



HAVEN HIGH

Student Handbook

The school handbook is subject to change as we go forward and an up to date version will be given to students in September reflecting the new school routines.

VISION MISSION AND VALUES

Vision: To provide an exceptional, aspirational, and inclusive education, driven by ambition, where all members of our community can reach their full potential.

Mission: We are relentlessly ambitious for ourselves, each other, and the community.

Values: We value effort, engagement, and excellence



EFFORT

At Haven High we will always put effort into everything we do. We try hard in all lessons, not just in our favourite subjects. We realise that we will sometimes fail but that this is an opportunity to learn and get better. We will try hard especially with those things we find difficult. We will never give up. Adults in the academy will always give maximum effort when working with students and help them to become the best they can be.

ENGAGEMENT

At Haven High we will engage positively with our lessons, our peers, and adults in the academy. We will respect the academy and the people in it and we will be kind to all members of the academy community. We will make sure that we are building on our learning in the academy by completing all the home learning tasks. We will engage with as many clubs and activities as possible so that we can learn more outside of the classroom.

EXCELLENCE

At Haven High we will attempt to be excellent in everything we do, we will aim to be excellent students, your teachers are aiming to be excellent teachers to learn from. We will aim to be excellent people who are kind and respectful to everyone within the academy and to our local community. If we aim to be excellent in everything we do, we will achieve and become successful. We will be proud of our efforts as will your parents, carers, family, and friends.

Behaviour at Haven High

At Haven High we respect one another at all times we will understand people's differences. We will respect the academy community, including our academy buildings and environment, when representing the academy in the wider community and on our way to and from the academy. We say "thank you", "excuse me" and "please". We refer to staff as "Sir" or "Miss." All students will treat teachers with respect and be polite. All teachers will treat students with respect and model good behaviour.

At Haven High we are responsible for our own actions and behaviour. If we make a poor behaviour choice we may receive a consequence such as a detention. We will accept responsibility for our actions without complaint. When we take responsibility for our actions, we can work towards improving our behaviours in the future and become successful adults.

At Haven High we are always kind to one another. If someone falls over, we check that they are ok. If someone drops something, we help them pick it up. We hold doors open for people and we greet others in a kind way. We don't laugh at people, we help them. If we see someone being unkind to another student, we tell a teacher straight away.

At Haven High we are honest with ourselves and honest with others. We tell the truth even if this means we may get into trouble. If we are honest with ourselves and others, we will strengthen our self-esteem and be more successful adults.

Haven High is built on mutual respect. We always speak to one another politely, and our body language and facial expressions are polite too.

At Haven High we sit up straight in lessons and never slouch. Teachers have a seating plan and you sit at the seat they have allocated. When you read you always follow the text. This helps you concentrate, so you remember more and understand more. When you are not writing or reading you sit up straight and look at the teacher.

Everyone will sit up extra straight, eyes front, looking at the teacher. Teachers will ask you to look at them when talking. You will follow their instructions first time, every time. The same rules apply to all, so are fair to all. No exceptions.

At Haven High you listen to every single word your teacher says very, very carefully, especially listening to instructions. If we have a question to ask or an answer to a question we put our hands up. We do not shout out or comment to our friends.

Lessons at Haven High will be engaging, demanding and purposeful. Sometimes you may think they are boring, sometimes you will find them interesting, but you will always concentrate fully. You must participate fully in all activities in all lessons. If you participate in lessons and complete work that is asked of you, you will learn more. Your teacher will decide how much work is expected, not you. They are experts and will know your strengths and weaknesses. They will be fair. If you do not understand the work you will ask a teacher and they will help you. Most people do not complete work or do not complete it properly due to laziness. Don't be lazy. If you do not complete enough work then you will receive a chance, choice, or consequence.

When you wish to answer a question, you always put your hand straight up in the air and wait for the teacher to choose you. You must wait for the teacher.

