

## Useful Information

**The address for the Child Exploitation and Online Protection (CEOP) Centre is:**

Child Exploitation and Online Protection Centre  
33 Vauxhall Bridge Road  
London SW1V 2WG

**Please be advised that the CEOP Reception is manned from 09:00 till 17:00, Monday to Fridays.**

Public enquiries Contact us by  
Our online [contact form](#)  
Telephone: +44 (0)870 000 3344

Childline — 0800 1111

Brook Helpline (Sex and relationships)  
0800 0185 023

Frank (Drugs Advice)  
0800 776600

Drinkline (Alcohol )  
0800 917 8282

# The Learner's Guide to Safeguarding

## Safeguarding @ Bosco

“The rights of every man are diminished when the rights of one man are threatened.”

— [John F. Kennedy](#)

You have the right to be safe at all times!



LEARN TODAY FOR A BETTER TOMORROW!

## WHO IS INVOLVED IN KEEPING YOU SAFE?

The designated person for Safeguarding and Health and Safety at the Bosco Centre is:

**Sister Cecily Dunn**






All the tutors are available for you to talk to if you have a problem. For safeguarding issues, please see Romaine if Sister Cecily is absent.

## WHO ARE MY TUTORS?

English	
Maths	
ICT	
Vocational	
Other	

**My vocational subject is:**

## Every Learner Matters!

Being Healthy		<ul style="list-style-type: none"> <li>* Promote sexual awareness and health.</li> <li>* Raise drug awareness.</li> <li>* Raise smoking awareness.</li> <li>* Provide regular breaks.</li> <li>* Healthy subsidised lunch.</li> </ul>
Staying Safe		<ul style="list-style-type: none"> <li>* Do not accept bullying.</li> <li>* Fully committed to safeguarding.</li> <li>* Give support via all staff.</li> <li>* Provide a safe learning environment.</li> </ul>
Enjoying and Achieving		<ul style="list-style-type: none"> <li>* Make learning enjoyable.</li> <li>* Thursday social club.</li> <li>* Help you to have the support you need to achieve.</li> </ul>
Make a positive impression		<ul style="list-style-type: none"> <li>* Help you to gain the confidence to believe in your abilities.</li> <li>* Help you learn the skills you need to promote a good impression.</li> </ul>
Achieving Economic Well-Being		<ul style="list-style-type: none"> <li>* Help you gain the skills you need to start a career.</li> <li>* Help you to gain the qualifications needed to gain, maintain and sustain employment.</li> <li>* Give you regular reviews to ensure you are on target.</li> <li>* £30 allowance to help with fares</li> </ul>

# Equality and Diversity



Each individual is unique with differing experiences, circumstances and perspectives.

Here at Bosco we recognise and value the diversity of all our young people, providing a safe and nurturing environment for our learners to celebrate these differences positively, setting the standard to encourage others

**EQUALITY AND DIVERSITY IS NOT JUST ABOUT RACE OR GENDER!**

## Discrimination can cover:

- Age
- Marriage and Civil Partnership
- Disability
- Gender
- Gender Reassignment
- Sexual Orientation
- Religion or Belief
- Pregnancy or Maternity
- Race

Sometimes it can be hard to determine what exactly is an attack on our individuality because in most cases our attacker is not aware that they are doing it. If you are left to feel unequal you have probably been a victim of discrimination. This may have been done in one of three ways.

### Aggressive

Shouting down  
Attack  
Blame  
Abuse

### Passive

Non-participation  
Moaning  
Withdrawal  
Mocking

### Indirect

Sarcasm  
Disruption  
Sabotage  
Put-downs

**BOSCO DOES NOT TOLERATE ANY FORM OF DISCRIMINATION!**

# HEALTH AND SAFETY

**Your Safety is in Your Hands**

**The Health and Safety at Work Act says you must take 'REASONABLE' care for your own safety and the safety of others**

## What is 'REASONABLE' care?

- ◇ Working carefully and following instructions.
- ◇ Not using equipment without training.
- ◇ Not misusing equipment or tools.
- ◇ Telling an appropriate adult e.g. your Tutor, about any hazards you see.
- ◇ If you spill or drop something—clear it up please.
- ◇ Putting things away safely.
- ◇ Making sure no-one can be hurt by your actions.
- ◇

## BEHAVIOUR

- ◇ The College Code of Conduct and your handbook tells you how you should behave at College.
- ◇ If you go out on a work placement, your employer will tell you how to behave in the workplace.



A safe student will be a happy student.

## What do we do to keep you safe?

Before you start your course, you complete an induction that includes:

- \* Fire exit information and exit points.
- \* First aiders
- \* Meeting your Tutors.
- \* Explanation of the Code of Conduct.
- \* Explanation of your course.

We provide:

- \* A safe learning environment.
- \* Regular fire alarm tests.
- \* First aid facilities/ Accident book.
- \* Drinking water.
- \* Planned evacuations.
- \* Risk assessments

When you go out to work:

- \* We check you will be safe by inspecting the premises.
- \* We make sure that your employer treats you in the right way.
- \* We make sure that you have a work supervisor.
- \* We monitor/review your progress.

We clearly display information about:

- \* Health and Safety law.
- \* Code of Conduct.
- \* Fire Exits.
- \* Who to contact if you have any problems.

