

Student Wellbeing, Safeguarding and Support Services Handbook 2023-2024



Wellbeing Award for Schools

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Our Wellbeing Strategy



We are proud of the fact that we are a Wellbeing School! Here is what we have in place to support your wellbeing:

We want to support all our students to achieve their potential. We know that how you feel about yourself and your place in the world can affect your studies. When things are going well and you are happy, we know that you can learn and progress. However we also know that if you are worried, anxious or have problems coping then this affects not only your learning but also your mental health or your wellbeing.

Our Wellbeing Strategy is to support you throughout your time at Harlington. This means we will:-

- Provide you with support in your personal development as well as your learning;
- Take an interest in you as a human as well as a student!
- Educate you in ways to keep yourself safe and happy;
- Have a listening ear and open door policy so you can talk to someone if you're are unhappy, stressed or distressed;
- Provide specialist help such as a counsellor if we think they can help you better;
- Ask you about what we can do to further support students

Talk to us—we are here to listen!

HARLINGTON SCHOOL

THE SAFEGUARDING TEAM

Your safety and well being are important to us. If you have a safety problem, we need to know, even if we seem too busy, even if someone you care about will be upset, even if its embarrassing and even if you make a mistake. Please tell us and we will do all we can to help you.



Mr A D'Onofrio Designated Safeguarding Lead



Ms D Pinnock Designated Safeguarding Lead



Mr C Jefferies Safeguarding Team

USEFUL TELEPHONE NUMBERS: CHILDLINE: 0800 1111

SAMARITANS (HILLINGDON): 01895

253355

SCHOOL OFFICE: 0208 569 1610



Mrs S Beech Safeguarding Team



Mrs N Patel
Safeguarding Team



Mr O'Donoghue Head of Year 7



Miss Tizzard Head of Year 8



Mr Richards Head of Year 9



Mrs Richard Head of Year 10



Mr Carrol Head of Year 11

Heads of Year Here to help-Just ask!



Keeping safe in London

We are fortunate to live in the best city in the world!

However you'll also know from the news that sometimes we have to take steps to keep ourselves safe when we are travelling or socialising in this wonderful city of ours.

Here are some simple tips for you:

1) Be alert— if you are 'plugged in' to music through headphones you will not be aware of what is going on around you.

Try to go places with friends. If you do go out alone, always tell someone where you are going and what time you will return

Look confident. People are less likely to think you are vulnerable.

- 2) Keep expensive devices out of sight—street robbery is unfortunately something you have to be aware of. Don't text whilst walking along, and keep your phone tucked away.
- 3) If someone asks for your property give it to them—then run. You can always replace a bike or a phone—but not a life.
- 4) If you are travelling alone and feel worried that someone may be about to
 - approach you then pop into a shop and ask for help. Use well lit and busy roads rather than side streets.
- 5) Don't get involved in other people's business—if a crowd is gathering and something is happening, walk away!

This may seem silly – but if someone is frightening you and you can't get away, pretend you are going to be sick over them. It makes them move back, giving you a chance to run.

Remember that alcohol and drugs can harm your health and can also encourage you to take unnecessary risks.

- 6) NEVER carry a knife or weapon 'to protect yourself'. Not only are you breaking the law, you are more likely to come to harm and be a victim of knife crime if you do.
- 7) Call 999 if you are ever in immediate danger—the police are there to help you.

Carry a mobile phone and put emergency numbers – your parents, police, a trusted adult – on speed dial so you can make a call quickly if you need to. Remember, if an adult tries to hurt you it's not your fault. You don't have to do what they say just because they are an adult. Try to find the confidence to tell someone that you are worried

Cyberbullying is the use of digital technologies with an intent to offend, humiliate, threaten, harass or abuse somebody



Examples of cyberbullying include: nasty messages online or on the phone, comments on your posts or posts about you, being excluded from online groups or forums,

embarrassing photos being put online without your permission, rumours and lies about you on a website, offensive chat on online gaming, fake online profiles being created with an intent to defame you. Here are 10 top tips to help you deal with cyberbullies