When you ask and answer questions, speak confidently and in an appropriate voice so the whole room can hear.

Sometimes you may receive signatures detentions. Sometimes you may even be put into internal isolation. This will be because your teachers have decided that your actions were rude or damaging to your education. You may think your teacher was unfair. The teacher's decision is final. You never answer back or show defiance. Defiance in any form is wholly unacceptable and will receive a serious consequence.

It is recognised that teachers will make mistakes. Teaching is a very hard job and sometimes on occasions they may make a mistake when issuing behaviour consequences. If you feel that this has happened you should not challenge the teacher at the time or show defiance. The appropriate and mature response is to talk to your tutor or another member of staff so that they can look in to the situation on your behalf. If this is done mistakes can be rectified without further issues. Any act of defiance or disrespectful behaviour towards staff will be dealt with in the form of a serious consequence.

We never interrupt a teacher at Haven High. Calling out is never permitted. Even if you have your hand raised you have to wait for the teacher to choose you by name. If we didn't do this people would be interrupting the teacher all of the time.

If you are confused, or unsure what to do, let the teacher finish what they are saying and then put up your hand to ask a question. Your teacher is the expert. You never interrupt your teacher when they are talking. Do not interrupt staff who are talking to you outside of lessons, such as at break time. You will listen to what they have to say and reply in a polite and courteous way.

At Haven High we always look at the teacher when they are talking. You never turn around - even if you hear a noise behind you. You don't look out of the window. You don't lose focus. You really, deliberately concentrate on what the teacher is saying at all times. You look at the board. You listen. You read. You reflect. You discuss. You deliberately try to understand and to memorise the information and the processes you have been taught. If someone tries to distract you, raise your hand, and tell the teacher.

The beginning and end of lessons

It is essential that you make your way very purposefully, sensibly, and efficiently between classes. You walk between lessons to the left of the corridor, eyes front with respect for those travelling in the opposite direction, not stopping for conversations, or making physical contact with others. You do not mess around, shout or run. It is not an opportunity to socialise. You follow the instructions of any staff who are in the corridors.



If behaviour is not as expected during transition times, for example when moving from lesson to lesson, staff will address poor behaviour and may issue signature on your conduct card for any student behaving below our expectations.

We never go to the toilet between lessons or in lesson time. The toilets are open before lessons and at break times. You should not go to the toilets in the last five minutes of break to ensure you do not miss a single second of lesson time. If you have a medical condition you will be issued with a toilet pass so you will be allowed to go the toilet during the lesson. These can be temporary or permanent.

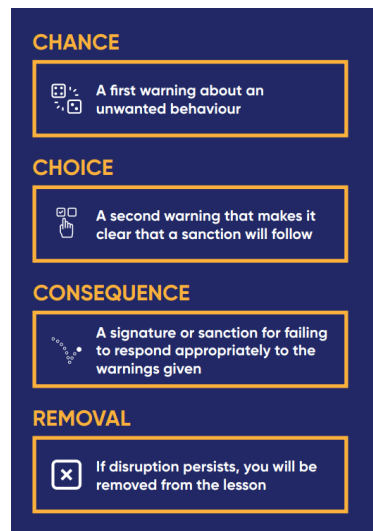
Being on time is a sign of politeness. Being late is rude and disrespectful. Punctuality is very important. You need to make your way to lesson quickly and sensibly without wasting time.

When you arrive at your lesson you walk into class sensibly. If the previous class has not yet finished, you will wait quietly outside in a line. Your teacher will greet you at the door and you will greet your teacher in turn. Your teacher will check your uniform. At the start of the lesson you will sit at your allocated desk, get out your equipment, be ready to learn and start with the activity that is on the board. We do this in silence without chatting to friends.

