



CARDINAL
NEWMAN
CATHOLIC SCHOOL

Student Friendly Safeguarding Information

September 2025

Student friendly Safeguarding

At Cardinal Newman, everyone should feel safe. We will do everything that we can to make sure that students are protected and happy. In order for this to happen, there are rules and policies to follow. This student friendly document is to help you understand what safeguarding means, to help you decide what could be a problem and to explain who you should talk to.

What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of all of our young people and to protect them from harm. Safeguarding means: protecting children from abuse and maltreatment; preventing harm to children's health or development; and taking action to enable all children and young people to have the best outcomes.

Staff at Cardinal Newman agree that they should:

- Protect you from harm.
- Make sure that nothing stops you being healthy or developing properly.
- Make sure that you are safely looked after.
- Make sure that you have the best life chances and can grow up happy and successful. Staff at Cardinal Newman agree that, to make sure they look after you, they will:
- Make sure the school is a friendly, welcoming and supportive place to spend time in and somewhere you want to be.
- Be there for you to talk to if you need to and know who to ask for help.
- Give you safe messages in your lessons to help you learn how to look after yourself, both online and in the real world.
- Have all of the right rules in place to help look after you. They will follow these rules all of the time (these rules are called policies).
- The member of staff who oversees Safeguarding is called the Designated Safeguarding lead – in our school this is **Mr Lowe (Deputy Headteacher), Ms O'Connor (Headteacher), Mrs Galvin (Deputy Designated Safeguarding Lead)**

ABUSE

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 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 school every day or on time.

There are four types of abuse:

1. **Physical Abuse** – hitting, smacking, shaking, throwing, burning, biting etc.
2. **Sexual Abuse** – be aware this doesn't always mean actually touching a child. It could be someone making you watch things to do with sex or encouraging you to act in a way that makes you feel uncomfortable.
3. **Neglect** – this means things like not providing meals or warmth or clothing or perhaps not taking you to the doctors when you need to go. There may be lots of different reasons why a child is neglected and it is really important that we know so that we can help.
4. **Emotional Abuse** – This means when someone upsets you or makes you feel bad. If someone in your family says horrible things to you and makes you feel sad and worthless.

Abuse is never ok and if you are being, or have been, abused you must remember that it is not your fault. You must always tell someone and they will help it to stop.

In and out of school All of the staff at Cardinal Newman will do our best to make sure the building is safe for you to learn and spend time in.

We will make sure that we know who everyone is in school by asking visitors to sign in at reception. You will always know who a visitor to the school is because they will have signed in at reception and will be wearing a visitor badge around their neck. If you see someone in school who is not wearing a badge and is not with a member of staff, you should ask them politely who they are and ask them to make their way to Main Reception. If you do not feel confident enough to do this, please let a member of staff know straight away.

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

What we will do

At Cardinal Newman, we will help you in the following ways:

- We will do our best to spot if there is a problem. All of the adults in school have had training in 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. You can talk to any member of staff and there are some staff who are specifically responsible for making sure that you are safe and well cared for. Their names are listed below.

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. Any disclosure made will be passed to the Safeguarding leads at Cardinal Newman.

How can you keep yourself safe?

Bullying - If you think a student or an adult is bullying you or someone you know, you must tell your teacher/ parent/ carer or someone you can trust as soon as you can. It won't stop unless you do tell someone. Bullying should not be kept a secret

Saying strange things to you - If a student or an adult says something to you, or you hear something that you do not like or that upsets you, you must tell your teacher/ parent/ carer 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 you do not like, it is NOT OK. You must tell your teacher/ parent/ carer or someone you can trust as soon as you can.

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

Presents - Presents are a lovely thing to get but you should not take a present from anyone without checking with your parents first. Most of the time it will be ok but sometimes people trick young people 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. Cardinal Newman has an e-safety policy which is there to protect you. If you are unhappy with any comments or photographs you have seen on your computer or mobile then you can also contact www.thinkuknow.co.uk as well as adults in school.

Staying Safe Online

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. 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 school.

10 top tips to keeping yourself and others safe online

- 1) Don't post any personal information online – like your address, email address or mobile number.
- 2) Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore. 3) Keep your privacy settings as high as possible, if you're not sure how to do this ask a parent or member of staff at school
- 4) Never give out your passwords
- 5) Don't befriend people you don't know
- 6) Don't meet up with people you've met online. Speak to your parent/carer/staff at school
If people suggesting you do
- 7) Remember that not everyone online is who they say they are
- 8) Think carefully about what you say before you post something online
- 9) Respect other people's views, even if you do not agree with someone else's views do mean you need to be rude
- 10) If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer and tell a parent/carer/staff at school.

If someone you know is not keeping themselves safe online, you can report this to a member of staff who will step in to make sure that they are keeping themselves safe.

Bullying

Bullying can happen verbally, physically, sexually, emotionally and online through social media. Bullying is never ok and will never be tolerated here at Cardinal Newman Catholic School.

If you are being bullied or know someone who is being bullied, then you can report by:-

Speaking to any member of staff.

Speaking to an Antibullying Ambassador.

Email- Speakup@cncs.school.

Put a message into any of the Anti-bullying Boxes found in main buildings across school.

Top Tips if you are being bullied online

- 1) Tell an adult you trust if you are being cyberbullied
- 2) Don't respond or retaliate to bullying messages – it could make things worse
- 3) Block users who send you nasty messages
- 4) Save abusive emails or messages (or texts) you receive
- 5) Make a note of dates and times you receive bullying messages, as well as details you have of the user's ID and the URL.
- 6) Don't pass on any cyberbullying videos or messages – this is cyberbullying
- 7) If you are bullied repeatedly change your user ID, or profile, and use a name that doesn't give any information away about you
- 8) Visit www.bullying.co.uk – this is a website where trained counsellors can support you if you are being bullied, either by chatting online or by calling their free helpline. You can also find some top tips on this website.

Bullying is never ok and if you are being or have been bullied you must remember – it is not your fault. You must always tell someone and they will help you by putting things or people in place to prevent it from happening again

What will you learn in school that will help you to keep safe?

During your time at Cardinal Newman Catholic School, you will be taught PSHE (Personal, Social and Health Education) through regular lessons, assemblies and pastoral programme. You will learn about lots of important ways that you can keep yourself safe and healthy from mental health issues, keeping safe online, exploitation, body image, drugs and healthy lifestyles, to name a few.

People in school who can help you:

All Staff

Head of Year

Tutor

Safeguarding Contacts



Helpful websites for young people

Child line: 0800 11 11

www.thinkuknow.co.uk [\[bullyingalliance.org.uk/\]\(http://bullyingalliance.org.uk/\)](http://www.anti-</p></div><div data-bbox=)

<https://youngminds.org.uk/>

www.actearly.uk/

[\[safe/\]\(http://safe/\)](https://www.nspcc.org.uk/keeping-children-</p></div><div data-bbox=)

Health for Teens -

<https://www.healthforteens.co.uk/?location>

Coventry Horizon -

<https://www.coventry.gov.uk/horizonteam>

Positive Youth -

<https://positiveyouthfoundation.org/>

West Midlands Police

<https://www.westmidlands.police.uk/>

Sexual Exploitation – <https://www.seeme->

[hear.me.org.uk/](https://www.seeme-hearme.org.uk/)

CEOP -

<https://www.ceop.police.uk/SafetyCentre/>

Think You Know -

<https://www.thinkuknow.co.uk/>