



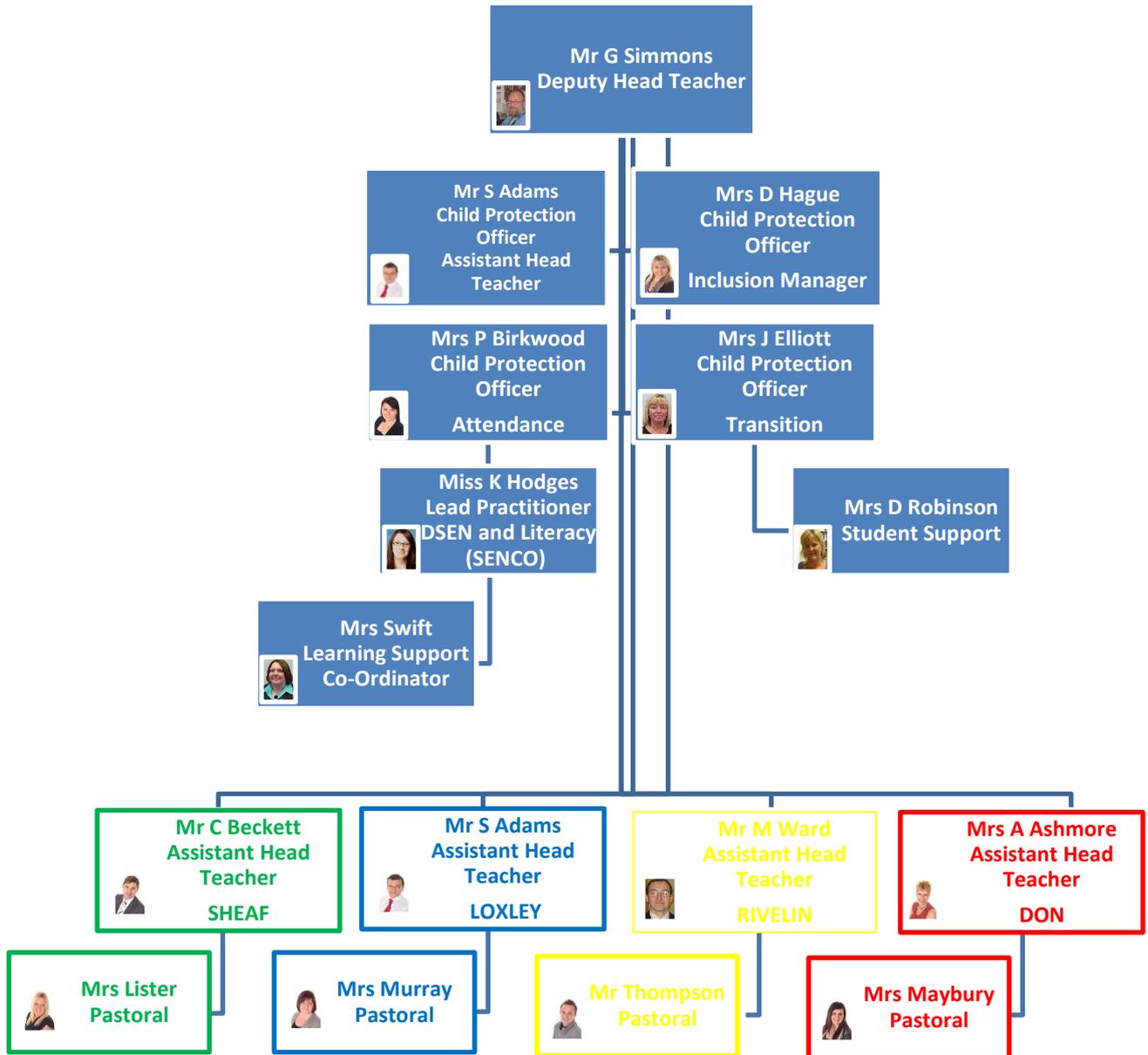
Parent Information Booklet 2016 – 2017

Pastoral & Safeguarding



WHO'S, WHO

Pastoral & Safeguarding Team



Pastoral & Safeguarding

Safeguarding is the underpinning ethos of Westfield School. We are committed to educating our students and their parents on how to stay safe in all aspects of our community and the ever changing cultures they face.

