Designated Safeguarding Lead

Mrs Louisa Burnett

Deputy Safeguarding Leads

Mrs Athwal, Mr Fereday, Mrs Sukhjinder Sanghera,

Mrs Dyal Thandi, Mrs McDougall, Mrs Griffiths

Safeguarding Trustee

Dr Amarjit Johal

HEALTH & SAFETY

We hope that this section provides all the information you need to make your visit enjoyable and safe. If you do require further information or are unsure about anything, please do not hesitate to ask a member of staff.

Personal Security

Please sign the visitor's book/computerized system at the main entrance to obtain a visitor's badge which should be worn at all times. Please keep all handbags and valuables with you at all times or left in an area designated by a member of staff

If you leave the building for a short time, please exit through the main entrance and inform staff as you go. Please do not leave any door open which could give access to unauthorised individuals

Fire Precautions

In the event of a fire alarm that sounds continuously at any time, everyone must leave the building immediately, using the nearest fire exit, which is clearly marked. You will be directed to the assembly point, which is the playground area

Smoking

In order to maintain a healthy and safe environment, smoking is not allowed within the school buildings or the grounds. Please respect our no smoking policy

Housekeeping

If you notice any damaged or faulty equipment please inform a member of staff immediately. If you are bringing materials for use in a classroom or around the site you are to inform a member of staff in advance so they can be checked to ensure they meet the relevant regulations.

Hot drinks are only permitted in the staff room and offices.

Work Equipment

Contractors coming onto site must report to the school office before commencing work. All electrical equipment brought onto site must comply with current legislation and have been tested in line with the Electricity at Work Regulations

First Aid Advice

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained person. If you have a medical condition which you would like us to be aware of (i.e. diabetes, asthma, etc) please inform a member of staff on arrival

Aggressive Behaviour

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal and a ban from site and possible prosecution

PREVENT STRATEGY

What is the Prevent Strategy?

Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes.

The Prevent Strategy covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes.

How does the Prevent Strategy apply to schools?

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 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

- Promoting British Values

We will also protect children from the risk of radicalisation, for example by using filters on the internet to make sure that extremist or terrorist

materials can't be accessed, or by vetting visitors who come into school to work with pupils.

Frequently Asked Questions

How does Prevent relate to British Values?

Schools have been required to promote British Values since 2014 and this will continue to be part of our response to the Prevent Strategy. The British Values are:

- Democracy

- The Rule of Law

- Individual Liberty

- Respect and Tolerance of those with different faiths and beliefs

Isn't my child too young to learn about extremism?

The Prevent Strategy is not just about discussing extremism itself, which may not be appropriate for younger children. It is also about teaching children values such as tolerance and mutual respect.

Is extremism really a risk in our area?

Extremism can take many forms, including political, religious and misogynistic extremism. Some of these may be a bigger threat in our area than others.

We will give the children the skills to protect them from any extremist views they may encounter now or later in their lives.

PREVENT STRATEGY CONTINUED...

Recognising Extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes

- glorifying violence, especially to other faiths or cultures

- making remarks or comments about being at extremist events or rallies outside school

- evidence of possessing illegal or extremist literature

- advocating messages similar to illegal organisations or other extremist group

- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent)

- secretive behaviour

- online searches or sharing extremist messages or social profiles

- intolerance of difference, including faith, culture, gender, race or sexuality

- graffiti, art work or writing that displays extremist themes

- attempts to impose extremist views or practices on others

- verbalising anti-Western or anti-British views

- advocating violence towards others

You can find more information about radicalisation in our Safeguarding Policy which is available on our website.

If you have any concerns about any child at any time, you should speak to a member of our Safeguarding Team

E-SAFETY

As well as being involved in your child's life online, there are a number of tools that you can use to help keep them safe:

- Privacy Settings

- Parental Controls

- Internet Service Provider (ISP)

Privacy Settings

Most social networking sites, like Facebook, now give you a lot of control over what is shared and who its shared with. 'Privacy Settings' normally let you control:

Who can search for you - this means that when people search your name on a site, your profile does not come up unless you allow it.