At the end of each lesson, you stand behind your chairs in silence, you will not pack away your belongings until the teacher has asked you to do so. Your teacher will use the last few minutes of each lesson to pack away, ask you questions, and get you ready to go off to your next lesson. Lessons start and end efficiently and calmly at Haven High. We do not teach right to the very last second and then pack away in a rushed and inefficient manner. You pack away exactly as instructed. You do not talk to your friends. You remain focused on the task of packing away and then you track the teacher. Your teacher will dismiss you row by row. You will say thank you to your teacher as you leave the classroom. Your teacher may ask you questions as you wait. Your teacher will check that your uniform is correct for the next lesson.

You should not leave any lesson for medical treatment unless there is a serious medical emergency.

Behaviour in lessons



Behaviour will be exemplary in all lessons. You will follow instructions given by your teacher and you will work to the best of your ability. At Haven High there are consequences for poor behaviour. These are known as signatures. In every lesson you will need to have your CONDUCT CARD out in front of you on the desk. This is so the teacher is able to issue a signature for either a reward or a consequence.

If you are not behaving in the way that is expected, you will be given a CHANCE this means you have a chance to get it right and continue learning. If you continue to show poor behaviour your teacher will say to you that you now have a CHOICE, your conduct card will be placed on the teachers desk to remind them and you that if you continue with poor behaviour you will be issued with a signature. This means that if the behaviour continues you will be issued with a signature on your conduct card. A CONSEQUENCE is issued, this means that your conduct card.

Needs of Individual students are taken into consideration when issuing consequences for example Looked After Students and those with Special Educational Needs.

Behaviour during social times and during lesson changeover



You are expected to act in a mature and appropriate way during social times. This includes at lunch and break times. You will queue in an appropriate way and follow the instructions of staff on duty. If you cannot act in a mature and appropriate manner during social times you will not be allowed out at these times. You will be issued with a consequence until we feel that your behaviour can be appropriate at social times. In extreme cases we may even ask parents and carers to pick you up at the start of lunch and return you at the end of lunch.

Outside of lessons and during social time, corridors are transition spaces, for example going to and from the canteen, library, visiting the Head of Year office or going to the toilet. Corridors are not spaces to congregate or hang around in. Students can sit down and socialise in the canteen or outside spaces such as the canopy, field, playground and benched areas. If you are hanging around in a corridor area you will be asked to leave, if this is repeated there will be a consequence. Any student found misbehaving or repeatedly hanging around in a corridor will be challenged by staff and could receive a signature or a 1 hour detention. If it is too rainy to go outside alternative areas of the school will be opened so you do not have to remain outside.

Consequences

There are always consequences to our actions. If you try hard and show a positive attitude you will be rewarded with good grades and rewards such as certificates and opportunities to go on exciting reward trips or win prizes. If you do not follow the expectations, then you will expect to receive a consequence. This may be very small or could be a serious consequence depending on what has happened. For each low level issue, you will be given a CHANCE and then a CHOICE if it continues a CONSEQUENCE is issued which is a signature on your conduct card. If you continue to be disruptive you will be removed from the lesson

SIGNATURES	DETENTION TIME AFTER LESSON 6
2	10
4	15
6	20
8	20
10	20
12	20
14	20
16	20
Removal from lesson	30
Late to school	Up to 1 hour to make up the minutes late
Confiscation/Home learning	10 minutes automatic detention

After 16 signatures you will receive a RED conduct card you will be placed on a BEHAVIOUR SUPPORT PLAN for 4 weeks.

Any student found carrying out a significant act of poor behaviour will be issued either 1 hour detention held at the end of the day, a headteacher detention, a Saturday detention, internal isolation in the SSU or will be suspended from the academy.

Headteacher Detention

These will operate after lessons on Friday for 1½ hours. These detentions are issued if you do not attend a detention or if your behaviour is below the expectations of the academy. Most issues in lessons will be dealt with by our conduct card system.

Saturday Detention

These will run once every half term for students who have seriously breached the behaviour policy or a persistently causing disruption in the academy.

