

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it.

If you are worried about the safety of any young person in our school, you must report this to the Designated Lead for Safeguarding in school.



Contacts

Designated

Safeguarding Leads:

Mrs D Bertram
(Headteacher)

Mrs K Harvey
(Deputy Head)

Mrs Katie Sparks

Mrs Liz Segrott

Mrs Emma Zouhbhi
(Safeguarding Governor)

Sandiway Primary School

CHILD PROTECTION ADVICE FOR SUPPLY STAFF & VOLUNTEERS



SEPTEMBER 2024



Child Protection Advice for Volunteers/Visitors

Our school is committed to safeguarding and meeting the needs of the children and we hope this leaflet will provide some useful advice and information when working with children at Sandiway Primary School.

What are my responsibilities as a Volunteer/Visitor

All who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

DBS Checks

Sandiway Primary School's Recruiting and Selection Procedures specify that all volunteers working in schools on a regular basis, must be checked by the Criminal Record Bureau (DBS). This is to help ensure that unsuitable people are prevented from working with children.

Please speak to the office team about arranging a DBS check for you. They will also advise you which documentation is necessary for you to present for the check to be completed.

Sandiway Primary School has a Safeguarding & Child Protection policy and a copy is available from the school office or on the website.

Please inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the children in your care.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- ◆ Comments made by a child
- ◆ Marks or bruising on a child
- ◆ Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Lead for Safeguarding – Mrs D Bertram (Headteacher).

What should I do if a child discloses that s/he is being harmed?

It is important to know what to do in such an eventuality.

- ◆ Listen to what is being said without displaying shock or disbelief, accept what is being said
- ◆ Allow the child to talk freely
- ◆ Reassure the child, but do not make promises that might not be possible to keep
- ◆ Do not interrogate the child or ask leading questions
- ◆ Reassure the pupil that it is not their fault
- ◆ Stress that it was the right thing to tell
- ◆ Listen rather than ask direct questions
- ◆ Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the school's Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer you may well be working closely with children sometimes on a one to one basis. Children, especially when they are young are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher using school an iPad. Do not exchange e-mails or text messages, give out your own personal details, OR contact children via social networking sites.

Thank you for helping us to safeguard the children in our care.