Who sees what - this means that you can control the information you share, like your photos or wall posts. You can usually restrict this to friends only, friends of friends, certain groups of friends, or everyone.

Who can post information about you - some sites enable others to 'tag' photos of you or share other information about you, like your location. Many sites enable you to restrict people's ability to do this.

It is important that you stay up-to-date with the privacy settings that your child uses and help them stay in control of their profile. For more information about privacy settings in go to www.google.com and type in 'Privacy settings for (insert-name-here)'

Parental Controls

As a parent or carer it can be difficult to monitor what your child is up to online. Most parents and carers trust their children online, but it can be easy for a child to stumble across things that might upset or disturb them. Filtering and moderation packages are a good way to stop the majority of inappropriate and harmful content coming into your home. They are a

E-SAFETY CONTINUED...

tool to help you set and change online boundaries in line with your child's development.

There are some great packages out there, some are free and some come at a cost. Make sure you get one that suits your family's needs and budget.

How can this help me?

Every parental control package is different, but most provide services such as:

- **Filtering -** content to restrict access to particular sites, such as pornographic websites.

- **Time limits -** restrict the amount of time your child can be online, or set periods of time where your child can access certain sites.

- **Monitoring -** where you are informed of certain sites that your child is attempting to gain access to.

- **Reporting -** where you are provided with information about what sites your child has used.

Where do I get them?

There are three main levels for applying parental controls:

- **Internet Service Providers (ISPs) -** These are the organisations that pipe the internet to your home (like Virgin Media, TalkTalk, Sky and BT). All of the major ISPs provide parental control packages. These can allow you to apply controls across all of the devices that access the internet through your home connection – such as laptops, games consoles, mobiles, tablets, etc.

- **Devices that connect to the internet** - Most computers, mobiles, games consoles, tablets, etc now come with parental controls that can be applied.

For example, within Windows and the Mac operating systems, there are parental controls that can be set for individual devices.

- **Software -** There are a wide range of packages available to buy or sometimes download for free - always look for reputable companies and check out reviews online.

Does this make my child safe?

Parental controls will never make the internet 100% 'safe'. They should not be used as a substitute for communicating safety messages to your child. Make sure that you talk to your child about their behaviour online and remember, your home is not the only place they will be accessing the internet! Never ask your children to set these settings, if you are not confident in putting these in place ask a family friend or the shop assistant to help.

Internet Service Provider (ISP)

BT - BT Parental Controls. Cost: FREE if you have BT internet. "This network-based filter covers all internet-enabled devices connected via the BT Hub in your home - such as desktop computers, laptops, games consoles, smartphones and tablets. Every customer joining BT is given the choice whether or not to activate the parental controls when setting up their internet connection for the first time." Check out www.bt.com/help/parentalcontrols for more information and setup guides.

TalkTalk - HomeSafe. Cost: Free if you are a talktalk internet. "Built into the broadband network itself, HomeSafe is designed to help you block every device in your home from websites you've defined as unsuitable for your home. Parents also have the option to control the after school homework routine specifically. It's been developed in partnership with their panel of parents and online safety experts." Check out www.talktalk.co.uk/shop/security/homesafe for more information and setup guides.

E-SAFETY CONTINUED...

Virgin Media - Websafe. Cost: FREE as long as you have VirginMedia internet. "Web Safe helps to protect any device that's connected to your home broadband network. Customisable settings let you choose the level of protection that's right for your home, so you can easily block access to known fraudulent websites or those that aren't suitable for kids." Check out www.virginmedia.com/shop/broadband/parental-control for more information and setup guides.

Plusnet - Safeguard. Cost: FREE as long as you have plusnet internet. "If you're worried about what your children can see online, you can use SafeGuard to help prevent access to inappropriate content. This can include sites with adult content, gambling, violence and the threat of cyber bullying through messaging and social media. Even if you're using SafeGuard, we strongly recommend parents and guardians supervise their children's activities where possible, to ensure they're acting responsibly online and don't over-share information to others." Check out www.plus.net/home-broadband/safeguard for more information and setup guides.