Internal Isolation in the Student Support Unit

For students who make poor behaviour choices they may be placed in the Student Support Unit – SSU. Examples of why you may be placed in the SSU are as follows:

- 3 removals in a day
- A significant act of poor behaviour such as bullying, fighting, defiance or a disrespectful attitude towards adults or others.
- Poor behaviour in the community
- Online issues such as bullying
- Not following our uniform and appearance expectations

General Expectations

- **No chewing gum at any time**
- **No fizzy drinks or energy drink to be brought in at any time**
- **No prohibited items are allowed in the academy grounds at any time including cigarettes and vapes this will lead to suspension from the academy.**

Suspension from the academy

In extreme cases of poor behaviour as determined by the Executive Headteacher or Head of School a suspension from the academy will be considered. This may be for a fixed period of time or permanently. This decision to exclude can only be made by the Executive Headteacher or the Heads of School/Deputy Headteachers if the Executive Headteacher is not present in the academy. Suspension from academy may be because of one act of poor behaviour or when a student continually fails to abide by the academy's behaviour policy. A student who has been suspended is expected to complete their work at home and will have a reintegration on their return.

Behaviour Support Plans

These are issued when a student's behaviour becomes a concern. A meeting will be arranged so you can meet with a behaviour mentor and your tutor, your parents will also need to attend. Your behaviour is discussed and targets will be set. You will report to your Head of Year office every day after lesson 6. Your Head of Year has the option of keeping you behind for a detention of up to 1 hour depending on how well your day has gone. If you have had a good day your Head of Year will reward you with positive signatures. These plans are reviewed after 4 weeks and if there has been improvement you will no longer require the plan. If your behaviour does not improve you will be placed on a PASTORAL SUPPORT PLAN.

Pastoral Support Plan

This is a formal plan to address very concerning behaviours and indicates that you are at risk of being suspended and/or permanently excluded from Haven High. A meeting will be arranged to discuss the behaviours and what further support can be offered, including support for parents and carers. We will investigate if there are any reasons for your behaviours and carry out some educational testing. You will receive a red conduct card with targets and Lincolnshire County Council may become involved. If there is no improvement the academy will consider a managed move, referral to alternative provision (if available) or as a last resort permanent exclusion from the academy.

Behaviour Process 2024/25

- **Chance Choice Consequence** in lessons 1 signature per lesson for behaviour 1 signature for home learning 1 signature for late to lesson.
- Conduct card signed and recorded on class charts

Level 1 (In lessons behaviour strategy)

- Confiscation/Home learning = 10 minutes
- Late = Number of minutes late
- SLT/HOY Detention = 1 hour
- Headteacher Detention = 1.5 hours (Friday)
- Saturday detention once per half term

Level 2 (detention sanctions)

- 2 Signatures = 10 mins
- 4 Signatures = 15 mins
- 6/8/10/12 Signatures = 20 mins
- Faculty Removal = 30 mins

- 5 Removals in a half term, 16 signatures, 2 suspensions or 3 visits to the SSU will result in a **Behaviour Support Plan**.
- Parents are invited in to discuss behaviour with Behaviour mentor and tutor and a BSP is completed with targets.
- Student is issued a **red conduct card** and must report to tutor/Behaviour Mentor at the end of the day a poor day will result in an additional afterschool detention of up to 1 hour that day. Recorded on class charts.
- Reviewed after 4 weeks with a decision to extend, withdraw or escalate to a **Pastoral Support Plan**
- Use of fixed term suspensions for serious incidents of poor behaviour

Level 3 (Use of Student Support Unit)

- Placed in SSU if removed from 3 lessons in one day, students then complete detentions afterschool.
- Placed in SSU for 1 piece of poor behaviour as an alternative to suspension from school.
- Used at the discretion of SLT/HOY
- Use of fixed term suspensions for serious incidents of poor behaviour

Level 4 (Behaviour Support Plan)

- Parents invited in to set up a PSP with Behaviour mentor and HOY. Red conduct card issued. SEN screening takes place and Early Help Offered. Referral to BOSS and Lincs PRT if appropriate.
- Students will not have access to rewards trips at the discretion of the HOY/SLT. A list of these students will be kept and regularly updated.