- 1. Never respond Do not reply to anything that has been said or retaliate by doing the same thing back. Saying something nasty back or posting something humiliating in revenge may make matters worse or even get you into trouble.
- 2. Screenshot If you can, take a screenshot of anything that you think could be cyberbullying and keep a record of it on your computer.
- 3. Block and report Most online platforms have this function, make sure you block and report the offending users to the appropriate social media platform.
- 4. Talk about it. You may not feel it at the time, but cyberbullying affects you in many different ways. You are not alone. Talking to somebody about bullying not only helps you seek support but it documents evidence and will take a huge weight from your shoulders.
- 5. How serious is it? Assess how serious the cyberbullying is. If it is light name calling from somebody that you don't know, it may just be easier to just report and block that user.
- 6. Report it. If you are experiencing cyberbullying from somebody you go to school or college with, report it to a teacher. If somebody is threatening you, giving out your personal information or making you fear for your safety, contact the Police or an adult as soon as you can.
- 7. Be private. We recommend that you keep your social media privacy settings high and do not connect with anybody who you do not know offline. You wouldn't talk to random people on the street, so why do it online? People may not always be who they say they are and you could be putting you and those that you care about the most at risk.
- 8. Talk to them. Sometimes it may be appropriate to request that a teacher or responsible adult hosts a mediation between you and the person who is bullying you online, if they go to the same school or college as you. A mediation can be scary but is often incredibly powerful. It is essentially a face-to-face conversation between you and the person bullying you in a controlled, equal environment. This is a proactive and effective way to deal with online bullying, and is often empowering for the victim.
- 9. Sympathise. Always remember that happy and secure people do not bully others. People who bully are going through a difficult time themselves and will often need a lot of help and support.
- 10. Only have social media accounts if you are old enough—most of them have a minimum age of 13.







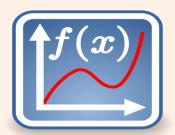
Keeping yourself safe on your mobile and online

- Don't put up with abusive texts, photos or videos. Show them to an adult and make sure the person who sent them knows you are taking action to stop them.
- Think about the language you use in texts. If you wouldn't like it said about you, don't say it about anyone else.
- Don't lend your mobile to anyone unless it's an emergency.
- Never reveal your full name, address or phone number to people you meet on the internet unless you check it out with your parent or another adult first.
- Don't allow anyone online to trick you into doing something against your wishes or something you know you shouldn't do.
- Remember that any emails you send or photos you upload to the internet can't be destroyed. They are there forever. Think before you post something you might later regret.
- Never arrange to meet up with someone you meet online until you tell your parents or another adult. Most people are safe but some are dangerous.
- Block any users who you are unsure about and break off contact with anyone who makes you feel worried.
- Don't use your real name in chatrooms or use any handle or nickname that reveals personal details, such as the town or street you live in.
- You can report internet abuse at the click of a button on a really good website <u>www.thinkuknow.co.uk</u>

If you do give out your personal details or upload a message or photo you later regret, tell your parents or a trusted adult about it. You won't get into trouble.

Anyone can make a mistake.

Activities you can get involved with at Harlington





In Mathematics we have a range of competitions and team activities throughout the year to celebrate Maths. It is important that not only we develop students mathematical skills, but we also develop; team work, resilience, being creative and independence. At Halloween, Christmas and Easter time the maths department deliver a quiz that relates Maths problems to these themes. In teams we answer problem solving questions e.g. How many hours are there till Christmas? Students are engaged and thoroughly enjoy these team activities as it brings maths alive and links it with the real world. On March 14th we celebrate Pi day. One of the ways we celebrate Pi Day is we have a competition running on who can remember the most digits of Pi. Last year a Year 8 student recited amazingly 200 digits!

Look out for information from your teachers regarding other clubs and activities that may be planned for after school or lunchtimes.

