Keep Safe Kids App User Guide

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Keep Safe is a partnership initiative with Police Scotland that creates a network of Safe places for anyone who may be lost, scared or vulnerable when out in the community. All Keep Safe places must have a minimum of two staff members and are checked by Police Scotland for suitability.

Keep Safe cards are available free, these cards detail information about any health concerns, communication requirements and details of who can be contacted in an emergency.

All Keep Safe places can be found on our Free **Keep Safe Scotland App**.

Keep Safe Ambassadors are young people and people with disabilities that are trained how to recognise and report hate crime safely.

I Am Me is a range of resources which can be used in schools and workplaces to raise awareness of the range of disabilities (including hidden disabilities), the impact of bullying and the consequences of hate crime. Resources include the award winning I Am Me film and training pack and the #MakeaDifference programme which reaches around 10,000 children each year.

The Keep Safe Kids App has been designed with young people from Arkleston Primary, St James Primary, Kirklandneuk Primary, Renfrew High, Castlehead High and Paisley Grammar. Thanks to all participating organisations and everyone involved in the design and development.

www.iammescotland.co.uk

The Keep Safe Kids App

The Keep Safe Kids App has been developed to enable children, young people and their families to report bullying directly to their school. The App has been designed by children and young people as a new, innovative and accessible way to report incidents to the school.

These reports can be completed and sent at a time when the young person feels ready to do this, giving them the control when and how they report it.

It is important to note that the App will not change how the school respond to reports of bullying – All schools have an Anti-Bullying policy in place and this can be accessed by contacting your school or the local authority.

How does the App work?

The App works in partnership with some fantastic organisations that young people wanted to be included. Clicking on the organisations tab will link you directly to their website, where you can access information and support.

The Tell Someone section of the App will enable reports of bullying to be made to the school. After selecting Tell Someone, the person will be given the option to access information and support or to report bullying. If selecting to report bullying, the next stage is to choose the appropriate school. The App will then highlight that the reports will only be received by the school during school hours and will not be accessed in the evening, at weekends or during school holidays.

A report form will open with each field being optional. Once completed, the report will be emailed directly to the school.

No-one else will see the report and a copy will not be stored on the App.

What happens next?

The school will receive the report as an email – this will only be received during school days/hours. The staff will need time to investigate the report, so may not get back to you right away. If you would like to speak to someone about your report, please contact the school directly.

Parents and Carers

There are many reasons why it isn't always possible for parents and carers to call or go to the school if they have a concern that their child may be experiencing bullying. The App has been designed to provide accessible reporting for children, young people and their families.

What does the App do?

During our consultations, parents and carers had asked for a section within the App where they could access information and support about issues which may affect children and young people. We have created a parent and carer section within the App. This will provide links to a range of organsiations who can provide information and support on a range of issues, such as LGBT, Bullying, Autism and Online Sexual Abuse.
To access these organisations websites, you select the area that you are wanting to find out information about and the App will direct you to the website.

How do I make reports?

To make a report, select the Tell Someone Button and follow the steps through to the reporting form. When completing the reporting form, provide as much information as you can to enable the school to investigate the report.

What happens next?

The report will be sent to the school and will be received during school hours only (not in the evening or weekends, or during school holidays). The school will investigate the report in-line with their anti-bullying policy. Please allow the school time to fully investigate. If you are concerned, or looking for a more immediate response, please contact the school directly to discuss the incident.

What if I am unhappy with the outcome?

The App has been designed to provide a new way to send reports to the school and will not change the way they are investigated. If you are unhappy with the outcome of the report, please contact your school directly, if you are still unhappy you can contact the local authority education department.

Young People

The App has lots of links to organisations where you can access support and advice about a range of issues which affect young people.
If you feel we have missed anything, please let us know and we will do our best to include it for you – iamme@renfrewshire.gov.uk

How do I access information?

You can access information by selecting the chosen organisation logo on the front screen. This will take you directly to their website.

If you are unsure what the organisations are, you can select the information and support page. This will highlight the areas that the organisation deal with, for example, LGBT, Dyslexia, Autism, Online Sexual Abuse, Bullying etc. Clicking on the button will direct you to the organisations information and support pages.

How do I make a report?

If you are being bullied or you are worried about someone else, you can report this directly to your school. If you can, please speak to a trusted adult as they may be able to chat to you and offer immediate help. If you are unable to speak to an adult or you would prefer to report it online, you can select the **Tell Someone** button. You will then follow the steps through to the reporting form.

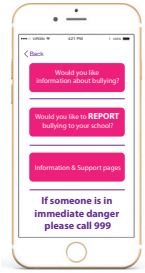
You do not need to give your name, but it will help the school if you can give as much information as possible. Once you have filled in the form, click submit. The report will then be sent directly to your school. No one else will see this and a copy will not be held on the App.

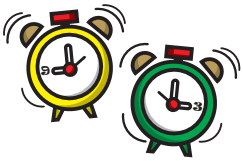
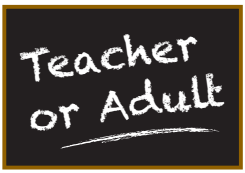
The reports will not be picked up in the evening, at weekends or during school holidays. Please give the school time to investigate the report – if you are concerned, please speak to a teacher or trusted adult. If you can't tell an adult you know and you are worried or scared, you can call Childline free on 0800 1111

What if I need to speak to someone but can't speak to an adult I know?

Many of the organisations on the App have access to trained counsellors who can offer you advice and support. Please look at the options available on Childline as you can speak to a trained person who will listen to you. What you say will be confidential.

Keep Safe Kids / Young People App – Easy Read

	The KSK App lets you report bullying to your school. It also lets you link to websites for information and support for things such as mental health and bullying.
	If you want to tell your school about bullying – choose the Tell Someone button.
	You will then select the middle button – Report Bullying to your school.
	You will choose your school next and click report.
	Fill in the report with as much information as you can and press submit. This will be emailed to your school

	Only the school staff who have permission, will see the report.
	Reports will only be picked up during school hours.
	Reports will NOT be read during the evening, weekend or holidays.
	Staff will need to investigate the reports and this will take time.
	If you do not think things have improved after making a report, please speak to a teacher, trusted adult or MVP mentor.
	There are other buttons on the App that will link you to websites for information and support. If you can't tell an adult you know and you are worried or scared, you can call Childline free on 0800 1111

Renfrewshire Council Anti-Bullying Policy

Renfrewshire Council is committed to the social, emotional and mental well-being of children and young people.

Renfrewshire Council's latest Anti-Bullying Policy was launched in August 2018 and has been developed to reflect updated national guidance and the views of students, parents, and staff. The policy sets out the approach to be taken in all Renfrewshire Council education establishments in relation to bullying behaviour and supporting the development of respectful relationships. It applies to all early years' centres, schools and community learning and development provided by Renfrewshire Council.

This policy has been developed to take account of the national guidance on anti-bullying, 'Respect for All – The national approach to anti-bullying for Scotland's children and young people' and stresses the importance of involving the whole school community - pupils, parents and all the staff in the school.

You can download a copy of the policy at
http://www.renfrewshire.gov.uk/bullying

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If you or your child has a concern about bullying you should speak to someone at school, if possible. This can be a member of staff or young people can be encouraged to talk to an MVP (Mentors in Violence Prevention) mentor. Please note that your young person will know if they are attending an MVP school.

You can find information about bullying at respect*me*, Scotland's Anti-Bullying Service. The website has a number of useful publications on online bullying and a guide for parents and carers.

Advice for parents is also available from Parentline on **0800 028 22 33**

Renfrewshire Council