Level 5 (Pastoral Support Plan)

Consideration to be given to Managed move, alternative provision or Haven High Lite

Level

6 (External Support)

Permanent Exclusion from School due to continued and repeated poor behaviour

Level

7 (Permanent Exclusion)

Uniform and appearance

We take pride in our academy and our pupils, and we think it is important that is reflected in how our pupils look as they go about their studies.

Our uniform is aimed at giving pupils a professional and purposeful outlook, reducing bullying by removing expensive branded items, and giving a sense of community and belonging.

Our uniform consists of:

- Any jewellery allowed must be easily removable when required at certain practical lessons or events such or any other times when requested. This is to ensure no accidents happen. Students need to comply quickly with no arguments.
- Ear studs may be worn but no hoops or anything that is loose or dangly. Anything that cannot be removed easily is also not permitted e.g. spacers.
- Students should not have an extreme hairstyle or wear excessive make-up. Please note that it is staff who shall decide what is extreme or excessive.
- Any student with hair longer than collar length may be asked to tie their hair up in certain circumstances if deemed unsafe, e.g. using a Bunsen burner in science, PE lessons, etc.
- No gel or acrylic nails (these can potentially cause harm to the wearer or to others e.g. PE and cannot be easily removed). Clear or natural nail varnish is permitted.
- All students need to have a bag for books etc
- Please make sure all items are clearly marked with student's name
- Shoes should be flat, plain black polishable or patent.
- Socks must be black, as a block colour with no writing.
- Coats/jackets must not be worn in class unless permitted by a staff member in cold circumstances. Coat hoods should never be up inside the building. Coats to be plain blue or black.
- Students may wear a Haven High jumper under their blazer in cold weather. The jumper is an optional item of uniform.
- Under no circumstances may hoodies be worn.
- Hats, caps, and balaclava masks should not be worn within the Academy.
- We recommend that pupils have a plain sturdy backpack. Ideally this should be black or navy and free from logos and branding.

If pupils are found to be wearing incorrect uniform or inappropriate clothing, we will contact parents to resolve the issue. Pupils may be sent home to change and we may issue sanctions if the uniform is not as listed above, or if it is worn incorrectly.

Uniform should be worn correctly on the way to the academy, throughout the academy day, and on the journey home. In the warmer summer months, the "no jumper/blazer" instruction may be issued whereby students do not have to wear their jumpers or blazers in lessons or

around the building. However, blazers will need to be brought into the academy and kept in a bag so that they can be worn for formal occasions such as assemblies.

Pupils may wear a watch (no smart watches) up to one pair of small ear studs (one stud in each lobe) only. No other jewellery such as bracelets, additional rings and other piercings are permitted. If pupils have any other visible piercings or retainers, these must be removed during the day.

Students may wear a small amount of discreet foundation make up in a natural colour, but the academy may ask students to remove any make up staff consider inappropriate. Coloured nail varnish, drawn on eyebrows, false nails and nail or eyelash extensions are not permitted. Clear nail varnish is acceptable. Hair should be kept neat and tidy and any hair accessories should be small, plain and grey or black coloured only. Extreme hairstyles - such as shaved emblems or lines, unnatural colour dyes, or extreme differences in length are not allowed.

If you are unsure whether a hairstyle or piercing meets our uniform guide, please contact the academy for guidance before any treatment.

Failure to follow these expectations could result in a period of time in internal exclusion (The Student support Unit) until it is rectified, or parents/guardians are contacted to resolve the situation.