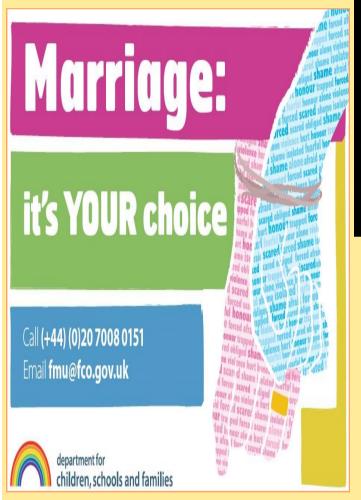
Why not ask you teachers to set up clubs if you are really interested in a subject.



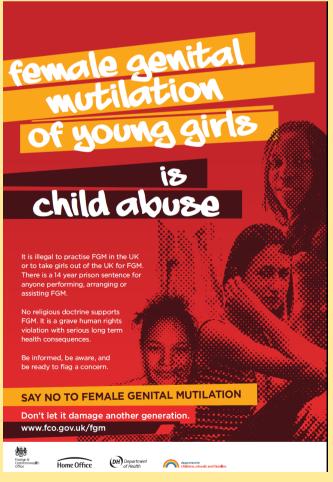




If you are affected by any of these issues talk to Ms Pinnock straight away







Are you feeling the urge?

Self-harm can take lots of physical forms, including cutting, burning, bruising, scratching, hair-pulling, poisoning and overdosing.

There are many reasons why children and young people may try to hurt themselves.

Once you start, it can become a compulsion.

That's why it's so important to not to ignore it and tell someone about it as soon as possible.

We know that rather than being a cry for attention or an attempt at suicide, self-harm is usually a way for young people to release overwhelming emotions.

It may also be something you've seen in the media or online and feel you need to try.

Self-harm is becoming more common, but you can get help to resist the urges

Calm Harm app - helps you manage the urge to self harm

Why not try the Calm Harm app?
Calm Harm provides tasks that help you resist or manage the urge to self-harm and it's completely private and password protected.

What does it do?

- The four categories of tasks target the main reasons for why people self harm:
- Distract helps to combat the urge by learning self-control;
- o Comfort helps to care rather than harm;
- Express helps get feelings out in a different way;

Release provides safe alternatives to selfinjury.

How does it work?

a great App to try:



ChildLine

0800 1111

The app is developed for **stem4** by Dr Krause, Consultant Clinical Psychologist, using ideas from an evidence-based therapy called DBT. The focus is to help learn to identify and manage your 'emotional' mind with positive impact. The app enables you to track your progress. Please note that the app is an aid in treatment but does not replace it. The **stem4** Calm Harm app is available as a free download:











Coming to terms with their sexual orientation, and learning to form successful relationships should be a

positive experience for all young people, including those who are lesbian, gay, transgender and bisexual. However, while being lesbian, gay, transgender or bisexual is not in itself a problem, lack of support from family, friends and services can make coming out and growing up confusing and isolating.

Positive Space is a group of both gay and straight staff who are committed to supporting you if you would like support with feelings and emotions connected with aspects of sexuality. Their classrooms and work spaces are available as a 'safe space' for students who are lesbian, gay, transgender or bisexual. Look out for the "Positive Space" stickers in their class rooms. Talk to these staff if you need

support and some one to listen.

110,000 suffer homophobic bullying

65,000 schoolwork affected 100,000 self harm 50,000 attempt suicide

We are proud of our diverse school community Don't tolerate Homophobic Bullying!

If you see it—Report it!



Email: info@justlikeus.org or visit the just like us website to get further details.

