

# **Crimson Global Academy**

## Student Safeguarding Guide



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## Welcome & Your Right to Be Safe

At Crimson Global Academy, your safety comes first. Everyone here — teachers, staff, and leaders — is responsible for keeping you safe and supported while you learn.

You have the right to:

- Feel safe and respected in class and online.
- Be protected from harm, bullying, and unsafe behaviour.
- Speak up and be taken seriously if something doesn't feel right.

Because we're mostly online, we pay extra attention to digital safety and how to spot and respond if something's wrong.

This Student Safeguarding Guide explains:

- Get help if you're worried about yourself or someone else.
- Recognise unsafe situations.
- Know who to talk to and what happens when you report a concern.

If something doesn't feel safe, you're never alone — we're here to listen and help.

## Speaking Up & Reporting Concerns

If you're worried about your safety, someone else's safety, or anything that makes you feel uncomfortable, there are safe adults at Crimson Global Academy who will listen and help.

### Your first options:

- Your Form Teacher: your go-to person for support.
- Your Head of House or Dean: extra help if things feel bigger or you need more support.
- School Counsellor: confidential support for emotional or personal issues.

### Safeguarding Leads (DSLs)

These are the people with special training to keep students safe. You can contact them directly if something serious is happening or if you're unsure who else to talk to.

- 👉 Mark Phillips, *Principal*: [m.phillips@cga.school](mailto:m.phillips@cga.school)
- 👉 Di Austin, *Deputy Principal*: [d.austin@cga.school](mailto:d.austin@cga.school)

- 📧 Safeguarding Team: [safeguarding@crimsonacademies.school](mailto:safeguarding@crimsonacademies.school)

### **Other ways to ask for help:**

- Use the “**I need help**” feature on CGA Home to submit a safeguarding concern form

You can talk to any safe adult, even if you’re unsure how serious the problem is. It’s always okay to ask.

***! If something is urgent or you feel unsafe right now, tell any teacher straight away or use emergency services (call 111) !***

## **Staying Safe Online and at School**

Most of your learning at Crimson Global Academy happens online, but your safety is just as important as if you were in a physical classroom. We expect everyone — staff and students — to act respectfully and keep digital spaces safe.

You should feel safe from:

- Bullying, harassment, or discrimination
- Inappropriate or unsafe messages from adults or other students
- Pressure to share personal information or images
- Anyone asking to meet privately or move conversations away from school-approved platforms
- Hurtful or threatening comments, online or in chat

Our commitment to you:

- Teachers and staff must keep clear, professional boundaries (e.g. only contacting you through approved school platforms).
- No one should ever ask you to keep secrets about behaviour that feels wrong or uncomfortable.
- We monitor attendance and engagement, not just for learning but as an early sign of wellbeing or safety concerns.

Your part:

- Be respectful and kind online.
- Keep your logins private.

- Tell someone (Form Teacher, Dean, DSL, or use “I Need Help”) if you ever feel unsafe or worried about how someone is treating you.

If something doesn't feel right — trust your instincts and report it.

## **What Happens After You Ask for Help**

When you tell someone about something you're worried or concerned about:

- You'll be listened to and taken seriously. We won't ignore or dismiss your concern.
- It's okay if you don't have all the details. You just need to share what you know or feel.
- Only the right people will be told. Your privacy is protected, information is shared only with staff who need it to keep you safe.
- Action is taken. The school decides the next steps, which might include checking in with you, talking with your family (if safe), or getting help from outside experts or services.
- You'll be supported. This could mean extra pastoral care, counselling, or adjustments to keep you safe and able to learn.

We want you to feel safe speaking up — telling someone is always the right thing to do.

## **Your Responsibilities in Keeping Our School Safe**

Everyone at our school helps create a safe and respectful learning space, both online and offline. You play an important role.

- Be kind and respectful. Treat classmates and staff with courtesy, whether in live classes, chats, or community spaces.
- Use school platforms responsibly. Only share appropriate messages and materials. Keep your login details private.
- Look out for others. If you notice someone being bullied, excluded, or treated unfairly, speak up or tell a trusted adult.
- Set boundaries. You never have to keep secrets about behaviour that feels wrong or unsafe.
- Participate in safety learning. Engage in Learning for Life sessions and safety activities — they're designed to empower and protect you.

By doing your part, you help make our school a safe and positive place for everyone.

## Our Promise to You

Crimson Global Academy is committed to keeping every student safe, respected, and supported. We:

- Put your safety and wellbeing first in everything we do.
- Train all staff to recognise and respond to harm or risk.
- Monitor attendance and engagement as early warning signs so we can help if you're struggling or unsafe.
- Provide safe ways to ask for help, at any time, about anything that worries you.

Our full Safeguarding and Child Protection Policy is available on CGA Home and our website if you want to know more about how we keep you safe and what to expect if you raise a concern.

## Version Control

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