

# ***Pupil Friendly Safeguarding Policy***

***Next to be reviewed October 2026***

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 @ketthighschool

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## What is Safeguarding?

Safeguarding means making sure you are safe — in school, online, at home, and in the community. At Kettlethorpe High School, all staff have a responsibility to:

- Protect you from harm.
- Make sure nothing gets in the way of you being healthy or developing properly.
- Ensure you are safely looked after.
- Help you have the best possible life chances so you can grow up happy and successful.
- Safeguarding also includes:
  - Helping you get support early if something is worrying you.
  - Making sure school is always a safe and welcoming place.
  - Listening to you if something feels wrong.
  - Supporting you to build healthy, respectful relationships.
  - Keeping you safe online.

You have the right to feel safe and the right to be listened to.

There is more information on our school's website -

<https://kettlethorpehigh.co.uk/safeguarding/>

## Who Can You Talk To?

If something is worrying you — big or small — you can always speak to someone in school. Our Safeguarding Team and many other trusted adults are here to help you. **You will never get in trouble for asking for help.**

## Designated Safeguarding Leads (DSLs)

These staff are specially trained to support you and keep you safe:

- **Mrs Ilyas**– Deputy Headteacher
- **Miss Hargreaves** – Senior Designated Safeguarding Lead

## Other Staff Who Can Help

You can also talk to:

- Miss Shute – Y7 Progress Leader
- Mrs Cotton – KS3 Progress Leader
- Miss Lee – KS4 Progress Leader
- Miss Gorton, Mr Chapman, Mr Henderson, Miss Wood, Miss Mallinson, Miss Caves, Mrs Foster and Mr Carr

The School Nurse – weekly drop-in sessions.

The School Counsellor - weekly sessions.

## Other Ways to Share a Worry

If talking face-to-face feels difficult, you can use:

- The 'Share Your Worries' online form
- Worry boxes or posters around school
- The 'Report a Concern' button on the school website — available day or night
- Speaking to *any* staff member, who will pass your concern to the Safeguarding Team

Whatever you choose, we will listen and work with you to help keep you safe.

## How Staff at Kettlethorpe High School Look After You

All staff at Kettlethorpe High School work hard to keep you safe, supported, and cared for. They will:

- Make the school a **safe, friendly, welcoming and supportive** place — somewhere you feel happy to be.
- Be available for you to talk to if you need help, and know exactly who to contact to support you.
- Teach you how to look after yourself **both online and in the real world**, through guidance in your lessons.
- Do their best to **spot when something might be wrong**. All staff are trained to notice signs that a pupil may need help.
- Follow the correct **rules and procedures** (called policies) to keep you safe at all times.
- Support you, encourage you, and listen to your wishes and feelings.

## What Happens Next if You Share a Worry?

If you tell a member of staff that something is worrying you, here's what will happen:

- **They will listen carefully** and make accurate notes so your concerns are properly recorded. These notes are stored securely on our safeguarding system, **CPOMS**.
- **They cannot promise to keep secrets**. If they are worried about your safety, they must share the information with someone who can help keep you safe.
- They may speak to one of our **Designated Safeguarding Leads (DSLs)**, who are specially trained and experienced in supporting children and families.
- Sometimes, the Safeguarding Team may need to contact other services that help keep young people safe, such as:
  - **Children's Social Care** (Social Workers)
  - **The Early Help Team**
  - **The Police**

- The Safeguarding Team will work with you — and sometimes your family — to make sure you are safe and supported.

We understand that talking about your worries can feel scary. But everything we do is to help protect you. Your **safety is always our top priority**, and we will try our best to keep you informed about what is happening and what will happen next. If there is something we cannot explain straight away, we will always tell you why.

## Abuse

Abuse is when someone hurts you, harms you, or takes advantage of you. It is never your fault. Abuse can be physical, emotional, sexual, or neglect — and it can happen in different ways, such as:

- **Physical harm:** Someone deliberately hits you, injures you, or hurts you in any way, including humiliating or frightening you.
- **Emotional harm:** Someone says or does things that make you feel scared, sad, upset, embarrassed or bad about yourself.
- **Domestic abuse:** Someone shouts at, threatens, or hurts someone you love while you are there, making you feel unsafe or worried.
- **Neglect:** When someone doesn't take proper care of you — for example, not giving you enough food, not making sure you can wash regularly, or not ensuring you can get to school.
- **Sexual abuse:** When someone touches you in a way you don't like (including touching private parts), or makes you look at or do things that make you feel uncomfortable, ashamed, or guilty. They may try to keep it a secret or offer gifts to persuade you.