We recognise that in today's society our young people are growing up in a more challenging and unpredictable environment which can have additional dangers that may not be readily noticeable. For example the growing concerns around social media, online grooming and grooming in general, gangs, weapons, sexualised behaviour and exploitation of young people, rise in the viewing of pornography and its negative impact on relationships, as well as the radical view of extremists. Safeguarding covers much more than the few listed and further on you will see the knowledge we aim to instil, the interventions and support we offer.

We also pride ourselves on our strong community links and our positive relationships with external agencies.

To ensure our young people are equipped in recognising safeguarding concerns and how best to manage these concerns, education around these issues is delivered each academic year with specific events calendared in.

We consider that **Good Values** should be the core foundations in creating a cohesive community that promotes resilience, tolerance and mutual respect.

Keeping You and Your Friends Safe

Safeguarding is Everyone's Responsibility

All children and young people have the right to be safe from being harmed in any way. We all want you to get the best out of life: to be safe, healthy, get on well with your family and friends, and do your best at school or in work when you are older.

But some children and young people may be hurt by other people. This may be:

- by a parent or carer, a friend or relative, or sometimes by a stranger
- or it may be by other children or young people

Children and young people may be hurt:

- at home or in their neighbourhood
- be bullied or hurt at school or in the street
- face to face, or by computer or mobile phone
- through grooming of any form which may lead to exploitation or radicalisation of an individual

You may hear about some upsetting cases of children being badly hurt on the TV, radio or in the newspapers. You may also know of a friend who has been hurt in some way, or it may have happened to you or someone in your family.

We can help and support children and young people and their families who have got problems in their lives. But we need people to tell us about their concerns. We can't help anyone, unless we know they need help.

In Sheffield we try to make sure that people know who to ring or contact if they think that a child or young person is being harmed. Some people may be frightened to call the police or Children's Social Care. They may think that they will get into trouble, or they may think it is not their business, but we need them to know that it is everybody's business.

There are posters and leaflets available in school that gives people information about who to contact in Sheffield, if they are concerned. If you are worried about one of your friends, someone in your family or perhaps yourself then you can speak to a teacher or other member of staff at school, or someone at your doctor's or to any other worker that you know.

If you do not want to speak to someone face to face, there are organisations you can call. You probably know it anyway, but you can ring [Childline](#) on 0800 11 11. You can speak to them in confidence about any problem you or a friend has. You don't have to give your name if you don't want to. Otherwise you can visit '[Ask SID](#)'. They have a children's section, called 'who can I talk to?' with lots of information about organisations you can talk to.

Remember: there is always someone you can talk to, everyone has a right to be safe.

SMSC (*Social, Moral, Spiritual and Cultural*)

At Westfield School, we are committed to ensuring that every student has the opportunity to develop into well-rounded human beings, with high aspiration, tolerance of, respect for, and understanding of others, and the ability to recognise and acquire the high moral values necessary to contribute to the kind of society we all aspire to live in.

We encourage students Spiritual, Moral, Social and Cultural developments throughout their time at Westfield School

Students can at times experience additional emotional difficulties linked to the *Social, Emotional and well-being* aspects of life. To further support our students we offer targeted support via Mrs Robinson see below:

Emotional – Social – Wellbeing

Emotional	Social	Wellbeing
Counselling 1:1 support Bereavement Sexual exploitation Family issues Family Crisis Anger Management Managing Emotions Sexual Abuse Sexuality Child Protection Crocs Closing the Gap	Friendship issues Relationships Buddy Group VIP Group iRelate – online School Counsellor CYT referral	Self-Harm Sexual Health SEN support Well being Mentoring Attainment support Basic life skills Confidence Self esteem Personal safety External referrals Behavioural issues Attendance Healthy Life style Diet & Healthy eating

ANTI-BULLYING

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; **it is unacceptable and will not be tolerated.**

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Types of Bullying

There are many forms of bullying, they included:

- Physical hitting, kicking, spitting and theft of personal belongings;
- Racial racial comments/remarks or gestures;
- Sexual homophobic or sexist remarks;
- Verbal name calling, teasing or offensive remarks;
- Cyber threats, offensive comments through the use of social networking site, texting and emails;
- Emotional isolation from social group or spreading rumours.

