



Sacred Heart High School

# Keeping You Safe





Sacred Heart High School



# Keeping You Safe Contents

Sacred Heart has lots and lots of detailed guides and rules to keep the school safe. Much of this is required as a matter of law.

Our rules and guidelines are written down as 'policies' (most on the school website). The school creates these and agrees to abide by them.

Staff are familiar with all of these and spend time reviewing them on a regular basis to keep them up to date.

This guide highlights elements from all these policies that are important for keeping you safe.

- Child Protection & Safeguarding Policy ..... 3**
- Behaviour Policy - Banned items ..... 4**
- Critical Incident and Fire Safety Policy ..... 5**
- Anti-Bullying Policy ..... 6**
- Online Safety Policy ..... 7**
- Drugs Policy ..... 8**
- Vaping ..... 9**
- Prevent Duty Policy ..... 10**
- Relationships & Sex Education Policy ..... 11**
- Harmful Sexual Behaviours Policy ..... 12**
- Equality Plan ..... 13**
- Data Protection Policy ..... 14**
- Health & Safety Policy ..... 15**
- Various Medical Policies ..... 16**
- Awareness & Roles in relation to Self Harm ..... 16**
- Children Missing Education Policy ..... 17**



# Child Protection & Safety Policy

This is a really big and detailed document. Safeguarding just means keeping people safe.

Staff come into school every year before term starts to be trained and retrained on how to keep you safe and how to support you if you feel in danger.

If you need help – perhaps in relation to something happening at home, or if you are feeling pressurised in a relationship, or anything that is troubling you – you can always speak with any adult here. It could be your form tutor but it doesn't have to be them. It could be any other teacher or a Pastoral Support Manager in the Erskine Centre or any of our safeguarding leaders:

Mrs O'Donovan has overall responsibility for keeping you safe but we have posters (see right) in school to identify our specific safeguarding leaders for you.

Mrs Conran's Office is on the first floor, Rm F7.

Miss Sharma can be found in the Erskine Centre just off the White Stairs below Geography

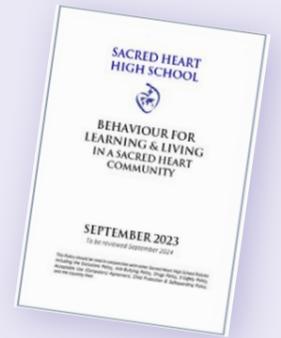
Miss Maton is our 'Prevent Duty Officer'. You can learn more about what that is on page 10. Her office is Room F13.

If its easier, concerns can also be emailed to **[safeguarding@sacredh.lbhf.sch.uk](mailto:safeguarding@sacredh.lbhf.sch.uk)**.

You can also communicate with us by using one of the two yellow worry boxes, one outside Erskine on the White Stairs below Geography and one near Student Services. These are opened by our Pastoral Support Managers on a daily basis.



# Behaviour Policy



**Did you know that there's a list of items that are banned? Most of these are banned for safety reasons.**

- Knives or weapons
- Alcohol
- Illegal drugs and often incorrectly called 'legal highs'
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff thinks could be used to cause injury or damage property
- Lighters/matches
- Tools (screwdriver, hammer, nails etc.)
- Chains
- Catapults, rope or cable ties
- Pepper sprays, gas canisters or aerosols
- Flammable substances
- Solvents
- Dangerous chemicals (acids, hair dyes, bleaches, nail varnish remover etc.)
- Nail varnish
- Tippex
- Chewing gum
- Offensive material including, racist, homophobic, extremist material (in any medium)
- Laser pens
- Age inappropriate media in any form
- Needles (syringes if required for medical grounds should be kept in accordance with the students' care plan and our drugs/medical policy)
- Stink bombs
- Other drug paraphernalia
- Nicotine vapes and any vaping devices, including Juuls used for liquid drugs
- Legal drugs including over the counter medications
- Jewellery except that permitted under school uniform policy
- Digital watches with access to the internet, e.g. Apple watches
- Personal electronic devices of any kind (including mobile phones if used in contravention of the school's Mobile Phone Policy)
- Non-school uniform clothing



# Critical Incident & Fire Safety Policy



We know that the urgency of fire evacuation, is really only properly understood by those who have experienced a fire or who have seen timed films of how quickly fire can spread (as part of fire training).

