



Cabot
Learning
Federation

Student
Friendly
Safeguarding
Policy

Implemented September 2020
Version 7 – January 2025
Review January 2026

History of most recent policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
September 2020	Whole document	Implementation	
April 2021	Whole document	Review	New members of staff names
September/October 2021	Whole Document	Review	Updated to reflect changes to Keeping Children Safe In Education 2021
January 2022	Whole Document	Review – Various updated guidance	Policy review in line with BMA Safeguarding policy
January 2023	Whole Document	Review – Various updated guidance	Policy review in line with BMA safeguarding policy
January 2024	Whole Document	Review	Annual review
January 2025	Whole Document	Review	Annual review

Keeping you safe in school

Bristol Metropolitan Academy (Bristol Met) is **our** Academy and we want it to be a safe place. Staff at Bristol Met will do everything they can to make sure you are protected and happy. To help them do this they have lots of rules to follow. This policy is to help you understand what Safeguarding means to you and to help you decide what might be a 'problem' and when you may need to talk to somebody.

Staff in the Academy know that Safeguarding means they should:

- Protect you from harm
- Make sure nothing stops you from developing properly or being healthy
- Make sure you are safely looked after
- Make sure you have the best life chances and can grow up happy and be successful

Staff agree to make sure they look after you, they will:

- Make the Academy a friendly, welcoming and supportive place to spend time in – somewhere you want to be
- Be there for you to talk to if you need to and make sure you know who to ask for help
- Give you messages in your lessons, PSHE, assemblies and safety days to help you learn how to look after yourself both online and in the real world
- Have all the right policies in place to help look after you. They will follow these all the time
- Use filtering and monitoring systems on our school devices to ensure that you are safe online even when you are using them at home.

What Will We Do

At Bristol Metropolitan Academy we will help you in the following ways:

- We will do our best to spot if there is a problem. All of the staff in the Academy have received safeguarding training to help us with this
- We will work with other people (including the people at home) to help protect you and solve any problems you may have
- We will listen to you if you want to talk to us and need our help. We will always take you seriously
- We will support and encourage you and will respect your wishes and views

It is the belief of Cabot Learning Federation that every pupil should feel safe and protected from any form of abuse which, in this policy means;

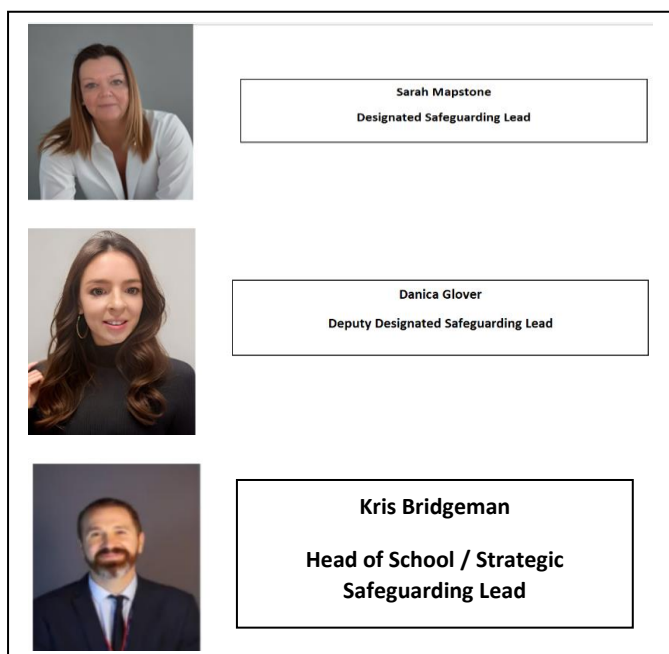
- Any kind of physical, sexual emotional abuse
- Domestic violence
- Sexual exploitation
- Female genital mutilation
- Radicalisation into violent extremism
- Neglect
- Discrimination
- Financial abuse
- Institutional abuse

Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing the impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18.

At Bristol Metropolitan Academy you can talk to any member of staff, but you should know that there are a number of staff who are responsible for making sure you are safe and well cared for, People in the Academy who can help you:



- Mr Bridgeman – Head of School / Strategic Safeguarding Lead
- Mrs Mapstone – Designated Safeguarding Lead
- Miss D Glover – Deputy Designated Safeguarding Lead / Online Safety Lead
- Mr Hoggett – Head of House (Enterprise)
- Ms Wilshire - Head of House (Communication)
- Miss M Jacquel – Head of House (Performance)
- Mrs Whitcliffe – Head of House (Discovery)

In and Out of the Academy

All staff at Bristol Metropolitan Academy will do their best to make sure the building is safe for you to learn in and spend time in. We will make sure that we know who everyone is in the Academy by asking visitors to sign in at Main Reception. You will always know who a visitor to the Academy is because they will have signed in at reception and will display the printed badge they receive.

