



Cwmbran High School

Safeguarding policy

Easy Read version 2026 to 2027

Draft awaiting school governors' approval



Keeping pupils safe

This guide explains how we help to keep pupils safe. It tells you what to do if you are worried.

You can read it on your own. You can also ask an adult to read it with you.

Our promise

At Cwmbran High School, we want every pupil to feel safe. You should be heard and be ready to learn.

Your safety comes first. Everyone who works for our school must help to keep children safe.

We listen to worries, take them seriously and get help when it is needed.

What safeguarding means

Safeguarding means helping to keep children safe from harm. It also means helping them to stay healthy and well.

It includes keeping pupils safe at school, at home, online, on trips and when they learn away from school.

In this policy, a child means anyone who is under 18.

Find the help you need

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Who can help

If you are worried about yourself or someone else, tell an adult you trust as soon as you can.

You can speak to any member of staff, such as your Form Tutor, a teacher or your Head of Year.

You do not need to wait for a member of the safeguarding team. If one person is away, another adult can help.

Our safeguarding team

The Designated Safeguarding Person (DSP) leads our work to keep children safe.

Role	Name
DSP	Timothy Seghiri
Deputy DSP	Sally Hayes
Deputy DSP	Jonathan Newsome
Deputy DSP	Anna Jones
Deputy DSP	Kelly Thomas
Deputy DSP	Rachel Crane

A Deputy DSP helps the DSP and can act when the DSP is away.

Worries about an adult in school

You can tell us if you are worried about a member of staff, a volunteer or any other adult.

If your worry is about an adult who works for the school, tell the Headteacher. His name is Matthew Sims.

If your worry is about the Headteacher, tell the Chair of Governors. His name is John Healy. Ask a trusted adult to help you contact him.

You do not have to speak to the person you are worried about.



What abuse means

Abuse is when a child is harmed, treated badly or not given the care they need.

It can happen anywhere, including at home, at school or online. An adult or another young person may cause the harm.

The person may be someone the child knows and trusts.

Physical abuse

This is when someone hurts a child's body. They may hit, kick, shake or burn a child. They may also make a child ill on purpose.

Emotional abuse

This is when someone keeps making a child feel scared, worthless or unloved. They may threaten a child, call them cruel names or bully them.

Neglect

Neglect is when a child often does not get the care they need. They may not have enough food, a safe home or suitable clothes.

They may be left alone when they need someone to care for them. They may not get medical help when it is needed.

Sexual abuse

This is when someone involves a child in sexual acts. This may include touching private parts for a sexual reason.

It may also mean showing sexual pictures or asking for sexual pictures of a child.

It can happen without touching. It can also happen even if a child does not understand what is happening.

Abuse is never your fault. Tell a trusted adult, even if someone has told you to keep it secret.



Other worries and staying safe online

Other worries you can tell us about

You can ask for help with any worry about your safety. These are some examples:

- Another pupil bullies you, threatens you or touches you in a sexual way. This includes sexual words or jokes you do not want.
- Someone at home hurts or scares another person, or tries to control them. It can harm you to see or hear this.
- Someone uses gifts, money or threats to make you do sexual things or break the law. They may make you feel you have no choice.
- Someone tries to make you hate or hurt others because of their beliefs or who they are.
- Someone wants to force you to marry. Or they want to hurt or cut the private parts of your body.
- You feel very low or want to hurt yourself.

Staying safe online

Harm can happen through games, apps, messages and websites. We teach pupils how to stay safe online.

These steps can help:

- Keep your passwords private. Do not share details such as where you live.
- Be careful who you talk to online. People may pretend to be someone else.
- Tell an adult you trust if you see a message or picture that worries you. This includes videos.
- Tell an adult if someone asks you to send a sexual picture. Do not share sexual pictures of children.

You can still ask for help if you have already sent a picture or done something you regret.



What happens when you tell us

Asking for help

Tell a trusted adult as soon as you can if you feel unsafe, someone is hurting you or you are worried about a friend.

You will not get into trouble for asking for help. You do not need to be sure that abuse has happened.

If you still feel unsafe after telling someone, tell another trusted adult.

How staff respond

This is how we respond:

- We listen carefully and take your worry seriously.
- We write down what you tell us, using your own words where we can.
- We tell the DSP or a Deputy DSP straight away.
- We explain what will happen next and listen to your wishes.
- We try to avoid making you repeat your story to lots of school staff.

The team checks what help is needed. This may include medical help, support from a social worker or help from the police.

If you are in danger, staff will act straight away to help keep you safe.

Who we may tell

We cannot promise to keep a safety worry secret. We may need to tell other people who help to protect children.

We only share the details that are needed with people who need to know. We keep records safe and limit who can see them.



Support for pupils and families

Helping pupils feel safe

We teach pupils about safe friendships and healthy relationships. We do this in lessons, assemblies and tutor time.

We keep supporting pupils after a worry has been reported. We work with other services when pupils need more help.

Tell us if you need help to explain a worry. You can use words, pictures or other ways to tell us.

If you need help with language, we can get help for you. We will help you speak to someone you trust.

Some pupils need extra help to learn or have a disability. We make sure they can be heard and get help too.

Working with parents and carers

We work with parents and carers to keep children safe. We usually talk to them when we have a concern about their child.

Sometimes we need to get help before we tell parents. This can happen if telling them could put someone at more risk.

It can also happen if telling them could affect police work. We follow advice from the services helping to protect the child.

Parents and carers can raise worries with the DSP, a Deputy DSP, the Headteacher, Head of Year or Head of Phase.

Please tell the school if your phone number or address changes. Tell us about new health needs or changes to who can collect your child.

Keeping our school safe

Staff and volunteers have checks and training for their roles. We also check that places are safe when pupils learn away from school.

If a pupil is missing, or we do not know why they are absent, we contact home. We seek more help when needed.

Governors are adults who check how the school is run. They check our safety work and review the full policy each year.



Help outside school

If someone is in danger now

Call 999 if someone is in immediate danger or needs urgent help from the police or an ambulance. Do not wait for school to open.

Someone to talk to

Childline 0800 1111

[childline.org.uk](https://www.childline.org.uk)

Free help for children and young people, at any time of day or night.

Meic 080880 23456

[meic.cymru](https://www.meic.cymru)

Free help in Welsh or English, from 8am to midnight every day. You can also use online chat.

Reporting a worry about a child

Torfaen Social Care 01495 762200

[Torfaen Social Care contact details](#)

Call this service if you think a child is being harmed or is not safe.

Emergency Duty Team 0800 328 4432

For urgent social care worries when the office is closed, including evenings, weekends and bank holidays.

About this guide

This is a short guide to the full safeguarding policy. The full policy explains staff duties in more detail. Staff must follow it.

Ask the school for a copy of the full policy or help to read this guide.

We review the policy each September. The next review is due in September 2027.