Our staff are trained in fire evacuation and we have a group of staff nominated as fire wardens, who keep an eye out in school for possible fire risks and who check to make sure certain areas of the school are 'clear' in an evacuation. They have to wear high vis jackets so that professional fire crews could spot them easily and could ask questions about which areas they had checked, etc.

The government sets time limits for schools to achieve full evacuation and that's why its vital that when evacuating you remain silent and don't dawdle. You shouldn't run, but you should be walking with some purpose to get out as soon as possible. EVERY time we do this, we are being timed.

We are required to practice this termly but we often don't need that many practices because we carry out **real evacuations** more often than you might think. Often when you think 'its just a practice', it isn't at all.

It could be that a piece of equipment had an electrical a fault and sparked or started to smoulder; or a contactor's tools generated some real smoke, or something caught fire in a rubbish bin.

All those things have happened here in the past few years and all could have become much more serious, if were it not for our sensitive alarm system and the immediate full evacuation of the buildings.

We take care to limit this risk. Electrical equipment is regularly tested for safety.

Please don't joke about fire evacuations and NEVER assume that they are 'just a practice'. Just get out quickly, calmly and quietly; and follow instructions.

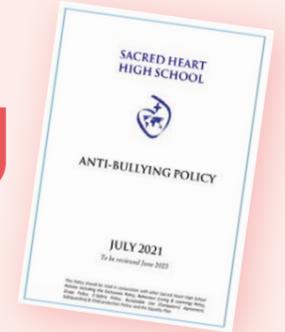
## What is a critical incident?

A critical incident could be a fire but equally it could be if a bomb went off in central London which might affect you on your journey to or from school; or if parts of our building were damaged; or if we have children on a trip abroad and all flights were cancelled; or a bomb scare at Hammersmith Broadway at the time that you might be about to go home. It could be a million things.

Senior staff are trained to take a role in a Crisis Management Team that coordinates how we communicate effectively with you in school, with your parents and with emergency services when appropriate.



# Anti-Bullying Policy



Bullying is not just someone being unkind. Bullying is where someone **repeatedly** does something to physically or emotionally harm you. We hate bullying and will do all we can to make the school free of bullying behaviour – we also know that bullying can sometimes happen outside of school, for example through your phone.

Bullying can make you feel really upset and it's important that you take steps to protect yourself by telling us. Do also tell us if you have seen **someone else** being bullied. Stand up for what is right.

## Tell someone!

You could tell your parent or your form tutor or another adult at school that you trust.

You could also put a note in one of our yellow worry boxes referred to on the previous page. Its far better if you put your name on the note, otherwise its very hard for us to help.

We will always listen to you and you can explain any fear you may have – you might be worried that telling someone could make matters worse. We will explain how to avoid that.

Often a bully has issues of their own and they may also need our help.

We can take statements from any other children who have witnessed the bullying behaviour. If someone bullies you through your phone, take screen shots as evidence.

We keep records of these reports and we check back to make sure it has stopped. Take care to be sure that you don't share a bully's message about someone online, even if you are trying to show up the bully. Don't show it to other students.

You can also report bullying via [safeguarding@sacredh.lbhf.sch.uk](mailto:safeguarding@sacredh.lbhf.sch.uk)

# BULLYING



# Online Safety Policy



## Remember

- Keep your password to yourself; never use someone else's logon name or password. Someone else might use your login to bully someone or to do something illegal.
- Protect yourself by NEVER sharing personal information via the internet like your home address, telephone number, school name, or picture to people you meet on the Internet.
- Don't EVER arrange to meet someone that you have only ever previously met on the Internet or by email or in a chat room, unless you take a trusted adult with you.
- If you see anything that you are unhappy with or if you receive a message that you do not like, do not respond to it but save it and talk to a teacher or another adult that you trust.
- Never pass on images of others without their permission and never post nasty comments about other people or the school. This could be illegal.
- Only email people you know, or those approved by your teachers.



# Drugs Policy



Our separate Behaviour Policy makes clear that alcohol and illegal drugs are banned in school. Indeed most legal drugs like paracetamol are also not allowed to be brought in by students. Parents can provide permission for Student Services to provide you with paracetamol if you need it.