Sport is good for your wellbeing





PE Flexi Timetable Half Term 1 2022					
	Lu	After School			
	Period 5	Period 6	3pm		
Monday	Table Tennis (Mr Richards) Main Hall	Table Tennis (Mr Walsh) Main Hall	Monday Night Football All Years Changing Rooms		
Tuesday	No club due to lessons	No club due to lessons	Basketball Year 10 & 11 (Mr Kelleher) Sports Hall		
Wednesday	Badminton (Mr Yates) Sports Hall	No club due to lessons	Netball All Years (Ms Jackson, Ms Parker-Brice) Sports Hall		
Thursday	Fitness (Ms Jackson) Fitness Room	Badminton (Mr O'Donoghue) Sports Hall	No clubs due to meetings		
Friday	No clubs due to lessons	Fitness (Mr Carroll) Fitness Room			

Why not sign up for some extra sporting activities.

Your Future!

Careers at Harlington School aims to prepare you for an everchanging world, empowering you to make informed decisions and have high aspirations for your future life.



Mrs Stephens Careers Leader



Ms Ogun
Independent Careers Adviser
Working Days—Monday,
Tuesday and Thursday

Harlington careers provision aims to promote:

- · your career learning, development and wellbeing
- enhance your subject learning and attainment
- support your overall personal and social development.

Opposite room A4

All students in year 11 and 13, plus those on a Year 12 one year course, will have a 1:1 or small group appointment with our careers adviser.

Year 9 students will have group sessions about how to make good decisions when choosing their options.

Other students may request a session or drop-in at lunch time.

Every year group will have careers sessions as part of their PSHE programme.

There will also be activities, workshops, visits and events for you to take part in to help you develop the skills you need to progress to the next stage in your education or into the world outside of Harlington.

www.careerpilot.org.uk www.ucas.com https://icould.com/

https://www.youthemployment.org.uk/

Get in touch—Careers@harlingtonschool.org or drop in to see



Faith & Prayer



Faith is an important part of many students' lives here at Harlington, and we welcome students and staff of all faiths into our community - embracing them and the way

they enrich our school life.

Students and staff are welcome to contact any of the Patoral Prayer team for a general chat or if they have something troubling them that they want to share such as a death or illness in the family, issues of faith or struggles with work.

The Pastoral Prayer Team includes:

Mr Quartey Mr Antalika Mr Malinski Mrs Gibbs We have links with the Hayes Muslim Centre, and Brothers Ijaz and Imaam Haaris are always happy to come to the school at our request.

Multi—Faith Prayer Room WUDU Facilities for Muslim students Every Lunchtime—B2

The Multi—faith Prayer room is usually in the Dance studio. This room is open to students and staff from all faiths. There are prayer mats and a WUDU facility next to B2 for students who are Muslim.

Please do not enter the room unless you are there to pray or be there in quiet contemplation. Please respect the requirements for different religions in their prayers. Thank you.





METROPOLITAN POLICE

Safer Schools Partnership

Working together for a safer London

Like all secondary schools in the Borough of Hillingdon, Harlington School has access to a Safer Schools Police Officer.

The Safer School Police officer works with us, and can help you if you are a victim of a crime, as well as providing support to keep you and your property safe. He sometimes assists us with cases of bullying if they occur, and we sometimes refer students to him if we are

worried about them getting involved in behaviour that would get them in trouble with the police in the future. Although it is rare—we always tell them if you have been involved in illegal behaviour! Make sure you get your phone marked by the police when they do property marking days!

Please see Mrs Patel in HAP or any of the Safeguarding team if you would like to speak to one of the Safer Schools Officers.

STREET ROBBERY

Robbery is when force is used or threatened to steal items. Thieves often target people who are distracted, so keeping your valuables including your mobile phone and other devices hidden ensures you're more alert.

HOW CAN I STAY SAFE?

- When out and about be aware of your surroundings.
- Stay alert when walking along the road for criminals who might use bikes/mopeds or e-scooters to snatch phones/valuables.
- Try not to walk along with your phone or valuables on show.
- Earbuds/Headphones can be a distraction.
- Plan your route and use forms of transport that others are using and avoid shortcuts in isolated places.

IF YOU ARE A VICTIM

Crime prevention advice can help reduce your chances of being robbed, but it may still happen to you. It can be a frightening experience and leave you feeling worried afterwards, especially if you felt threatened or violence was used. Talking to a parent or adult you trust can help.

