



Keeping you Safe at TWGGS: Our Promise to You

This is a simple guide to our school's promise to keep you safe, happy and healthy. We call this "safeguarding".

Our most important job at TWGGS is to make sure you are safe and looked after. We believe that you have the right to be safe, to be heard, and to be protected.

What is Safeguarding?

"Safeguarding" means protecting you from all forms of harm. This isn't just about physical safety; it's about your wellbeing in every way, whether you're in school, at home, or online.

This includes protecting you from:

- Bullying or cyberbullying
- Being hurt by anyone (abuse) or not being taken care of (neglect)
- Any problems online, like pressure to send images (sexting) or online dangers
- Feeling unsafe in any relationship
- Worrying about your mental health
- Any harm from other pupils

Everyone in our school community - including all staff, teachers, and pupils - has a part to play in making this a safe and secure place for everyone.

What to do if you are worried

If you feel unsafe, or if you're worried about yourself or a friend, the most important thing you can do is tell us.

Key staff who you may go to include:

- Your Form Tutor
- Your Head of Year
- Wellbeing Support
- Our **Designated Safeguarding Team** who are specifically trained to handle safety concerns. They are shown below:



Mrs Miller, Deputy Headteacher
Designated Safeguarding Lead
Ground Floor, Main Building



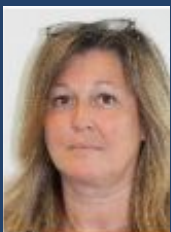
Mrs Marchant, Headteacher
Deputy Safeguarding Lead
Ground Floor, Main Building



Mrs Davis
Deputy Safeguarding Lead
Ground Floor, Hazell Building



Ms Neave, Assistant Headteacher
Deputy Safeguarding Lead
1st Floor, Main Building



Mrs Ralph, Bursar
Deputy Safeguarding Lead
Finance Office, Main Building



Dr Blanch, Deputy Headteacher
Deputy Safeguarding Lead
Ground Floor, Main Building



Mrs Waddington, SENDCO
Deputy Safeguarding Lead
Ground Floor, Main Building



Mr Smith, Deputy Headteacher
Deputy Safeguarding Lead
Ground Floor, C Block

You can also talk to **any** member of staff in school - all our staff are trained to help. They will pass your worry on to one of our main safeguarding team, and make sure you get the right support.

Heads of Year:



Miss Perez
HoY 7



Miss Jacquin
HoY 8

Located: 1st Floor C Block



Ms Hogben
HoY 9



Dr Boone
HoY 10



Mr Walker
HoY 11

Located: 1st Floor, Main Building, opposite computer rooms (M16 + M17)



Mrs Davis
Head of Sixth Form



Miss Richardson
Assistant Head of Sixth Form

Located: Ground Floor Hazell Building

Wellbeing Support:



Mrs Rogers
KS3



Mrs Taphouse
KS3



Mrs Brown
KS4

Located: Wellbeing Hub, 1st Floor Main Building, next to the Library



Miss Shuttleworth
KS5

Located: 1st Floor, Hazell Building

Our Teaching Assistants and SEND Support:



Mrs Pashley



Mrs Coleman-Smith



Mrs Churcher

Located: Main Building, next to Caretakers

We promise you will be listened to and taken seriously.

What should you tell us about?

You should speak to us if:

- Someone is hurting you (physically or emotionally)
- You feel unsafe at home or anywhere else
- Someone is bullying you (including online)
- Someone is making you do things you don't want to do
- You are worried about a friend
- You see something online that really upsets you or worries you
- You're feeling really sad, anxious, or struggling with your mental health
- You don't know what to do about a situation
- Someone is sending you inappropriate messages or images
- Anything else that makes you feel uncomfortable or unsafe

Remember, if something doesn't feel right, tell someone!

What happens when you tell someone?

- **We'll listen** - we'll take you seriously and won't judge you
- **We'll keep you safe** - we'll work out the best way to help you
- **We'll be honest** - we can't promise to keep secrets if you are in danger, but we'll only tell people who need to know to keep you safe
- **We'll support you** - we'll make sure you get the help you need