Useful websites

There are a range of useful websites that provide information for parents and children:

www.digizen.org   www.childnet.com

www.getsafeonline.org   www.dcsf.gov.uk/ukccis

www.en-gb.facebook.com/help/325807937506242/
(facebook privacy setting)

www.help.twitter.com/en/safety-and-security#ads-and-data-privacy
(twitter privacy setting)

www.support.snapchat.com/en-US/a/privacy-settings

(snapchat privacy setting)

E-SAFETY - MOBILES

More and more young people own mobile phones and with it grows the issue of safety. Many mobile phones can:

Access the internet - Young people can go on any site that you can find online, including sites like Facebook, YouTube and also potentially age inappropriate sites.

Take and share photos and videos - Young people can take images and videos and these can be shared quickly, easily and for free through text messages, emails, uploading or apps.

Chat with instant messaging, video and text - Young people can take part in private chats with people through their mobile phone.

Share your location - Many phones can identify their user's location in real time. This can then be shared on social networking sites and apps.

Play games - Young people can use their mobile to play games and download new ones, sometimes these can come at a cost.

Add and buy 'Apps' - Apps are programs that you can add to your phone that enable you to do a wide range of things, from playing games to finding up-to-date train times. Some of these apps have a cost.

With all of these functions available, talking to people is now only a small part of what mobile phones are used for. It can be difficult to keep tabs of what your child is doing on a mobile phone.

How can I help my child use their mobile phone safely?

Parental settings - Android, IOS and Windows mobile phones all offer parental settings that can do various task from stopping app purchases to restricting websites on there devices. Try looking online for more advice on how to activate these settings.

E-SAFETY - MOBILES CONTINUED...

Ask your provider - Some mobile network providers also have setting that can be placed onto your young persons device. Ask your network provider for more information.

Internet Safety app - use the internet to find apps to monitor usage, some are free others require a subscription. Go to this website for an example of an app: www.qustodio.com

Loopholes - even if you have set controls, your child may be accessing the internet through other sources. Many phones can access the internet through Wifi, which could be available on your street and picked up for free. Accessing someone else's Wifi may mean that your safety settings no longer apply.

Understand what your child's phone can do - all phones are different and you need to know what they are capable of so you can manage the risks.

Set a pin code on your child's phone - setting a pin code is like a password. Without a password, others may use your child's phone. This could enable them to access personal information, online accounts or run up expensive bills.

Set boundaries and monitor usage - this doesn't mean spying on your child! You can set rules with them about where it is used and how long for. For example, if you don't want your child to use their mobile at night, why not only charge it overnight in the living room.

Top Tips

Discuss what they can share - teach your child to think before they share online and the consequence of doing this over the mobile phone, such as sharing their location.

Discuss and monitor costs - phones can be expensive. As well as bills, costs can be run up through downloading apps, music or leaving

data-roaming on abroad. Your child should be made aware of the financial responsibility that comes with owning a phone. There are different ways to manage costs, such having a contract or pay-as-you-go deals, make sure you discuss this in the shop.

Keep their mobile number private - young people need to understand that their phone number should only be given to people they know and trust, make sure that if they are concerned, they ask you first.

Be prepared in case the phone is lost or stolen - know who to contact to get the SIM card blocked. Every phone has a unique 'IMEI' number, make sure you write this down so if the phone is stolen, the police can identify the phone if they find it.

Need Advice / Got Concerns

Some useful websites to help you control what your internet and mobile devices can do:

www.internetmatters.org   www.saferinternet.org.uk

If you have concerns or want to report an incident these websites can help you find the appropriate services:

www.thinkuknow.co.uk   www.ceop.police.uk

SEVA SCHOOL

Link House
Eden Road
Coventry
West Midlands
CV2 2TB

Phone: 024 7798 7619
Email: school.office@seva.coventry.sch.uk