

Safeguarding policy template for schools and colleges 2022-23

Version 02

September 2022

Get more information about this document

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Version control – Safeguarding-policy-template.docx

Version	Date	Owner	Notes
V01	12/10/21	NC	Final
V02	05/09/22	NC	2022-23 update

Using the safeguarding policy template

Guidance notes

The purpose of this policy template is to provide a framework for schools to create a safeguarding policy that provides an overview of the school's approach to safeguarding; the policies which guide this and the training undertaken to ensure that children's welfare is safeguarded and promoted through all aspects of school life.

This template could be used to create a webpage where related policies are hyperlinked.

It is not a statutory requirement, unlike for the child protection policy, to have a standalone safeguarding policy. However, many of the policies are statutory and some are required to be shared on the school's website. For more information please see the DfE website: [Statutory policies for schools and academy trusts](#).

Yellow highlighting indicates that the school/college should insert relevant information. Text boxes highlight suggestions to assist DSLs, leaders and managers in amending sample statements and ensuring content is appropriate. This content is provided as guidance notes and should not be left in individual policies.

Green highlighting indicates a change or addition to the 21-22 version.

Safeguarding policy

Coppice Junior School

This is a core policy that forms part of the induction for all staff and governors. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written	14/09/2022
Date of last update	14/09/2022
Date agreed and ratified by governing body or management committee	15/09/2022
Date of next full review	September 22

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This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key contacts

	Name	Contact details [Email address] [Telephone]
Headteacher or equivalent	Mark Knowles	office@coppice.solihull.sch.uk
Designated safeguarding lead (DSL)	Michelle Turpin	office@coppice.solihull.sch.uk
Deputy designated Safeguarding lead	Mark Knowles Claire Simpson Kristina Smith	office@coppice.solihull.sch.uk
Senior mental health lead	Claire Simpson	office@coppice.solihull.sch.uk
Safeguarding governor or equivalent	Sara Bremner	office@coppice.solihull.sch.uk
Designated teacher for looked after and previously looked after children	Michelle Turpin	office@coppice.solihull.sch.uk
Other key staff <i>eg trust safeguarding lead</i>		

Child-focused approach to safeguarding

Introduction

The purpose of this policy statement is:

- to protect children and young people who attend Coppice Junior School from harm;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to everyone.

Policy context

This policy is derived from a variety of legislative provisions and statutory guidance. In particular, it is based upon the requirements and best practice outlined in:

- Keeping Children Safe in Education 2022 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework' 2022
- Framework for the Assessment of Children in Need and their Families 2000
- Solihull MBC Safeguarding Children Procedures
- Early Years and Foundation Stage Framework 2021 (EYFS)

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

Safeguarding statement

Coppice Junior School recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Coppice Junior School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Coppice Junior School recognises the importance of providing an ethos and environment within school/college that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Our core safeguarding principles are:

Prevention: positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

Protection: following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support: for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.

Working with parents and other agencies: to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

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Safeguarding policies and procedures

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed in the policies section on our website.

Policies, procedures and requirements	Where you will find the policy/procedure
<p>Child protection (including online safety, low level concerns policy and child-on-child abuse as required by KCSiE '22)*</p> <p>Looked after and previously looked after children – designated teacher*</p> <p>Pupil premium statement*</p> <p>Mental health and wellbeing</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p> <p>http://coppicejuniorschool.co.uk/about/pupil-premium/</p>
<p>Equality information and objectives*</p> <p>Special educational needs and disabilities*</p> <p>Accessibility plan*</p>	<p>http://coppicejuniorschool.co.uk/equality-and-diversity/</p> <p>http://coppicejuniorschool.co.uk/about/send/</p>
<p>Premises management documents*</p> <p>Healthy and safety*</p> <p>Risk assessments*</p> <p>First aid*</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>

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Lettings	
<p>Attendance</p> <p>Behaviour in schools</p> <p>Behaviour principles written statement*(maintained)</p> <p>Exclusions*</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>
<p>Online safety</p> <p>Acceptable use of social media</p> <p>Mobile and smart technology</p> <p>Data protection and information sharing*</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>
<p>Children with health needs who cannot attend school*</p> <p>Supporting children with medical conditions in school/Medicines in school*</p> <p>Personal and intimate care</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>
<p>Staff discipline, conduct and grievance (procedures for addressing)*</p> <p>Staff behaviour/code of conduct (including reference to low level concerns, managing allegations against staff and whistleblowing, acceptable use of technologies (including the use of mobile devices),</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>

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<p>staff/pupil relationships and communications including the use of social media policies as required by KCSiE '22)</p> <p>Statement of procedures for dealing with allegations of abuse against staff*</p> <p>Safer recruitment</p> <p>Single central record of recruitment and vetting checks*</p> <p>Visitors' protocol</p> <p>Governor code of conduct</p> <p>Governor training record</p>	<p></p> <p></p> <p></p> <p></p> <p>Governor training record is held by the chair of governors.</p>
<p>Relationships and sex education*</p> <p>Drug and alcohol education/managing substance related incidents</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p> <p></p>
<p>Educational visits</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>
<p>School complaints*</p> <p>Whistleblowing*</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p> <p></p>
<p>Confidentiality</p>	<p>http://coppicejuniorschool.co.uk/about/policies/</p>

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