# What is Abuse?

## What is abuse?

**Physical** Hitting, shaking, throwing, burning

**Neglect** Having to go hungry  
Having no washing facilities  
Being ignored

**Sexual** Being forced to participate or watch sexual activities

**Psychological** Verbal abuse  
Humiliation

Being controlled or intimidated  
Being blamed or threatened/bullied

**Financial** Theft, fraud, being exploited

**Discrimination** Being bullied/harassed because of your :

- Age
- Disability
- Race
- Religion or Beliefs
- Ethnicity
- Sexual Orientation

**Self Harm** Eating Disorder

Hurting yourself  
Drug or Alcohol Abuse

**Forced Marriage** Being forced to marry someone against your wishes

**Domestic Violence** Living with/observing violent activity in the home

## **What is not abuse?**

- Being grounded for limited periods
- Having your phone confiscated
- Having allowances or privileges stopped for a short time
- Being sent to your room following bad behaviours
- Having a curfew
- Not being allowed to go somewhere
- Being told off following bad behaviours

**IF YOU HAVE/ARE EXPERIENCING ABUSE LISTED ON THIS PAGE:**

- Tell your tutor
  - Tell a member of the college team
- team

# Safeguarding and Protection

## Safeguarding ensures you are safe:

- At college
- At work
- At home
- On the internet

## Tell us if you are suffering from:

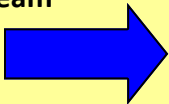
- Depression
- Thinking of Suicide
- Mental Illness
- Abuse, which can lead to:  
*Eating Disorders*  
*Self Harm*

**The relationship you have with Bosco staff should be professional at all times.**

If you have a problem:

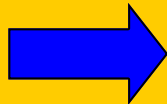
- Tell your tutor
- Or a member of the college team

THEN



Your problem will be written in your own words and you will sign it. Most problems can be helped or solved with communication and support.

THEN



However, serious problems may need professional help and will need to be passed to another agency such as:

- First Contact
- The Police

**WE WILL GET YOU THE HELP YOU NEED**

**IF YOU ARE IN DANGER WE CANNOT KEEP IT SECRET / CONFIDENTIAL**

- ◆ All of our staff are DBS checked and trained in child protection.
- ◆ Your child protection officer is **Sister Cecily Dunn**.

# Hazards

## WHAT IS A HAZARD?

- \* Suspicious packages.
- \* Broken tools/equipment.
- \* Slippery/wet floor.
- \* Trailing wires.
- \* Running on stairs or in corridors.
- \* Chemicals.
- \* Electricals.
- \* Alcohol? Drugs.

## VDU

- \* Is your chair safe?
- \* Is your chair at the right height?
- \* Is your posture good?
- \* Are there any trailing wires?
- \* Is your screen too bright?
- \* Are the plugs ok?

If you spot a hazard:

- \* Tell your Tutor.
- or**
- \* Tell another member of the College staff.

If you have an accident:

- \* Tell your Tutor.
- or**
- \* Tell another member of the College staff.
  - \* Make sure you fill in the accident book

# Bullying - Bosco has a zero tolerance policy

## HOW DOES BULLYING DIFFER FROM BANTER?

- There is a deliberate intention to hurt or humiliate
  - There is an imbalance of power that makes the victim unable to defend themselves
  - It is persistent
  - It creates a feeling of fear
- If you see or experience bullying

**REPORT IT!**

## YOU DO NOT HAVE TO SEE THE PERSON TO FEEL BULLIED.

- \* Textual harassment
- \* Picture pressure
- \* Constant messages
- \* Internet privacy problems

## HOW DO YOU KNOW YOU ARE BEING BULLIED?

- You feel bad
- You dread seeing that person
- You feel afraid
- You can't sleep
- You feel anxious and depressed

## ARE YOU CYBER SAVVY?

- Do not give your personal details
- Never meet people you connect with online
- If anything worries you, tell us
- Do not respond to threats
- Print out any communication that worry you

## WHAT DO YOU DO IF YOU FEEL BULLIED OR EXPERIENCE BULLYING?

- Tell your Tutor
- Tell any adult at College or at home.

## WHAT HAPPENS IF YOU TELL US?

- \* We make time to listen to you and take the issues seriously.
- \* We agree an action plan together.
- \* We address the bullying with the bully!

**THE BOSCO CENTRE DOES NOT TOLERATE BULLYING!**

# Cyber Safety



## Cyber Risks

- \* Bullying
- \* Contact by adults with a sexual interest in teenagers.
- \* Misuse of your personal information.
- \* Sexting—forwarding text and/or images that are sexually explicit.

## Cyber Bullying can include:

- \* Threatening text messages.
- \* Threatening instant messaging.
- \* Posting humiliating messages.

## WHAT CAN YOU DO?

### \* Check your privacy setting

*Be in control of who can see your profile, see your comments or copy your photos.*

### \* Think before you post

*Remember whatever you post online can be made public instantly.*

### \* Respect your friends and others

*You can't see the impact your words or actions have on others, so show respect.*

### \* Know how to use the safety tools

*Know how to block unwanted contacts and restrict your private information such as phone numbers*

### \* Respect copyright laws

*Using or sharing copyright materials like music without permission is against the law*

### \* Know where to report and seek help

*Ensure you know where to report abuse*

- Use CEOP report website

## KEEP A COPY OF ANY UNWANTED NASTY COMMENTS!

**Keep all your passwords to yourself!**

## What should you do if you are cyber bullied?

- \* Tell your Tutor
- \* Tell a member of the College staff
- \* Report it to the service provider

## Further Resources

[www.thatnotcool.com/talkitoutforum.aspx](http://www.thatnotcool.com/talkitoutforum.aspx)

[www.childline.org.uk/Explore/OnlineSafety/Pages/OnlineSafety.aspx](http://www.childline.org.uk/Explore/OnlineSafety/Pages/OnlineSafety.aspx)

[www.saferinternet.org.uk/advice-and-resources/young-people/11-19s](http://www.saferinternet.org.uk/advice-and-resources/young-people/11-19s)