Your Voice Matters

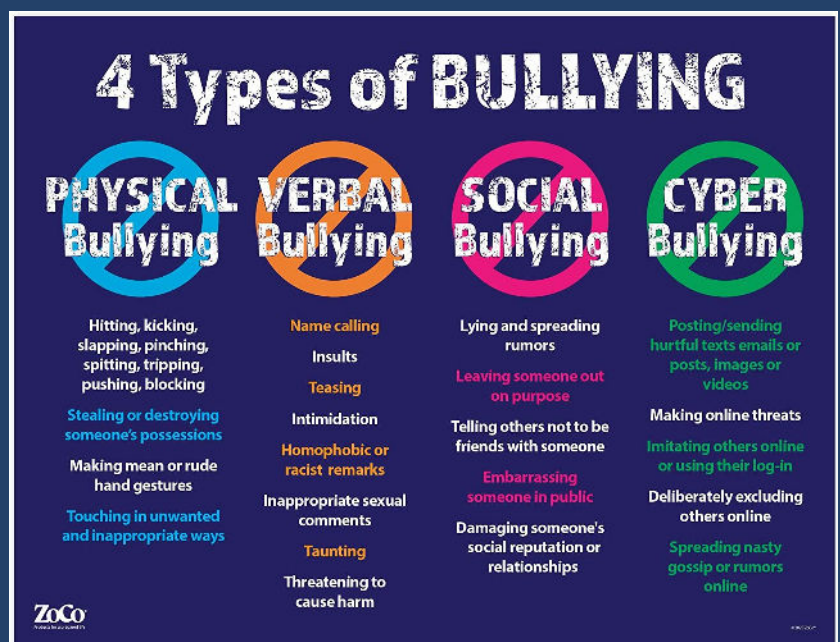
- Your opinions and feelings are important
- We want to hear what you think
- You have the right to be heard and taken seriously
- We're here to help you, not to blame you

Online Safety

- Be careful what you share online
- Don't share personal information with people you don't know
- Tell an adult if someone online makes you feel uncomfortable
- Remember: once something is online, it's very hard to remove
- Never share nude or semi-nude images - this is illegal and can be really harmful
- If you receive inappropriate images, don't forward them - tell an adult immediately
- For more information, have a look at the Online Safety display board outside of Mrs Miller's Office

Bullying

- Bullying is never okay - whether it's in person or online
- If you're being bullied, or you see someone else being bullied, tell an adult or email beatbullying@twggs.kent.sch.uk
- We take all bullying seriously

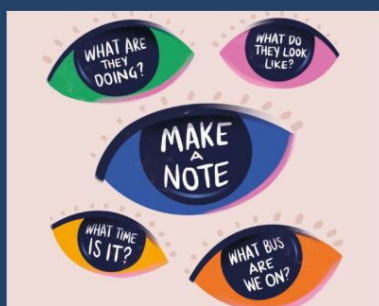


Harassment and Violence

- Here at TWGGS we have a **zero tolerance approach** to sexual violence and sexual harassment. It is never acceptable, will not be tolerated and will not be passed off.
- As well as speaking to a member of staff, you can also report incidences of sexual violence and sexual assault either in person or through the dedicated email address bob@twggs.kent.sch.uk

Our 'On My Way' Campaign

- In addition to a zero-approach in school, we also want to support you to feel empowered to recognise and feel more confident in reporting any unacceptable behaviour that you witness or experience on your **journeys into and out of school**.
- Unacceptable behaviour is anything that makes someone feel unsafe, uncomfortable, embarrassed or unable to travel freely.
- Harassment can also be about who you are. Behaviour linked to your race, ethnicity, religion, disability, sexuality or culture... any protected characteristic.
- You can report any unacceptable behaviour to us directly by coming to see us, or by emailing omw@twggs.kent.sch.uk
- We have also set up **Travel Twiglets** groups this year so that you can meet pupils who may be travelling on similar routes to you.



White Ribbon

- As a school, we also support the national White Ribbon campaign.
- White Ribbon is the leading charity in England and Wales working to prevent violence against women and girls.
- In order to gain pupil voice, we have a team of **ambassadors**, with representatives from each year group from across the school.
- We are working with local schools and our local community policing team to identify ways in which we can advocate for and support our pupils in feeling safe within the wider community.



Who else can help?

If you don't want to talk to someone at school, you can contact:

- **ChildLine:** 0800 1111 or www.childline.org.uk - free, confidential, 24/7
- **The Mix:** www.themix.org.uk - support for under-25s
- **Shout:** Text 85258 - free, 24/7 text support
- **Fearless:** www.fearless.org - report crime anonymously

Remember:

- You are important
- You deserve to be safe
- There are always people who want to help you
- Speaking up is brave
- It could happen here

So, if in doubt, speak out

If you are not sure whether something is serious enough to report, tell someone anyway. We'd rather you told us something small than stayed quiet about something big.



You can find the full Child Protection Policy on the school website if you want more details.