Uniform Consequences

If you fail to wear the correct uniform, there is likely to be a consequence. We understand that there may be circumstances beyond the student's control that may affect the uniform, for example, a medical need. We would ask parents to communicate this to the tutor via a note so that staff can be informed.

Where a student has deliberately failed to meet our uniform expectations, a signature will be logged on your conduct card and on classcharts (which can be seen by parents) and a decision will be made by staff on how to rectify the problem. This could result in a parent being asked to bring in the correct uniform, or a limited amount of time to address the issue or in the case of make up being asked to remove it before lessons. It may be necessary to spend time in the Student Support Unit until the problem is rectified. Any refusal to follow these expectations will result in a further more serious consequence or being placed on a Behaviour Support Plan.

PE kit

Every pupil is expected to get changed for PE even if they cannot participate fully in the practical aspects, for example, through illness or injury. They can participate by taking on the role of an official, coach or helper for the lesson. All kit must be clearly marked with the pupil's name and tutor form.

Jewellery must not be worn at all during PE lessons as it poses a health and safety risk and can be lost or damaged.

Our PE uniform consists of:

- Plain black shorts or black tracksuit bottoms
- Plain red polo shirt with the HH logo
- Plain red sweat top with the HH logo (no hoody tops)
- Plain black football socks (for outdoor wear)
- Trainers (non-marking sole) (no plimsolls)
- Football boots when playing football
- Shin pads are required for those in football teams

Uniform is available from Nationwide School Uniforms (Online) and Downtown Boston. The academy does not hold a stock of Uniform.

Haven High Polo shirt and jumpers come in red with the HH logo.

If a student fails to bring in, or forgets their PE kit they are expected to borrow kit from the PE Office. Consequences will be issued for a failure to bring kit. If you refuse to borrow kit without good reason this will be treated as defiance, and you will receive a further more serious consequence.

Outside of the academy

Even when you are outside of the, you still represent Haven High. You should think about how your actions reflect on you and your academy.

You may receive consequences for behaviour outside of the academy that affects your education or brings the academy into disrepute.

At the end of the day

You are in our uniform. You are representing Haven High. If we hear of disrespectful behaviour outside of the academy those students will receive a consequence. We use thank you, excuse me, please and we smile outside of the academy as well as in. We are especially polite to shopkeepers and members of the public. If cycling to the academy, your behaviour on your bike should be safe and responsible and not cause a hazard to other road users.

As soon as you finish your day at the academy, whether that is after lesson 6, following clubs or fixtures or after any detentions you should leave to go home.

As soon as you get home you get changed. You should always hang your uniform in the same place every night so you know exactly where it is in the morning. This includes your tie and your shoes. If you come to the academy in the wrong uniform you will receive a behaviour consequence, signature, or will be asked to change or borrow uniform. If you refuse to borrow uniform without good reason this will be treated as defiance and you will receive a further more serious consequence.

At Home

Home learning takes priority over any hobbies you may have. Your home learning will be recorded on classcharts. When you do your home learning, keep away from your phone or other devices that might distract you. Find a quiet place to work where you can concentrate. Once you've done your home learning you pack all your equipment and your home learning in your bag. You check that you are Ready to Learn for the next day. You check your timetable to ensure that you have everything you need for the next day, for example, your sports kit. You put your bag next to the rest of your uniform. At Haven High we will not accept excuses such as "I forgot" or "I slept in."

It is important you get a good night's sleep and have enough rest to properly study at the academy. As a guide you should be asleep for 9.30pm at the very latest. You need around nine hours of uninterrupted sleep every night. If you don't sleep enough, you won't learn effectively and you won't remember what you've been taught.

You should keep any phones or computers away from your bed, so you are not tempted to look at them in the night.

Internet and Social Media

Haven High does not recommend students accessing social media without parental permission.

You must not be nasty about pupils or other people on social media. You should be polite and kind online, just the same as when in the academy. If you are bullying, rude, or disrespectful online, you may be punished in the same way as if it had taken place in the academy. We recommend to parents that any online bullying is reported to the police.