With regard to homophobic bullying this is a specific form of bullying and occurs when bullying is motivated by prejudice against lesbian, gay, bisexual or transgender people, or against those perceived to be lesbian, gay, bisexual or transgender.

It can also be targeted towards students who are seen to be “different” in some way for example, others may consider the individual shy or the student may have an individual style or music preference; in this way a person’s identity is used to abuse them.

It is also important to remind parents/carers that many social networking sites have age restriction applied to them and that the **parents/carers must be responsible in monitoring any internet usage even on age appropriate sites.** Information and guidance on internet and social networking sites is incorporated in the Year 6 transition package.

Change in behaviour can be an indication of bullying some of which are bad tempered, tearful, poor behaviour, nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of change in work patterns, lacking concentration or truanting from school. Students should, and must be encouraged to report bullying in school.

If you are being bullied - TELL AN ADULT – unless the school is aware we can’t help or deal with it.

Statutory Duty of the School

The Equality Act 2010 replaces previous anti-discrimination laws with a single Act and the Headteacher has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying amongst students and bring these procedures to the attention of staff, parents/carers and students.

Implementation

The following steps may be taken when dealing with bullying incidents:

- If bullying is suspected or reported, the incident will be treated as a matter of urgency by the member of staff who has been approached;
- A clear account of the incident will be recorded and given to the appropriate Form Tutor and a member of the Pastoral Team and Head of Hall;
- A designated member of staff will interview all concerned and will record the incident;
- Subject teachers will be advised of the problem;
- The appropriate sanction/disciplinary will be agreed by a member of the Senior Leadership Team upon a full investigation;
- Parents/carers will be kept informed at all stages and will be notified of any further issues;
- Child Protection/Safeguarding concerns must be reported immediately to the schools CPLO/DCPLO;
- If appropriate and with parent/carer consent the school's Police Liaison Officer may support the incident if a criminal offence as occurred.

Students who have been bullied will be supported by:

- Offering an opportunity to discuss this experience with their Form Tutor, Pastoral Manager or a member of the Senior Leadership Team;
- Continuous support from Form Tutor and Pastoral Manager;
- Counselling to restore self-esteem and confidence ;
- An opportunity to be involved in a mediation meeting with the perpetrator.

Students who have bullied will be helped by:

- Discussing what happened;
- Discovering why the student became involved in such behaviour;
- Establishing the wrong doing and educate on the need for change;
- Inform parents/carers to help change attitudes/behaviours of the student;
- An opportunity to be involved in a mediation meeting with the victim;
- Appropriate sanction to be agreed by a member of the Senior Leadership Team.

If you see bullying - TELL SOMEONE, being a bystander is almost as bad as being a bully.

As well as telling someone, you can help to stop bullying by:

Being friendly and supportive towards others and include them in your activities.

- Don't laugh when someone is being bullied;
- Speak out loud and say you don't like what is happening;
- Don't join in.

What Parents/Carers can do:

- Encourage your child to be tolerant of others and be a positive role model;
- Look out for changes in behaviour; feeling sick, reluctance to attend school, bad temper, tearful or generally unhappy;
- Contact the school immediately. Don't leave it and believe it will go away, remember we can only do something if we know about it;
- Encourage your child to speak to an adult in school;
- Talk to your child and listen to what they have to say;
- Work with the school in supporting the process;
- In extreme cases as well as involving the school you may also wish to inform the police.

Esafety - Growing up Online

As your child grows and becomes more independent, it is only natural that they take this independence online. In our teenage years we explore, try new things and sometimes push boundaries and take risks, this is an essential part of growing up.

With all of the potential that the online world and new technology offers, young people now have access to huge opportunities. They use technology to express themselves, explore, and be creative; it has changed the way they communicate.