KNOW SOMETHING ABOUT STREET ROBBERY?

If you have any information about street robbery taking place in your area, you can tell us what you know 100% anonymously at Fearless.org

IF YOU SEE A ROBBERY TAKING PLACE...

Thieves may use force or threatening behaviour. It's better to hand items over than risk your own safety.

If you see a robbery or one has just taken place call police on 999. You can still report later on 101 or online.



Wellbeing

10 commandments of mental health

- 1 Think positively; it's easier
- 2 Cherish the ones you love
- 3 Continue learning as long as you live
 - 4 Learn from your mistakes
- 5 Exercise daily; it enhances your well-being
- 6 Do not complicate your life unnecessarily
- 7 Try to understand and encourage those around you
 - 8 Do not give up; success in life is a marathon
 - 9 Discover and nurture your talents
 - 10 Set goals for yourself and pursue your dreams







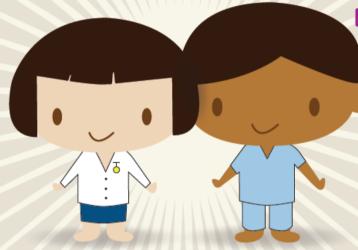
Wellbeing Zone

A safe space to relax, talk and build friendships

Your School Nursing Service

Someone you know and can trust...

Your School Nursing Service can work both in and out of School to help provide or find you support about:



Keeping Healthy

Immunisations

Emotional Health

Weight Management

Sexual Health

Drugs and Alcohol

Smoking

We can also help make sure that young people with disabilities, long term illness, or other needs can receive extra support when they need it. If we can't provide the help ourselves, we will connect you with someone who can.

Confidential

We provide a confidential service. This means that you can discuss personal information in confidence. We will not discuss your personal information with anyone else without your permission. This includes parents and teachers. We would only pass on your information in order to protect you or someone else from serious harm. Whenever possible we would discuss this with you first.

Qualified

School Nurses or Specialist Community Public Health Nurses are qualified nurses or midwives with specific graduate level education, and work with a team to support you.

Non Judgemental

We are here to help, not to judge.

When and Where can I Access my School Nursing Service?

If you would like to see the school nurse then please see your Head of Year or anyone in the Safeguarding Team who will book you in.



Sexual Harassment—Don't put up with it! Report it now!

Sexual harassment

What do we mean? We mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school.

Sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment may include: consensual and non-consensual sharing of nude and semi-nude images and videos (taking and sharing nude photographs of U18s is a criminal offence); sharing of unwanted explicit content; upskirting (is a criminal offence20); sexualised online bullying; unwanted sexual comments and messages, including, on social media; sexual exploitation; coercion and threats

You can report any instances of harassment to your Form Tutor, Head of Year or any member of the Safeguarding team. If you would rather report to another member of staff, that is fine too.

Rest assured:

You will be listened to You will be supported You will be believed You will not be judged You will not be blamed

Who ever you confide in, staff will bring your concerns to the Safeguarding team so that you can be given the help you require to make it stop

We have a zero-tolerance approach to sexual violence and sexual harassment. It is never acceptable; it will not be tolerated and it will not be passed off as "banter", "just having a laugh", "part of growing up" or "boys being boys". On line incidents of sexual harassment will be dealt with in the same way as face to face encounters.

A dedicated NSPCC helpline is now available to support anyone who has experienced sexual abuse in educational settings or has concerns about someone or the issues raised. The dedicated NSPCC helpline number is 0800 136 663 and more information is available at: Dedicated helpline for victims of abuse in schools NSPCC.

\boldsymbol{LINK} Counselling Service for Young People

HOW COUNSELLING CAN HELP

Many of us feel confused or unsure of ourselves at certain times in our lives. At LINK you can talk to someone outside of family and friends about something that is worrying you, in a confidential setting. Talking to a counsellor may be able to help you make sense of your thoughts and feelings, and develop your confidence and control of your own life.

