

**Cabot**  
Learning  
Federation

Student  
Friendly  
Safeguarding  
Policy

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Implemented September 2020  
Version 8 – March 2026  
Review March 2027

**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
March 2026	Whole Document	Review – Various updates on guidance	Annual Review

## **Keeping you safe in school**

Bristol Metropolitan Academy (Bristol Met) wants the Academy to be a safe place.

Staff will do everything they can to keep you protected and happy.

This section explains what safeguarding means and how staff keep you safe.

### **Safeguarding means staff 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

### **Staff agree to:**

- Make the Academy friendly, welcoming and supportive
- Be there for you to talk to
- Teach you how to stay safe online and in the real world
- Follow all policies to look after you
- Use filtering and monitoring on school devices to keep you safe

### **What We Will Do**

- Spot if there is a problem (staff are trained in safeguarding)
- Work with others (including home) to protect you
- Listen and take you seriously
- Support and encourage you, respecting your wishes

### **Definition of Safeguarding**

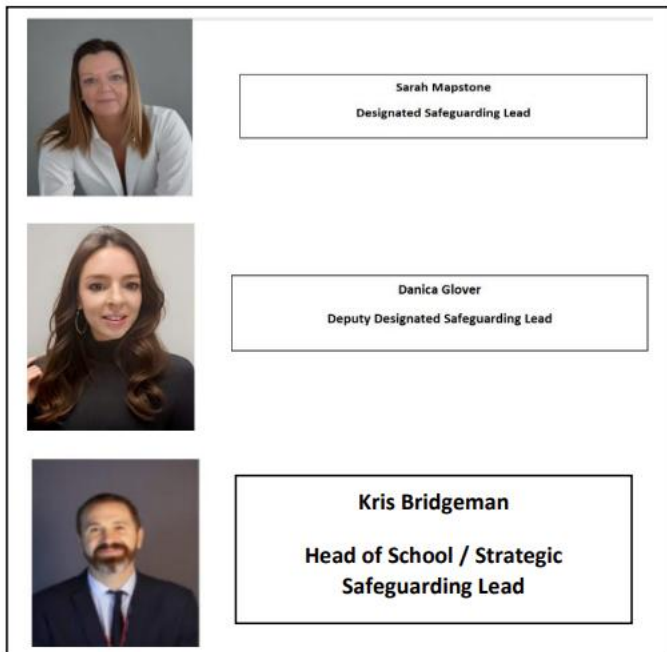
Safeguarding means:

- Protecting children from maltreatment
- Preventing impairment of mental and physical development
- Making sure children grow up with safe and effective care
- Taking action so all children have the best outcomes

**Children = everyone under 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:



### **People in the Academy who can help you:**

- Mr Bridgeman – Principal / Strategic Safeguarding Lead
- Mrs Mapstone – Designated Safeguarding Lead
- Miss D Glover – Deputy DSL / 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**

Staff make sure the academy building, classrooms, and outside areas are safe. All visitors must sign in at Reception.

- **Green Lanyard = visitor is fully checked and allowed to work with students.**
- **Red Lanyard = visitor must stay with a staff member at all times.**

If you see someone with a red sticker alone, tell a member of staff.

## Trips and off-site visits

When you leave the Academy for a trip, staff make sure you stay safe the whole time.



## Abuse – what it is and why it is never your fault

Abuse is when someone hurts you, frightens you, or makes you feel unsafe. This can happen in different ways:

- Physical abuse – hitting, smacking, injuring or hurting you on purpose.
- Emotional abuse – saying or doing things that make you feel scared, sad, upset, or bad about yourself.
- Domestic abuse – when someone at home hurts or threatens someone else in front of you.
- Neglect – not being properly cared for.
- Sexual abuse – inappropriate touching or making you look at uncomfortable things.
- Grooming – gifts, secrets, or trust-building to cause harm.

## Important messages:

- It is NEVER your fault.
- Tell a trusted adult.
- Every child deserves safety.

## Safety tips:

- Bullying – tell someone you trust.
- Hurtful comments – speak to a trusted adult.
- Unwanted touching – your body belongs to you.
- Physical harm – report immediately.
- Secrets – unsafe secrets must be shared.
- Presents – check with parents/carers first.
- Online – tell a trusted adult and use ThinkUKnow.



## Online Safety

Staying safe online is an important part of safeguarding. To help protect you:

- Be careful in DMs, group chats, and gaming chats.
- Do not share personal information or images.
- Block and report accounts that worry you.
- Tell a trusted adult if anything makes you feel unsafe.
- Never meet someone you only know online.



## Harmful Sexual Behaviour (HSB)

HSB includes:

- Asking for or sharing sexual pictures.
- Pressuring someone to do something sexual.
- Sharing private images without permission.
- Sexual jokes or comments that make someone uncomfortable.

If this happens to you or someone you know, tell a trusted adult.

## Mental Health & Wellbeing

Safeguarding includes supporting your mental health. You can talk to staff if you feel:

- Low, anxious or overwhelmed.
- If you are self-harming.
- If you are worried about a friend.