The internet has changed all of our lives, and your child has grown up during this change. Many of the things that confuse, baffle or even scare us are part of the everyday life for them. For many of us, this can all be a bit too much.

Whether you're a technophobe or a technophile, it's still likely that you'll be playing catch-up with the way your child is using the internet.

You might wonder whether what they are doing is safe, and you might also be thinking *"how I can be as good a parent online as I am offline"*.

Top Tip

Be involved in your child's online life. For many of today's young people there is no line between the online and offline worlds. Young people use the internet to socialise and grow and, just as you guide and support them offline, you should be there for them online too. Talk to them about what they're doing, if they know you understand they are more likely to approach you if they need support.

Tips on how to discuss tricky issues with your child

Keep up-to-date with your child's development online. Be inquisitive and interested in the new gadgets and sites that your child is using. It's important that as your child learns more, so do you.

Set boundaries in the online world just as you would in the real world. Think about what they might see, what they share, who they talk to and how long they spend online. It is important to continue to discuss boundaries so that they evolve as your child's use of technology does.

Know what connects to the internet and how. Nowadays even the TV connects to the internet. Your child will use all sorts of devices and gadgets; make sure you're aware of which ones can connect to the internet, such as their phone or games console. Also, find out how they are accessing the internet – is it your connection or a neighbour's Wi-Fi? This will affect whether your safety settings are being applied.

Consider the use of parental controls on devices that link to the internet, such as the TV, laptops, computers, games consoles and mobile phones. Parental controls are not just about locking and blocking, they are a tool to help you set appropriate boundaries as your child grows and develops. They are not the answer to your child's online safety, but they are a good start and are not as difficult to install as you might think. Service providers are working hard to make them simple, effective and user friendly. **Find your service provider and learn how to set your controls.**

Emphasise that not everyone is who they say they are. Make sure your child knows never to meet up with someone they only know online. People might not always be who they say they are. Make sure your child understands that they should never meet up with anyone they only know online without taking a trusted adult with them.

Know what to do if something goes wrong. Just as in the offline world, you want to help your child when they need it. Therefore, it is important to know when and how to report any problem. **What tools are there to help me keep my child safe?**

You can learn more about this issue by downloading our Internet safety booklet '**Is your child safe on the Internet**', see the next page. However, there are many other places you can get information from, a number of which are shown at the back of this booklet.

You can also get information to download, or order hard copies, about a number of different topics related to use of the Internet from [Kidsmart](#). Information is also available in a number of different languages.

We have also included some useful contact telephone numbers and a number of informative web sites about this subject for your convenience lower down this page.

Useful telephone numbers:

South Yorkshire Police 0114 220 2020

Crimestoppers 0800 555 111

Childline 0800 1111

NSPCC Helpline 0800 800 500

Children's Social Care, Sheffield (0114) 273 4855

Internet Watch Hotline 0845 600 8844

Useful Internet Sites:

[Chatdanger Website](#) - a website explaining the potential internet dangers for children and young people.

[The Internet Watch Foundation Website](#) - The UK website for reporting illegal internet content.

[The NSPCC Website](#) - Here you can find information for parents and children/young people on the dangers of surfing the net.

SCHOOL UNIFORM

We expect a high standard of personal appearance and very much appreciate parent/carers support in achieving this. All students are expected to wear the appropriate agreed School dress at all times in School and for education related visits in the appropriate way. All students are expected to have their shirts tucked in and buttoned up, their ties done up and to wear their blazers at all times.

Compulsory items of uniform:

- Black blazer with embroidered badge;
- School tie;
- White shirt with **buttons** up to the neck;
- Plain black, full length **SMART TROUSERS (with a waistband, zip and button) – no jeans, skinny jeans, jeggings or leggings;**
- Plain black **knee length** skirt;
- **Plain** black footwear – **no logos.**

Optional item of uniform:

- Plain grey **V neck** jumper – **no logos, no sweatshirts, no hoodies.**

These items can be purchased through the school's uniform suppliers, which are School Trends and Tesco Online.

