



Cardiff Steiner School

# Safeguarding Information for Middle & Upper School Students



## This leaflet outlines the safeguarding measures we employ across the School to keep you safe.

We have a number of policies that are related to the information contained in this leaflet and you are welcome to request a copy of any of these. Just ask Miranda.

Child Protection Policy  
Pastoral Care Policy  
Positive Learning Policy  
Anti Bullying Policy  
E safety, networking and mobile phone Policy  
Positive Handling of Pupils Policy  
Recruitment Policy  
Whistleblowing Policy  
Health and Safety Policy  
Anti Radicalisation Policy

### We Are Here To Help You

Our Safeguarding measures in School try to make sure that every child feels safe, is safe, and knows what to do and who to go to if you are worried for your physical or emotional wellbeing. Whether this worry comes from something happening inside or outside the School.

### You Have Rights

Children and young people have 42 rights under the United Nations Convention on the Rights of the Child (UNCRC). These 42 rights give children and young people what they need to grow up happily, healthily and safely.

In 2011 Wales became the first country in the UK to make the UNCRC part of its domestic law. This means it is the law to respect children's rights.

**Remember:** it is our job to help you when you need help to work something out.

## Safeguarding Wellbeing and ALN Team (SWAT)



Safeguarding is the responsibility of all of your teachers and your teachers are competent and feel confident about what to do to manage anything that is said to them. They will do this sensitively and involve you at all steps. You can always speak to any teacher who you trust and they will make sure your worries or concerns are taken seriously and dealt with appropriately. This will include sharing your concerns with **SWAT** where this is the right thing to do.

It is the job of the Safeguarding, Wellbeing and ALN Team, (**SWAT**) to be responsible for ensuring safeguarding is being carried out properly and that safeguarding policies and procedures are being followed.

**SWAT** are:

Miranda Knight



Sarah Elliott



Jamie May



With oversight by Dr Kate Attfield Trustee responsible for Child Protection.

**SWAT** meets every week to check that whatever kind of support is in place or is under discussion for every child is looked at and progress is checked.

Through this **SWAT** ensure that any matters brought to their attention are being dealt with appropriately and in a timely way.

These are the Proactive Measures we have in place in School to make sure we are able to keep you safe.

### The Concern Form

On all of the notice boards are poly-pockets containing **YELLOW** concern forms. These are **for your use**. If you are unable to find someone to talk to or you would rather write down your worry or your concern (about yourself or about someone else), take a **YELLOW** form, fill it in and give it to a member of **SWAT**. We will take action in our best judgement.

### Safeguarding Training

All staff do safeguarding training every year. Miranda and Sarah hold Designated Senior Person for Child Protection training delivered by Children in Wales. Children in Wales is a national umbrella body for organisations and individuals who work with children, young people and their families in Wales. You can visit their Children and Young People pages to learn more about Children's Rights, Young Wales, and other projects Children and Young People can get involved with.

### Your Class or Guardian Teacher

Your Class Teacher or Guardian Teacher is often your person if you are upset or feeling vulnerable. They will always be happy to offer you some time to talk. They may help you find another adult to talk to if they feel this will be helpful to you.

### Restorative Approaches and Building Relationships

The School's approach to resolving conflict is informed by the principles of restorative justice. More information can be found here:

[www.restorativewales.org.uk](http://www.restorativewales.org.uk). We are consciously taking time to build relationships and encouraging a spirit of curiosity about behaviour that challenges us and you. We wish to help you learn how to resolve differences for yourselves, between yourselves and between others.

## The Curriculum including PSE and RSE

Lessons in personal social education and health and wellbeing education can support you to develop the knowledge and skills to manage your lives, now and in the future. Helping you understand how to stay healthy, safe and prepared for life. These might be taught in your Main Lesson when the subject is good for this – a Biology Main Lesson or a History Main Lesson – or it may be a standalone lessons taught by a teacher or by someone from outside – when PC Jane visits for instance.

### Pastoral Care

Pastoral care is undertaken by all teachers and staff in the School. A pastoral care conversation can happen informally as a one off when you need support, or may be ongoing and become a more formal process potentially leading to a referral for more structured support. You can ask for a pastoral care conversation any time either in person, just find your Class or Guardian teacher or a member of SWAT and say “can I talk to you?” or email [help@cardiffsteiner.org.uk](mailto:help@cardiffsteiner.org.uk). There is more info on the Help@ email below. Pastoral Care may also invite you to a conversation if they observe there may be something troubling you.