Support can be arranged in school and, if needed, with health professionals.



## Prevent Duty (Extremism and Radicalisation)

If someone tries to pressure you to adopt extreme or hateful views, online or in person, tell a trusted adult.

Staff will support you and seek further help if necessary.

## Attendance & Children Missing Education

Regular attendance helps keep you safe.

If you are absent and school does not know why, staff will contact home to check you are safe.

Repeated or unexplained absences may lead to additional support.



## How to Report a Worry – In and Out of The Academy

If you are worried about something, you can:

- Tell any staff member in the academy.
- Go to your House Team or the Safeguarding Office.
- Before/after school or weekends, email the safeguarding inbox.

[bmasafeguarding@clfacademies.onmicrosoft.com](mailto:bmasafeguarding@clfacademies.onmicrosoft.com)

- When reporting a worry, try to say: who was involved, what happened, when, where, and what made you feel unsafe.

You will always be listened to and taken seriously.



## What Happens After You Tell Us

- We listen carefully and take you seriously.
- We will explain that we cannot keep certain secrets.
- Information is only shared with people who need it to keep you safe.
- We agree next steps with you and keep you updated.
- We continue to support you in school.



## If You Are Worried About a Member of Staff

If an adult in the Academy makes you feel uncomfortable:

- Tell a trusted adult or the Headteacher/DSL immediately.
- If needed, concerns are passed to the Local Authority Designated Officer (LADO).

You will be supported and taken seriously.

## Operation Encompass

If the police attend a domestic abuse incident where a child was present:

- They inform the academies Safeguarding Lead before the next school day.
- Safeguarding team, and house teams will offer check-ins, support, and a safe space.

Only staff who need to know are told.



## Fire Safety and Lockdown

- If the fire alarm goes off, follow staff instructions and go to the meeting point.
- In a lockdown, follow instructions immediately and stay quiet and safe.

Staff are trained to look after you during all emergencies.



## Ultimate Bristol Youth Referral Directory

Bristol • East/Central Bristol • South Gloucestershire

Multi-Agency Services for Children, Young People & Families

### 1. Safeguarding & Social Care

<b>Organisation</b>	<b>Area</b>	<b>Support</b>	<b>Phone</b>	<b>Website</b>
Bristol City Council Children's Services	Bristol	Children's safeguarding and social care referrals	0117 903 6444	<a href="http://bristol.gov.uk">bristol.gov.uk</a>
South Gloucestershire Council Children's Services	South Glos	Child protection and safeguarding	01454 868008	<a href="http://southglos.gov.uk">southglos.gov.uk</a>
Bristol Safeguarding Children Partnership	Bristol	Multi-agency safeguarding coordination	0117 903 6444	<a href="http://bristolsafeguarding.org">bristolsafeguarding.org</a>
South Gloucestershire Safeguarding Children Partnership	South Glos	Safeguarding framework and referrals	01454 866000	<a href="http://southglos.gov.uk">southglos.gov.uk</a>
Avon and Somerset Police	Regional	Safeguarding and exploitation reports	101	<a href="http://avonandsomerset.police.uk">avonandsomerset.police.uk</a>
NSPCC	UK	Child protection helpline	0808 800 5000	<a href="http://nspcc.org.uk">nspcc.org.uk</a>
National Youth Advocacy Service	UK	Advocacy for children in care	0808 808 1001	<a href="http://nyas.net">nyas.net</a>

## 2. Early Help & Family Support

<b>Organisation</b>	<b>Area</b>	<b>Support</b>	<b>Phone</b>	<b>Website</b>
Bristol Early Help Services	Bristol	Early help family support	0117 352 1499	<a href="http://bristol.gov.uk">bristol.gov.uk</a>
South Gloucestershire Early Help	South Glos	Parenting and family support	01454 866000	<a href="http://southglos.gov.uk">southglos.gov.uk</a>
Home-Start Bristol	Bristol	Volunteer family support	0117 950 1170	<a href="http://homestartbristol.org.uk">homestartbristol.org.uk</a>
Barnardo's	Regional	Family and youth services	01275 402948	<a href="http://barnardos.org.uk">barnardos.org.uk</a>
Family Action	UK	Parenting support and family programmes	0207 254 6251	<a href="http://family-action.org.uk">family-action.org.uk</a>
Families in Focus	Bristol	Parenting and behaviour support	0117 941 5859	<a href="http://familiesinfocus.co.uk">familiesinfocus.co.uk</a>