We offer one-to-one counselling, by appointment, for people aged 14-25 years who live, work or study in The London Borough of Hillingdon.

We provide a safe setting for young people to talk with a trained worker about:

- relationships
- peer pressure
- safer sex and contraception
- sexually transmitted infections
- drug and alcohol problems

We also offer:

- free condoms
- pregnancy testing
- Chlamydia testing

No appointment is needed, just



USUAL OPENING TIMES

Tuesday: 10.30am-7.30pm Wednesday: 1.30pm-7.30pm Thursday: 10.30am-7.30pm Friday: 10.30am-7.30pm

Weekends/Bank Holidays: Closed

drop-in at <u>Fountain's Mill Young People's Centre</u> during either of the following sessions. Tuesdays, Wednesday and Thursday 15:30 - 18:00 (with clinical nurse available) To access KISS services' enter fountains mill from the back entrance, KISS is located on the first floor. KISS drop-ins are available at other young people's centres and young people's projects across the borough.

KISS can also refer young people, who have a drug issue to Sorted.

For more information, call 01895 250721.



24-hour National Domestic Violence Freephone Helpline

0808 2000 247

Run in partnership between Women's Aid and Refuge

There are some great helplines which offer support and advice specifically for you on a range of issues. Some helplines like Childline and The Mix offer general support on any issue which may be worrying or upsetting you or a friend whilst others offer advice and support on specific issues like domestic violence and suicide.



Championing advice and counselling





Essential support for under 25s 0808 808 4994







KISS (Keep It Safe 'n' Sorted) is a confidential sexual health dropin service for 13-19 year olds in Hillingdon.



Support with mental health and well being



Guiding you through the reporting process

Sources of support and information

Child protection

NSPCC helpline: 0808 800 5000

Childline: 0800 1111

Samaritans Free and confidential emotional support 08457 909090

Careline confidential counselling line for children and young adults 0208 514

1177

Child Law Advice Line: 08088 020 008

Africans Unite Against Child Abuse (AFRUCA) 0844 660 8607 www.afruca.org

FORWARD – Help with issues around Female Genital Cutting 0208 960 4000 www.forwarduk.org.uk

London Lesbian and Gay Switchboard 0207 837 7324

Muslim Women's Helpline 0208 904 8193

Southall Black Sisters – specialist advice with regard to issues surrounding

forced marriage. 0208 571 9595

Bullying

NSPCC helpline: 0808 800 5000

Childline: 0800 1111

Kidscape: 08451 205 204 www.kidscape.org.uk

www.beatbullying.org

Mental health

Young Minds: 0808 802 5544 www.youngminds.org.uk

Mental Health Foundation: 020 7803 1100

www.mentalhealth.org.uk

Mind: 0845 766 0163 www.mind.org.uk

Sexual harm and sexually harmful behaviour

Stop It Now! 0808 1000 900 www.stopitnow.org.uk

Internet safety – national

ChildNet International: www.childnet.com Child Exploitation and Online Protection: 0870 000 3344 www.ceop.gov.uk

Internet Watch Foundation www.iwf.org.uk

Think U Know: 0870 000 3344

www.thinkuknow.co.uk

Local agencies

Police: 999 if you are in immediate danger or 101 if you wish to report a crime or incident.

Children's Social Care: 01895 556644 – if the offices are closed they will give you an out of hours number.

Hillingdon Hospital 01895 279537

Sexual Health Services – Specialist services for young people under 25 HESA Centre Hayes 01895 486002

KISS Keep it Safe and Sorted – Fountains Mill Uxbridge 01895 257285 Connexions 13-19 information and advice on education, careers, housing, money, health and relationships

Youth Service Young People's centres and Projects – 01895 250561 Sorted – Young Peoples Drug and Alcohol Team Fountain Mill Uxbridge 01895 257285

Link – Counselling Service for Young People 14-25 Fountain Mill Uxbridge 01895 238884