

Professional Conduct

All adults have a duty to be professional and to ensure that they always demonstrate a high degree of respect for all members of our community.

In our academy all staff, volunteers and visitors must model the highest standards of respect and courtesy at all times.

Be mindful of the manner and language used when talking to and about the children and families we work with.

At Co-op Academy Friarswood we value the individuality of everyone. Our [Equality, Diversity and Inclusion Statement](#) details how we do this.

Mobile Phones / Devices

It is not acceptable for any adult to talk on phones walking around the academy during the normal school day.

Mobile devices must never be used to take photographs, videos or record children in any way. Please be respectful and refrain from taking photos of your own child whilst in the academy to avoid any misunderstanding or accidental photography of other pupils.

Health and Safety

Health and Safety is the responsibility of everyone in the academy. All perceived hazards should be reported immediately to the main reception.

Fire drills will happen at least once every term. **Please ensure that you are familiar with the fire procedures for all rooms you work in.**

If you require first aid when you are on site please present yourself to a member of staff who will direct you to the first aid room. If you notice a pupil who requires first aid please make a staff member aware as soon as possible.

Abuse of Staff (verbal or physical) will not be tolerated. Visitors who are behaving in this way will be asked to leave the academy premises immediately and failure to comply will result in the police being called. Parents must note that if this is the case they may be banned from the site and alternative arrangements to collect children will be arranged.

Headteacher : Lindsey Wilmer

Telephone 01782470401

Email lindsey.wilmer@coopacademies.co.uk

Website

<https://www.friarswood.coopacademies.co.uk/>



Co-op Academy
Friarswood

Visitor Information about Safeguarding



Mrs L. Wilmer
Headteacher
DDSL



Ms B. Hartley
Assistant Headteacher
DSL

Please be alert to signs and indicators of abuse

Neglect: the persistent failure to meet a child's basic needs. This may involve a parent or carer failing to provide adequate food, clothing or shelter; protect a child from physical and emotional harm or danger; ensure adequate supervision or neglect emotional needs.

Domestic Abuse: an incident or pattern of incidents of controlling, coercive, threatening, degrading or violent behaviour by a family member. If you need to speak to someone, please ask reception if you can speak to the DSL or their deputy or

**24 hour National Domestic Abuse Helpline
0808 2000 247**

Safeguarding Team	
Designated Safeguarding Lead	Bev Hartley
Deputy Designated Safeguarding Lead	Lindsey Wilmer
Head Teacher	Lindsey Wilmer
Governor responsible for safeguarding	Fiona Williams

Please be alert to signs and indicators of abuse

Physical Abuse: may involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm.

Emotional Abuse: Persistent emotional maltreatment such as to cause severe and adverse effects on emotional development. it may involve conveying that the child is worthless, unloved or inadequate. It may include silencing a child or making fun of what they say. It can also include overprotection or expectations which are not age appropriate. It may involve bullying (including cyberbullying), seeing or hearing the maltreatment of others, causing children to frequently feel frightened. Some level of emotional abuse is involved in all types of maltreatment of children, although it may care alone too.

Sexual abuse: Involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration and non-penetrative acts such as kissing, masturbation and touching outside of clothing. they may also involve non-contact activities such as involving children in looking at sexual images, watching sexual activities or encouraging children to behave in sexually inappropriate ways. Sexual abuse can take place online. It can be perpetrated by any gender and can be committed by another child.

Reporting Abuse or Concerns

Please familiarise yourself with our safeguarding and child protection policy - a paper copy is held in the reception office, it is also available on the school website. If you suspect that any pupil has been subjected to abuse you must make the academy aware of your concerns as soon as possible.

Please ask the receptionist for a safeguarding referral form to record your concerns and then give them to either one of the DSLs or failing that the receptionist who will record your concerns on our electronic system.

Wherever possible please speak to one of the DSLs directly. If you cannot access any of these people please report your concern directly to the Staffordshire First Response 0800 1313 126

Concerns about Adult Conduct

If you have a concern relating to the conduct of an adult in the academy, please speak immediately to the headteacher. If the headteacher is unavailable or the concern is regarding the headteacher please report your concern to the Regional Director Nick Lowry nick.lowry@coopacademies.co.uk

If you cannot access any of these people please report your concern directly to the Staffordshire LADO 0800 1313 126

Our [whistleblowing policy](#) outlines the actions required if you have further concerns about the conduct of a member of staff, volunteer or another adult associated with the academy.