

Safeguarding Children at Our Academy - A Quick Guide (September 2026)



focus-trust

Introduction

This brief guide provides an overview of safeguarding and child protection arrangements in school; we hope you find it useful. The academy's [full] Safeguarding and Child Protection Policy and Procedures can be found on our website <https://www.coppiceprimaryacademy.co.uk/Parents/Safeguarding-Child-Protection/> or, alternatively, a copy can be requested from the school office.

The welfare and best interests of children are always our paramount consideration. We remain vigilant at all times and fully understand that 'it could happen here'.

Safeguarding is a whole school undertaking and everyone's responsibility.

What does Safeguarding mean?

Safeguarding permeates all aspects of life at Coppice Primary Academy. We recognise that we are an important part of the wider safeguarding system for children, that everyone in school has a safeguarding responsibility and a contribution to make. We aim to provide a positive, stimulating, caring and safe environment which promotes the social, physical, emotional and moral development of each child. We will strive to ensure that all pupils remain safe and free from harm and are committed to playing a full and active part in multi-agency safeguarding processes and responses

We recognise that effective safeguarding requires a continuing commitment from trustees, governors and all staff to ensure that the safety and welfare of children is front-and-centre at all times and that it remains firmly embedded in all of our documentation, practice and relationships. We do more than just what is required.

When we talk about safeguarding we mean helping children to keep safe. This means protecting them from child abuse and neglect but safeguarding is about much more than that. Schools are particularly important because staff see children every day. This means that they are in a good position to pick-up on problems and concerns and that schools can provide or get some early help which might stop things from getting worse.

What WE do to Safeguard Children

Some examples of the ways that we safeguard children in school include:

- Teaching them to understand the risks around them and what to do when they feel unsafe. We do this as part of the curriculum but also use assemblies and speakers / organisations from outside school e.g. the NSPCC;
- Listening carefully to what children tell us and regularly ask them what they think;
- Consulting and working in partnership with parents, carers and, where necessary, external agencies and professionals;
- Recruiting and checking staff and volunteers who work in our academy safely, in-line with national guidance and best practice;
- Keeping our site as secure as possible, so that we know where children are and who comes into school;
- Promoting good attendance and positive behaviour. This helps us to prevent and protect children from different types of bullying, among other things;
- Helping children to understand and keep safe from risks and dangers which they may encounter online or via the use of phones and other technologies;
- Promoting healthy eating and helping children make the right choices at the right time;
- Promoting children's spiritual, moral, social and cultural wellbeing and development, including British Values, so that they understand and are protected from all forms of radicalisation and extremism;
- Dealing properly with sensitive and confidential information. This includes keeping records safely and

- securely, seeking appropriate consent and sharing information only with people who need to know;
- Ensuring that contractors and other people who come into school or use our facilities are checked and trained in safeguarding and child protection;
- Making sure that all governors, staff and volunteers know how to conduct themselves and that they are well trained and up-to-date on safeguarding issues so that they all know what to look for and exactly what to do if they are worried;
- Having staff trained to lead on particular issues in school so that they are in a position to advise and support other staff, parents and pupils e.g. Mrs. Jones / Mrs. Koussar (Computing Lead), Mr Hulmes (Designated teacher for Looked After Children / PREVENT Lead), Mrs Newall (SENDCo), Miss Marsland (PSHE Leader) and Mental Health First Aiders (Mrs Padley, Mrs Jones, Miss Williams and Mrs Ahmed)
- Having senior staff who act as Designated Safeguarding Leads (DSLs) in school. They receive more in-depth training and take the lead on safeguarding and child protection. The DSLs work closely with other professionals as part of their safeguarding role. The DSL at Coppice is Mr Hulmes
- Providing the right help, to the right people at the right time to support the social, emotional and mental health of all members of the Coppice community.

Things that YOU can Do to Help us Safeguard Children

We ask all parents and carers to do all that they can to help us to keep children safe. Some especially important things that you can do include:

- Delivering, reinforcing and supporting keeping safe messages such as the importance of good time-keeping, regular school attendance and high standards of behaviour;
- Respecting school policies including safe parking and not using mobile phones on and around the school site;
- Sticking to Acceptable Use Policies on the use of mobile phones, cameras / videos / images, including online and at school events etc;
- Modelling responsible use of social media and helping to reinforce key messages to your children about keeping safe when using technology, online, accessing age appropriate games and social media platforms;
- Treating one another, all staff and pupils with dignity and respect at all times;
- Sharing good ideas and / or practice as well as bringing any issues, problems or concerns to our attention as soon as possible and in good faith. This includes concerns about an adult's conduct or about the behaviour of or concerns about a child's welfare.

Confidentiality and Information Sharing

Information about children's welfare may be shared with others outside the academy to help keep them safe from harm. We always aim to discuss this with parents or carers before we do so but this may not always be possible. The law does allow us to share information without asking first under circumstances where we are acting to protect children from harm.

Useful Contacts in School

School website	www.coppiceprimaryacademy.co.uk
School Office	0161 770 3543
School email	info@coppice-trust.co.uk
Executive Principal	Mr. John Taylor (j.taylor@focus-trust.co.uk)
Head of Academy	Mr. Andrew Hulmes (a.hulmes@focus-trust.co.uk)
Chair of Governors	Mr. Ken Lees (k.lees@focus-trust.co.uk)
Nominated Safeguarding Governor	Mrs. Finney Swift (f.swift@focus-trust.co.uk)
Designated Safeguarding Lead (DSL)	Mr. Andrew Hulmes (a.hulmes@focus-trust.co.uk)
Deputy DSLs (DDSL)	Mr. John Taylor (DDSL) (j.taylor@focus-trust.co.uk) Mrs. Nicola Padley (Early Years DSL) (n.padley@focus-trust.co.uk) Miss Emma Williams (DDSL) (em.williams@focus-trust.co.uk) Miss Heather Biggs (DDSL) (h.biggs@focus-trust.co.uk) Mrs Alison Newall (DDSL / SENDCo) (a.newall@focus-trust.co.uk)
Special Educational Needs Coordinator (SENDCo)	Mrs. Alison Newall (a.newall@focus-trust.co.uk)
Designated Teacher for Looked After and Previously Looked After Children	Mr. Andrew Hulmes (a.hulmes@focus-trust.co.uk)
PREVENT Lead	Mr. Andrew Hulmes (a.hulmes@focus-trust.co.uk)