### Abuse is never okay.

If this is happening to you, or has happened before, it is important to tell someone you trust. We will always listen, take you seriously, and help to put things in place to keep you safe.

## Child-on-Child Abuse and Bullying

Sometimes harm can come from other young people. This is still abuse, and it is never “banter.” It includes:

- Name-calling, rumours, or threats
- Racist, sexist, homophobic or transphobic comments
- Physical fights, intimidation, or making someone feel unsafe
- Sexual comments, unwanted touching, or “jokes” about sex
- Showing or sharing private images
- Hazing or “initiation games”
- **Upskirting** (taking photos under someone's clothing — this is illegal)
- Sharing nudes or semi-nude images

None of this is acceptable, and school takes it very seriously. If you report something like this, **you will be supported, believed, and taken seriously.**

## **Child Criminal Exploitation**

Child Criminal Exploitation is when individuals or gangs target young people and force them to carry out criminal activity. The individuals or gangs (exploiters) may force young people to deal drugs, steal, commit violent or sexual acts and traffic them to other towns or cities. Young people who are being criminally exploited are usually threatened and/or beaten by the people exploiting them. Exploiters are very clever: they can spend months or years grooming their victims - and sometimes the young person may not even know it is happening to them.

## **Child Sexual Exploitation**

CSE stands for Child Sexual Exploitation and is a form of sexual, emotional and physical abuse. It can start by young people being given food/accommodation, which can lead to drugs, affection, presents/gifts and money in return for performing sexual acts. It usually involves young people being beaten or threatened and intimidated if they don't do what they are asked to do by the person who is exploiting them.

Child Criminal Exploitation and Sexual Exploitation are never ok and if you are being or have been exploited you must remember – it is not your fault. You must always tell someone, and they will help you by putting things or people in place to prevent it from happening again.

## **Sexual Violence and Sexual Harassment between children**

Sexual Violence and Sexual Harassment between children is unwanted sexual behaviour that occurs between two children (or more) of any age or sex. This behaviour can be online or in person and can be either physical, verbal or both. Examples of sexual violence and sexual harassment could be sexualised comments or sexually touching another person in a way that makes them feel, embarrassed, intimidated or degraded. The term up-skirting refers to somebody taking a picture under someone else's clothing without that person knowing – this is a crime. Pulling other students' trousers down, sending indecent images and making sexual threats are also not acceptable behaviours. This kind of behaviour is not tolerated in or out of school and will involve us speaking to our Safer School's Police Officer.

## **Mental Health**

Talk to someone if you are:

- Feeling low
- Not sleeping or eating well

- Avoiding school or friends
- Thinking about hurting yourself
- Worried about home or a friend

## Agencies that can support you

**Social Care Direct and Targeted Early Help** - <https://www.wakefieldfamiliesaltogether.co.uk/>

**The Police** - 999

**Report Harmful Content Online** – Helping everyone to report harmful content online - <https://reportharmfulcontent.com/child/>

**Childline** – Need to talk? Contact ChildLine anytime – calls are free and confidential. Phone 0800 1111 or have an online chat with a counsellor.

**NSPCC** – the National Society for the Prevention of Cruelty to Children. Phone 0800 111 or visit <https://www.nspcc.org.uk/>

**Brook** – Brook provides free and confidential sexual health and wellbeing services for young people. <https://www.brook.org.uk/>

**CalmHarm** – A free app providing activities to help manage the urge to self-harm. <https://calmharm.stem4.org.uk/#row1>

**CEOP** – Provides help and advice on cyberbullying, the Centre maintains a website for young people about staying safe online. <https://www.ceop.police.uk/safety-centre/>

**WF I Can** is Wakefield’s own wellbeing website for young people. It is full of information and advice as well as self-help tips that can increase confidence and resilience. <https://wf-i-can.co.uk/>

**You only need to say:**

**“I’m worried about something.”**

**That’s enough for us to help.**

You have the right to feel **safe, respected and included**.

## Safeguarding System

This flowchart shows how the safeguarding system works at Kettlethorpe High School. At every stage, staff will listen to your wishes and feelings to ensure you feel safe in and out of school. This will allow you to thrive to reach your full potential in and out of school.