Visitors who we have checked in advance will have a green tick on their ID sticker badge. These visitors are allowed to work with you 1:1 and are allowed to move around the building unaccompanied.

People that we do not know will never be allowed to spend time with you on your own and will not be allowed to walk around the Academy without a member of staff (these visitors wear a red cross on their ID Stickers). If you see someone with a red cross not in company with a member of staff you should let a member of staff know immediately. Wearing a red sticker does **not** mean they are dangerous (we wouldn't let them in if that was the case), it just means we haven't been able to complete our usual checks before their visit.

Any staff employed by the Academy will have undertaken checks to ensure they are safe to work with children.

The building, outside areas and fields will be as safe as they can be for you so that you don't hurt yourself, although accidents can happen if you are not careful!

Staff will look after you if the fire alarm goes off and you should know what to do and where to go. Likewise, staff will look after you should a lockdown be needed. You must follow instructions from staff immediately in these critical situations.

When you leave the Academy to go on a trip somewhere, the staff will make sure they can keep you safe wherever you are going.

Abuse – what is it?

When someone hurts you, it can be called abuse.

This is when someone does something to you that is harmful, unpleasant or painful like:

- If someone deliberately hits you, hurts you, injures you or humiliates you in different ways
- If someone says or does something that makes you feel bad about yourself or hurts your feelings which makes you feel scared, sad, upset or frightened
- If someone shouts, threatens, hits or hurts someone you love whilst you are around which makes you scared, unhappy or worried
- If someone doesn't take proper care of you so you feel abandoned, lonely or neglected. You might not be able to eat or wash regularly, or you might not be able to come to the Academy every day or on time
- If someone touches you in a way that you don't like for example touching your private parts.
- If someone makes you look at things which make you feel ashamed, embarrassed, uncomfortable or guilty. They may ask you to keep it a secret or give you presents.

It is important that you know...

- It is never your fault if someone is hurting or abusing you
- There is always someone who can help you
- If someone is hurting you, they might also be hurting someone else so it is important that you tell someone to make it stop
- Every child should enjoy their right to a happy and safe childhood

DO NOT BE SCARED TO TELL SOMEONE STRAIGHT AWAY - WE WILL ALWAYS LISTEN

Tips for keeping yourself safe

Bullying – If you think a student or a grown up is bullying you or someone you know you must tell your parents/carers, a teacher or someone you can trust as soon as you can. It won't stop unless you do.

Saying funny things to you– If a student or a grown up says something to you, or you hear something that you do not like or that upsets you, you must tell your parents/carer, a teacher or someone you can trust.

Touching you – Your body belongs to you and not to anyone else. This means all of your body. If someone touches you on a part of your body like your bottom, chest or anywhere else you do not like, it is not ok. You must tell your parents/carers, a teacher or someone you can trust as soon as you can.

Hitting, punching or smacking you – If a student or a grown-up hits you, punches or smacks you or hurts you in any way, you must tell your parents/carers, a teacher or someone you can trust as soon as you can.

Secrets – Secrets such as surprise parties are fun, but some secrets are not good and should never be kept.

Bullying should not be kept a secret and no-one should ask you to keep a kiss, hug or touch a secret. You must tell your parents/carers, a teacher or someone you can trust as soon as you can. Do not keep a secret.

Presents – Presents are a good thing to get, but you should not take a present from anyone without checking with your parents/carers first. Most of the time it will be ok, but sometimes people try and trick children into doing something by giving them presents (like sweets, money or phones) This is sometimes called a bribe. If it does not seem right, tell someone as soon as you can.

On the computer or your phone - Computers and mobile phones help us all to share things and talk to our friends or family, but they can also make it easier for bullies and other people that want to hurt you to get close to you. It is important to know how to keep yourself safe on your computer, your phone and on websites. Bristol Metropolitan Academy has an e-safety policy which is there to protect you. If you are unhappy with any comments or photographs you've seen on your computer or mobile then you can also contact www.thinkuknow.co.uk as well as adults in the Academy.