You should think about how much time you spend online, and whether you could make better use of your time.

Mobile phones



Mobile phones are not to be seen or heard at Haven High. Mobiles are to be turned off, put away and not be seen before arrival at the academy. They should not be accessed during the day and can only be switched on again once you have left the academy site at the end of the day.

Headphones, airpods, smart watches and other electronic devices are to be treated in the same way as mobile phones.

Rewards and Sanctions

Students will receive rewards and positive signatures on their conduct cards for good behaviour, working well, having good attendance, and achieving well in lessons.

Pupils who do not follow the rules will receive negative signatures, detentions, be placed on a red conduct card and may be placed in the Student Support Unit.

For serious breach(es) of the rules, students may be excluded from the academy, or a decision may be made to either manage move a student to another school, or permanently exclude the student from Haven High. Some students may be placed on a behaviour support plan or a pastoral support plan in order to manage their behaviour.

Students can avoid these actions by arriving on time to the academy and to lessons, by wearing the proper uniform, by following our academy rules and expectations, and working hard. Parents can support students by ensuring that they have everything they need, and supporting the academy and teachers with the decisions they make.

Home Learning

Research shows us that those students who make the most progress are those that consistently complete their home learning to a high standard. There will be an increasing move to home learning that secures knowledge into long term memory. This may include retrieval practice quizzes, short online tasks, written tasks, re-reading, and pre-reading,

followed by low stakes testing in lessons. This will inform the teacher about how much knowledge a student has secured and will allow students to know more and do more.

If home learning is not completed the teacher will ask for the reason why and log this as a signature on your conduct card, this will automatically generate a 20-minute detention at the end of the day. It will be logged by your teacher on classcharts. If there is a concern about home learning the classroom teacher will speak to parents to establish the reasons and suggest supportive measures to help with home learning completion. If this continues the matter will be referred to the Head of Faculty and a homework report may be issued along with compulsory attendance at the academy's home learning club. Any student who has difficulty completing their home learning can access our home learning clubs in the library at lunchtimes where you will be able to use the academy computers.

Ready to Learn

It is important that you are ready to learn every day and for every lesson. Your teachers will be prepared for the lesson with resources and equipment ready, it is only fair that you are also prepared. You are expected to have in a pencil case your conduct card, ruler, pen, pencil, conduct card and calculator. This will be checked every day as part of the morning tutor time routine. Your tutor can help you if you have difficulty getting equipment. It is important that you keep these safe in your bag and replace any items that stop working or are damaged. If you do not have the correct equipment, you could receive a signature on your conduct card.

Safeguarding in the academy and keeping safe

It is very important that all students in the academy are safe and that they have someone to talk to if they are worried about themselves or another person. This could be due to something that has happened at the academy or something that is happening at home or in the community. This could be happening in person or online.

All staff are trained to help young people with safeguarding issues and there are additional staff (designated safeguarding leaders) who have special training in supporting young people who are worried or concerned that they or someone else could be harmed and they will support you in school. It is important that you tell a member of staff if you are worried about yourself or others. Staff will pass on your concerns to a designated safeguarding lead so that they can decide the best way they can help. You will be able to spot these staff as they wear a purple lanyard with "HHA safeguarding" written on them.

The Designated Safeguarding Lead is Mrs Parker, and the team of other safeguarding leads (deputy designated safeguarding leads) are Mr Duce and your year pastoral lead. They are as follows:

Year 7	Mr Epton
Year 8	Mrs Thornalley
Year 9	Mrs Crowley
Year 10	Mr Young
Year 11	Mrs Sargeant

In addition to this your Head of Year and Educational Welfare Officer are also trained as deputy designated safeguarding leads.

If you are at home or you cannot find a member of staff and would like to report a concern you can email safe@havenhigh.net and one of the team will respond to your worry.