## 3. Youth Services & Community Support

<b>Organisation</b>	<b>Area</b>	<b>Support</b>	<b>Phone</b>	<b>Website</b>
Young Bristol	Bristol	Youth clubs, mentoring and activities	0117 929 2513	<a href="http://youngbristol.com">youngbristol.com</a>
Creative Youth Network	Bristol	Youth centres, mentoring, training	0117 947 7948	<a href="http://creativeyouthnetwork.org.uk">creativeyouthnetwork.org.uk</a>
Youth Moves	Bristol	Youth voice and advocacy	0117 363 4969	<a href="http://youthmoves.org.uk">youthmoves.org.uk</a>
Babbasa	East/Central Bristol	Leadership and employment	0117 924 1707	<a href="http://babbasa.com">babbasa.com</a>

		nt programmes		
South Bristol Youth	Bristol	Mentoring and employability	07940 30989 2	southbristol youth.org.uk
FACE Charity	Bristol	Youth clubs and activities	0117 969 1938	facecharity.org.uk
The Prince's Trust	UK	Youth employability and personal development	0800 842 842	princes-trust.org.uk
St Pauls Learning Centre	East Bristol	Youth education and activities	0117 914 5470	stpaulslearningcentre.org.uk
Eastside Community Trust	East Bristol	Youth and community services	0117 955 6971	eastsidecommunitytrust.org.uk
Felix Road Adventure Playground	Easton	Youth play provision	0117 955 3062	felixroadadventureplayground.com

#### 4. Mental Health Services

Organisation	Area	Support	Phone	Website
Off The Record Bristol	Bristol	Mental health support for ages 11-25	0808 808 9120	otrbristol.org.uk
Avon and Wiltshire Mental Health Partnership NHS Trust	Regional	NHS CAMHS and mental health services	0117 331 3400	awp.nhs.uk
Bristol Mind	Bristol	Counselling and wellbeing	0117 980 0370	bristolmind.org.uk
Kooth	Online	Digital counselling for young people	—	kooth.com

YoungMinds	UK	Youth mental health advice	0808 802 5544	youngminds.org.uk
Samaritans	UK	Emotional crisis support	116 123	samaritans.org

### 5. Drug & Alcohol Services

Organisation	Area	Support	Phone	Website
Developing Health & Independence	Bristol	Young people's drug and alcohol service	0117 987 6000	dhi-online.org.uk
Horizons: Bristol's Drug & Alcohol Partnership.	Bristol	Young people's drug and alcohol service	0300 555 1469	BristolInfo@horizonsbristol.co.uk
One You South Gloucestershire	South Glos	Health and lifestyle advice	01454 86533 7	oneyou.southglos.gov.uk
Talk to Frank	UK	Drug advice helpline	0300 123 6600	talktofrank.com

### 6. Homelessness & Housing

Organisation	Area	Support	Phone	Website
1625 Independent People	Bristol	Youth homelessness and supported housing	0117 317 8800	1625ip.co.uk
Bristol Youth MAPS	Bristol	Housing advice for young people	0117 332 7111	1625ip.co.uk
South Gloucestershire Youth Housing	South Glos	Supported accommodation	0117 935 2881	sgyh.org
Shelter	UK	Housing advice	0808 800 4444	shelter.org.uk

St Mungo's	Bristol	Homelessness outreach support	0117 407 0330	mungos.org
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## 7. Exploitation, Violence & Abuse Support

Organisation	Area	Support	Phone	Website
The Bridge Sexual Assault Referral Centre	Bristol	Sexual assault support and forensic services	0117 342 6999	thebridgecanhelp.org.uk
SARSAS	Avon region	Sexual violence support	0808 801 0456	sarsas.org.uk
Safe Link	Bristol	Domestic abuse support	0333 323 1543	safelink.org.uk
Next Link	Bristol	Domestic abuse refuge	0117 925 0680	nextlinkhousing.co.uk
Missing People	UK	Support for missing young people	116 000	missingpeople.org.uk

## 8. Bereavement Support

Organisation	Area	Support	Phone	Website
Cruse Bereavement Support	UK	Bereavement counselling	0808 808 1677	cruse.org.uk
Winston's Wish	UK	Child bereavement support	08088 020 021	winstonswish.org
Child Bereavement UK	UK	Family bereavement support	0800 028 8840	childbereavementuk.org

## 9. SEND & Specialist Support

Organisation	Area	Support	Phone	Website
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SEND and You	Bristol	SEND information and advice	0117 989 7725	sendandyou.org.uk
Carers Support Centre	Bristol	Young carers support	0117 958 9980	carersbsg.org.uk
Brook	Bristol	Sexual health support for young people	0117 927 1085	brook.org.uk
Freedom Youth Bristol	Bristol	LGBTQ+ youth groups	—	freedomyouthbristol.co.uk

### 10. Foodbanks & Cost-of-Living Support

Organisation	Area	Support	Phone
Bristol North West Foodbank	Bristol	Emergency food parcels	0117 472 5172
East Bristol Foodbank	East Bristol	Food support	0117 955 6971
North Bristol Advice Centre	Bristol	Welfare advice	0117 951 5751

### 11. National Helplines (Young People)

Organisation	Support	Phone
Childline	Confidential youth support	0800 1111
YoungMinds Crisis Messenger	Text crisis support	Text YM to 85258
Papyrus UK	Suicide prevention for young people	0800 068 4141