### Contact SWAT on The HELP email

We have set up a new email address at School for your use. [help@cardiffsteiner.org.uk](mailto:help@cardiffsteiner.org.uk) This is specifically for you to ask for help for yourself or on behalf of another pupil when you are unable to do this in person, whether this is because it is out of school time or you find it difficult to ask for help and support face to face. This can be on matters large or small. It is accessible only by the Safeguarding Wellbeing and ALN Team – and emails to this address can only be seen by them.

### Noticeboards

We have notice boards around the School which hold posters and information on a range of topics and display information on how to access help and support from outside agencies. You are welcome to add to these displays if you discover a good further source of help and advice.

## MyConcern

MyConcern is a software programme that we use to track and manage all safeguarding concerns. The system enables all staff to record any safeguarding concern, safe in the knowledge that a proper record has been made and that safeguarding team has been automatically notified.

## Health and Safety

Your physical health and safety is overseen by Miranda as Health and Safety Officer along with Jenny Grewal as Buildings Manager and Mike Ash Edwards as Trustee with responsibility for Health and Safety. This team meets each half term to monitor progress against a maintenance list and assess any new health and safety concerns. As part of this a termly health and safety walk is undertaken to identify new health and safety concerns. If you spot anything that you think is dangerous please report this to Jenny or Miranda asap.

## First Aid

Currently six members of staff and six of our Upper School pupils hold full three day first aid at work training. All of our Kindergarten staff and our wrap around care team hold paediatric first aid training. Nicola Robinson is our designated First Aider.

## Measures on Line

### School Website

The School website [www.cardiffsteiner.org.uk/safeguarding](http://www.cardiffsteiner.org.uk/safeguarding) carries important safeguarding updates and useful information about safeguarding measures in school including who to contact.

### Google Classroom

Google Classroom contains a wellbeing page which we set up during lockdown. It holds lots of information on seeking support and help across a variety of subjects.

## External sources of information and support

There are so many useful resources online for children, young adults and parents. Below is a short list of those that we have found to be most useful.

**Abuse.** **CHILDLINE 0800 1111** [www.nspcc.org.uk](http://www.nspcc.org.uk) The NSPCC is the UK's leading child abuse charity. Their website has information and resources on keeping safe. Children and young people seeking help can phone childline on 0800 1111. A new "report abuse in Education" helpline has been released recently for children and young people who have experienced abuse at school, 0800 136663.

**Wellbeing.** [emotionalwellbeingservice.org.uk](http://emotionalwellbeingservice.org.uk) **The Emotional Wellbeing Service for Cardiff and the Vale.** EWS provide help for emotional wellbeing in young people. They offer support groups and one-to-one support, they can help you find coping strategies and learn new ways to be able to feel better. You can refer yourself through the website, address above, or you can ask your parents or teachers to get in touch for you.

**On Line Safety.** [www.ceop.police.uk](http://www.ceop.police.uk). CEOP help children stay safe online. If anybody acts inappropriately towards a child or young person online (such as sexual chat, or being asked to do something that makes them feel uncomfortable it can be reported through accessing their website and clicking on the large yellow "make a report" button.

See more sources of online information and support at <https://www.cardiffsteiner.org.uk/safeonline>

Do you have a worry or a concern?



You can speak in confidence with the Designated Senior Persons for  
Child Protection at any time:

Miranda Knight

07969 140390. [miranda.knight@cardiffsteiner.org.uk](mailto:miranda.knight@cardiffsteiner.org.uk)

Sarah Elliott

02920 567986. [sarah.elliott@cardiffsteiner.org.uk](mailto:sarah.elliott@cardiffsteiner.org.uk)

Jamie May

02920 567986. [jamie.may@cardiffsteiner.org.uk](mailto:jamie.may@cardiffsteiner.org.uk)

Kate Attfield

02920 567986 [kate.attfield@cardiffsteiner.org.uk](mailto:kate.attfield@cardiffsteiner.org.uk)

Kate is our Trustee with responsibility for child protection