Excessive jewellery and accessories should not be worn within School. Students are permitted to wear a single finger ring and one small stud in each earlobe (which should be removed during sporting activities and in the workshops). The wearing of eye jewellery, large or "hoop" stretch earrings, nose rings and other facial or muscle jewellery is not permitted for safety reasons.

Outside coats and scarves should not be worn inside the building at any time. Lockers are provided for every student for the storage of personal items. Hats and hoods must not be worn anywhere on the School site.

Physical Education Kit:

All students must be provided with the following items for Physical Education lessons:

Westfield School PE shirt *

Westfield School Rugby shirt *

Navy blue shorts and/or tracksuit bottoms;

White ankle socks;

Trainers;

Swimming trunks above the knee (boys);

One piece swimming costume (girls);

In addition students may find the following items desirable:

Sweatshirt for outdoor use (any colour);

Navy or black knee length socks (football/hockey);

Shin pads;

Boots suitable for activities on the field.

** These items are purchased through the schools uniform supplier School Trends*

Attendance & Punctuality

The School day begins at **8.25am** when students are registered

REGULAR ATTENDANCE at School is important if any child is to receive a good education, there are clear links between good attendance and achievement and we want to work with you to support your child to do well in School. You can help us by:

- Informing us, *before 8.25 on the day of any absence* on:

SCHOOL TELEPHONE NUMBER: 248 5221

Or via Parent Portal

- Making any appointments (doctor, dentist etc) for before or after School whenever possible. If you need to take your son/daughter out of School during the day you will need to arrange for an authorised absence pass from the School office with medical evidence.
- Contacting us if there is any problem that is causing your son/daughter to miss School or to have difficulties, we will do our best to work with you to resolve any issues

Did you know?

90% IN A TEST IS GOOD

BUT 90% ATTENDANCE IN YOUR CHILD'S LIFE, 1 YEAR MISSED AT SCHOOL!

10 MINUTES LATE EVERY DAY = 33 HOURS LOST LEARNING EACH YEAR

1 DAY ABSENCE EVERY WEEK = 2 MONTHS LOST LEARNING EACH YEAR

ARRIVING 5 MINUTES LATE EVERYDAY ADDS UP TO 3 FULL DAYS OF SCHOOL LOST.

ARRIVING 15 MINUTES LATE EVERYDAY ADDS UP TO TWO FULL WEEKS OF SCHOOL LOST.

Holidays

Children between the ages of 5 and 16 are not legally entitled to holidays in term time. We would ask that you consider the impact of your child missing time from school, even at a young age. It can prove difficult to settle a child after any absence, particularly a holiday. S/he will have missed valuable learning and may find difficulty making friends again after a long absence. Parents/carers can receive a fine for taking their child out of school for a holiday.

- If you intend to take your child on holiday in term time please ensure that you have informed school. You should read the Local Authority “Exceptional Leave in Term Time” policy available at school or at sheffield.gov.uk and complete a *term time leave request for leave in exceptional circumstances* form explaining why you are doing so.
- The Head teacher can only authorise a holiday under exceptional circumstances, there is no automatic right to take leave.
- Any parent taking a child out of school without authorisation is liable to receive a Fixed Penalty Notice fine of £60 (per parent/carer) payable within 28 days. If unpaid the fine increases to £120 with a further 7 days to pay and, if still unpaid, a summons is issued for the unpaid fine.

THE LEGAL BIT

As parents/carers of students **you are legally responsible** for ensuring that your child receives suitable, full time education. Failure to do this could result in School or officers from the Local Authority contacting you. Ultimately you could be prosecuted in Magistrates’ Court under the Education Act 1996 Section 444.

Penalty Notices

Penalty notices are fines of £60/£120 imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. They can only be issued by a head teacher, a local authority officer or the police. Penalties can only be used where the pupil’s absence has not been authorised by the school. Penalty notices can be issued to each parent liable for the attendance offence or offences.

Penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

Payment of Penalty Notice

The penalty is £60 if paid within 28 days of receipt rising to £120 if paid after 28 days but within 42 days. The payment must be paid direct to the local authority. The parents can only be prosecuted if 42 days have expired and full payment has not been made.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 42 day period the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.