

## SAFEGUARDING TEAM

If you have any concerns regarding the safety and well being of any young person at Coppice, please do not hesitate to contact the Safeguarding Team.



*Designated Safeguarding Lead*

**Mrs Morris**  
**01902 558500**



*Deputy Designated Safeguarding Lead and Assistant Headteacher*

**Mrs Woods**  
**01902 558500**



*Head of School*

**Mrs Gilbert**  
**01902 558500**



# SAFEGUARDING YOUNG PEOPLE



In a world where you can be anything - be kind. There can be no issue of greater importance to parents and carers, or to schools, than the safety of their children; safeguarding will always remain high on our agenda.

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## DUTY OF STAFF

Coppice acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. We recognise that the welfare and interests of children are paramount in all circumstances.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

Staff are aware that a child may disclose information to them at any time and that they must make it clear that if they tell them something that they feel puts them at risk, they must share that information immediately with a member of the Safeguarding Team.

Staff have a crucial role to play in shaping the lives of young people. We have a unique opportunity to interact with children in ways that are both affirming and inspiring. We have a duty of care at all times to protect young people from avoidable harm.

This duty is exercised through the development of respectful, caring and professional relationships between staff and students and is supported by staff behaviour that demonstrates maturity, integrity and good judgement.

## SAFEGUARDING INFORMATION

All adults who work regularly with our children are required to undertake a check under the Disclosure and Barring Service (DBS) which must be completed before beginning to work with our young people.

All visitors to the school are required to sign in and wear a visitors badge at all times.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we require that while you are at Coppice, you follow our policies and procedures. You will find our policies on our website: [www.coppiceschool.net](http://www.coppiceschool.net)

## FIRE

In the event of a fire, or the fire alarm sounds, students will be quickly escorted out of the building onto the yard where they will line up in form groups and registers will be taken. All visitors and volunteers are required to follow this procedure and gather on the school yard where they will be registered by the school receptionist.

## HEALTH AND SAFETY

Our school is regularly audited to ensure our premises are safe for everyone. We also ask that you adhere to Health and Safety Regulations by ensuring that your actions and behaviour are in line with school policies and procedures.

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### Contact us:

**t:** 01902 558500

**e:** [info@coppiceschool.net](mailto:info@coppiceschool.net)

**w:** [www.coppiceschool.net](http://www.coppiceschool.net)