Our Drugs Policy applies to the whole school community and applies at all times within school boundaries. It makes clear that students who breach the school's Behaviour Policy while taking part in any school-organised or school-related activity or while travelling to or from school or wearing school uniform or in some other way identifiable as a pupil at the school will be dealt with in the same manner as if the incident had taken place at school. By law, Headteachers have the power to impose sanctions for poor behaviour, including bringing the school into disrepute, on site or off site, and including on social media.

The school has a legal duty to prevent drug misuse and to educate students about the dangers of illegal drugs.

The school's focus is on student welfare and support is available through our counselling service, the school nurse as well as through borough services and the police.

**Just because your friends say it's safe doesn't mean it is.**

**Don't ever accept illegal drugs. Someone might say its safe but you have no idea what's in it. Everyone's bodies react differently and it can be REALLY DANGEROUS.**



# Vaping – did you know?



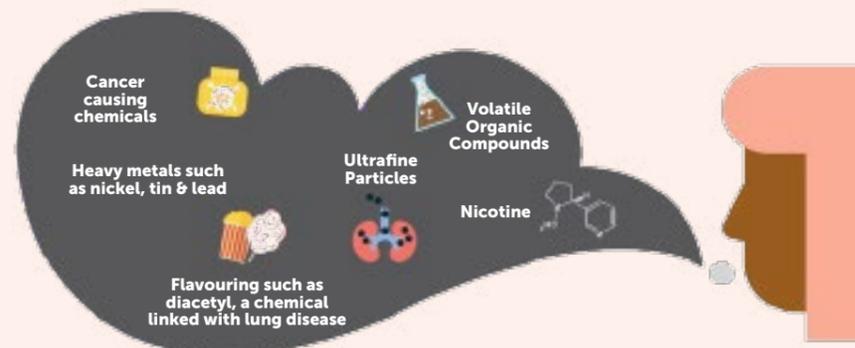
Vaping is not allowed and this includes not only in school but also outside school in school uniform and on social media.

In September 2023, the government announced that their message on vaping has been misinterpreted by young people. The government, in an attempt to divert people away from harmful cigarettes, had issued statements that vaping was less dangerous than smoking.

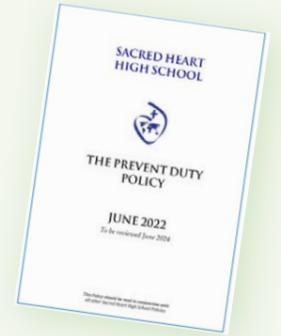
Vaping is less dangerous than smoking but that's not at all the same as saying that vaping is safe. Most young people have interpreted the government's message as meaning 'its safe' but it isn't—its very risky. The government is now revising the wording of that message.

## From the Centre for Disease Control and Prevention:

- Most e-cigarettes (vapes) contain nicotine—the addictive drug in regular cigarettes, cigars, and other tobacco products.
- A CDC study found that 99% of the e-cigarettes sold in assessed venues in contained nicotine.
- Some vape product labels do not disclose that they contain nicotine, and some vape liquids marketed as containing 0% nicotine have been found to contain nicotine.
- Nicotine can harm the developing adolescent brain. The brain keeps developing until about age 25.
- Using nicotine in adolescence can harm the parts of the brain that control attention, learning, mood, and impulse control.
- Each time a new memory is created or a new skill is learned, stronger connections – or synapses – are built between brain cells. Young people's brains build synapses faster than adult brains. Nicotine changes the way these synapses are formed.
- Using nicotine in adolescence may also increase risk for future addiction to other drugs.



# Prevent Duty Policy



It is absolutely right that you should debate issues facing society and not everyone will agree on what the right approach is. That's all part of democracy and in this country we value very highly the right for there to be a proper debate and a collective decision.

That's why we have elected representatives in our parliament. We may not all agree with them, but we are free to campaign to change their minds; and we are free to vote in elections to choose our representative. We are free also, to stand as an MP ourselves.

Some people hold extremist views. Not all extremist views are dangerous but some certainly are. Problems can creep in when the views they hold relate to restricting the freedoms of other people.

This country maintains a right to freedom of expression, however nasty the views maybe. We do however have some legal restrictions on freedom of expression. It is illegal to express propaganda for war, provocation of imminent violence, or hate speech based on race, ethnicity, gender or religion that incites the causing of harm.

Some people hold views so strongly that they refuse to consider any other opinions. That is not a healthy way to sort out world problems. It can also be dangerous. Some people can get sucked into such extremist positions by listening to people on the internet.



'Prevent' is a legal duty for school staff and others to do all they can to protect young people from being sucked into ideas that are dangerous and are not in line with the core values of freedom and democracy held by this country. Those values are ones that we properly cherish. We are lucky to have them as the rights of other people elsewhere in the world are far more restricted.

It is important that we maintain the broader right to free speech even for those we disagree with, and it is important that we stand up to hate speech that incites the causing of harm.

**Don't debate with people who lack the basic empathetic skills necessary to view any experience other than their own as legitimate... Don't get sucked in to nonsense just because you want to feel involved. You're worth more than that!**

# Relationships & Sex Education Policy

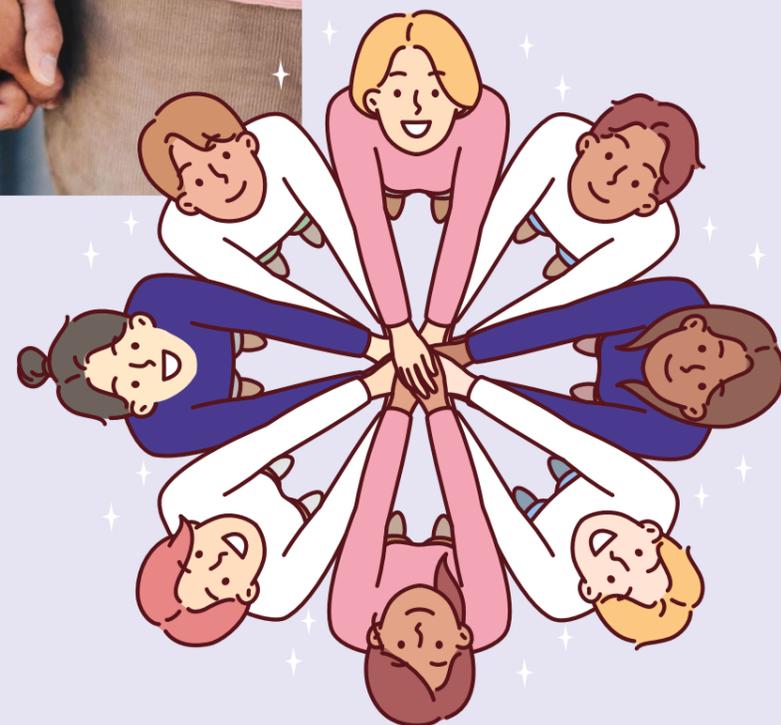
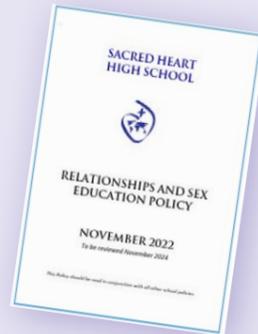
As a Catholic school all of our relationships and sex education is taught in the context of the Church's teaching as individuals created in the image of God.

This is a really important policy which sets out what needs to be taught to keep you safe and healthy.

It covers various different types of relationships; how to build self respect, and tolerance. How to set boundaries and manage conflict; and how to recognise unhealthy relationships.

We also provide factual knowledge around sex, sexual health and sexuality within the context of relationships. We explain what might constitute sexual harassment.

Parents have the right to withdraw their child from this, if they wish to.



# Harmful Sexual Behaviour Policy

The government recommends that schools develop rules and guidelines about this, because it is so important as part of our responsibility to keep children safe.

A harmful sexual behaviour could include for example sexist name calling, sexual 'image sharing' without consent, unwanted sexual touching etc.

Sacred Heart has a zero tolerance approach to any harmful sexual behaviours involving children. All students have the right to learn in a safe, healthy and respectful school environment.

We help staff and parents to understand more about this and we use our Relationships and Sex Education to help explain these issues to you and to help you to make healthy and informed decisions. We make clear who you should go to if you have any concerns at all about this.



## Who to go to if you are worried about anything

Any adult at school that you feel most comfortable with and trust, including any of our safeguarding leads or using one of our worry boxes or sending an email to: [safeguarding@sacredh.lbhf.sch.uk](mailto:safeguarding@sacredh.lbhf.sch.uk)



# Equality Plan



The school supports equality laws and has an Equality Plan which is renewed every four years. The school reports every year (on the school website) its progress towards meeting the objectives of its plan.

The school's Equality Plan 2023 was created from the very start with significant student input. The draft was then circulated to all parents, carers, staff and governors for their comments. The plan was approved by Governors in July 2023.

The school's new Equality Objectives in that plan are set out below:

- 1** Reduce prejudiced based incidents in school.
- 2** Review Relationship, Health and Sex Education (RHSE) curriculum with a view to developing students' understanding of sexual harassment and inappropriate behaviour and promotes respectful relationships between all students.
- 3** Increase staff opportunities for training to support diversity and inclusion.
- 4** Close attainment gaps for students in disadvantaged groups.
- 5** Reduce exclusions and removal from class for students eligible for Free School Meals and those with SEN who currently have disproportionately high levels of exclusion.
- 6** Ensure the attendance of disadvantaged groups matches the school expectation of 96%
- 7** Ensure relationships between students with SEN and particularly those with Education, Health & Care Plans and their peers are positive and inclusive.
- 8** Continue to provide opportunities for all parents/carers to participate in the life of the school.



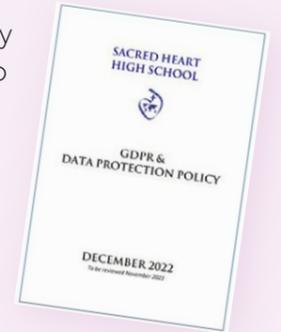
# Data Protection Policy

The school has prepared a Data Protection Policy which applies to anyone who handles or has access to people's personal data connected to the school.

There are laws which govern how long personal data can be held for and there is a set of listed circumstances for when it is lawful to share personal data. For example to comply with a legal duty.

The school takes protection of your data seriously and has rules for the sending of emails; the use of whiteboards in classrooms, screen locking, and rules for when student records should be destroyed.

The school uses an external confidential shredding company to destroy student (and other records) when appropriate to do so, to protect data.



# Health & Safety Policies



We have a main overall set of rules to cover your health and safety. It sets out the responsibilities for specific staff and for governors, as well as responsibilities of students.

## You are expected to:

- Exercise personal responsibility for the health & safety of yourself and others;
- Observe standards of dress consistent with safety and/or hygiene as listed in our uniform policy—which you can find on the school website
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for your health and safety.

The policy sets out rules for cleaning and waste disposal. It makes reference to the school's separate policies for first aid and medical conditions; for fire procedures and for assessing safety and risks for school trips.

In addition we have four policies to cover health and safety in Science, Art, Design & Tech and PE. **These address how we store chemicals and the use of goggles, the safe use of machinery and equipment, etc.**

All our Health & Safety policies are reviewed and updated every year.



# Various Medical Policies



We have a First Aid Policy, an Asthma Policy, a Head Injury Policy and a policy about the arrangements we have for supporting children with various medical conditions. These set out all the guidelines that we must follow to keep you safe. We have a range of staff who are qualified first aiders and special first aid kits that we take on all school trips, Sports Day, etc.



# Awareness & Roles in relation to Self-Harm



We have a separate policy that helps staff be aware of the risks of self-harm amongst students and how to respond if a student tells them what's happening.

This needs sensitive care and our staff are trained in how to handle such conversations so that students can receive the support that they need.



# Children Missing Education Policy

There's a difference between a student being absent because they are properly unwell and a student considered to be 'missing education'.

'Children Missing Education' is a term used for when we don't know where a student is. Schools have significant legal responsibilities together with other agencies to keep children safe.

We have a legal responsibility to track where everyone is during the school day and we have plans in place to support regular non-attenders. We have to have arrangements with the local authority to inform them about students who are regularly absent and also to inform them of any student who is absent without permission for 10 school days.

Further problems arise when a school is unaware of the location of a student who is not in school.

It's also important for schools to keep a child on the school roll even if the parent says they are moving to another school. We are not allowed to remove a child from our school roll until we have confirmation from another school that they have accepted the student.



Sacred Heart High School





**Keeping  
You  
Safe**



Sacred Heart High School