

## Orchard School Bristol

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**Headteacher:** Mrs Julia Hinchliffe **MA (Hons), MA, NPQH**

May 2020

Dear Parent/Carer

### Whisper Button

The safety and well-being of our students is paramount, and we want to be able to support our students and families in picking up on concerns which affect children's and young people's happiness in school. We recognise that while children are out of school due to the Covid-19 lockdown, that wellbeing and concerns can sometimes feel overwhelming.

We are therefore introducing the Whisper button now to allow your child to report to us if there are any issues that we need to know about. The Whisper button is anonymous, so we hope that this will encourage some of our less confident young people to come forwards too.

The concerns that the Whisper button could be used for include:

- Bullying
- Concerns of others being bullied
- Personal safety concerns or safety concerns for others
- Anxiety
- Learning-related / exam stress
- Friendship issues
- Social media conflict
- Inappropriate relationship online or knowing somebody who is behaving inappropriately online

Reporting issues to the Whisper button helps the staff at school to create the safe environment that we expect Orchard School to be. It is a very effective way to enable us to deal with any issues before they escalate. Whilst we encourage you to still contact a member of staff if you have any concerns, the **Whisper** button provides young people with an alternative way to report any incidents.

How to use the Whisper button is explained on the next page.

Thank you for your continued support, which helps us build a positive school community in which you, and your family play such an important and valuable role.

Yours sincerely

Dorian Coxon  
Deputy Headteacher, Inclusion and Pastoral Care



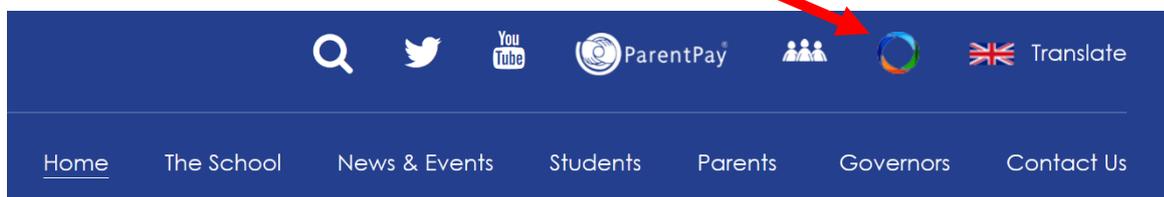
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## How to Use the Whisper Button

In the top right-hand corner of the school website, you will find the whisper button. It is a circle which is rainbow coloured.

When you click on the Whisper button you will be taken to an online form where you can leave your message.



When you submit a concern via the Whisper button, the information is shared with **Mr Coxon**. He will then identify the appropriate member of staff to deal with the information. This could be: your child's **Tutor**, **Head of Year** or **Pastoral Manager**, or a **member of the Senior Leadership Team**.

This means we can deal with any incidents quickly and ensure that the student is safe and happy.

**Whisper does not collect any information to identify a sender** unless they choose to leave it.

## Whisper Report Screen

A screenshot of the 'Whisper Report' form on the Orchard School Bristol website. The form is titled 'Whisper Report' and 'Anonymous Reporting Form'. It includes a 'Your Name' field (optional), a 'Report Type' dropdown menu (set to 'Online Bullying'), and a 'Message' text area. Below the form, there is a section for 'Anonymous Chat Notifications' with an 'Email Address' field (optional) and a 'Submit Report' button.

**Whisper Report**  
Anonymous Reporting Form  
Orchard School Bristol

**Your Report**

Your Name:   
Using your real name is helpful in handling reports, but you can use a pseudonym if you wish

Report Type:  \*

Message:

**Anonymous Chat Notifications**  
This system enables anonymous two-way chat, this is so we can ask you for more information if required, and tell you the outcome of your report.  
Enter your email address to receive chat notification, the system prevents it being viewable by anyone.

Email Address: