

Child Protection Advice for Volunteers & Visitors

As a school we are committed to safeguarding and meeting the needs of all children in our care. We hope this leaflet will provide some useful advice and information when working with children at Offenham CE First School.

What are my responsibilities as a Volunteer?

All those 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

Offenham CE First School's Recruiting and Selection Procedures specify that all volunteers who work with children three or more days in a 30 day period, or overnight, will require an enhanced DBS check. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher will provide you with the information you need to complete an initial DBS application online.

She will also advise which documentation is necessary for you to present for the ID check to be completed.

It is a requirement that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people 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 will pass the information on to the school's DSL/DDSL.

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

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters

- 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 promise confidentiality but explain to the child that you may have to tell their teacher or Headteacher in order that they can provide appropriate help
- **Do not interrogate** the child or **ask leading questions** – please see the Safeguarding board in the staff room for examples of non-leading questions
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator
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Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from Mrs Nicol, and should be completed and returned to the DSL/DDSL to enable the matter to be dealt with in the most appropriate way. **Please ensure you have signed and dated the record.**

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

You should report such allegations to the Head Teacher.

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You should report such allegations to Mrs Lisa Farmer – governor responsible for Safeguarding or to the Chair of Governors, Mr Rich Arthur.

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. Please read our Safe Touch policy for further information.

If you are working with a pupil on his/her own always ensure that you can be visible to others.

Please do not use your mobile phone in school. Do not photograph pupils unless requested to by the class teacher and never take photos on your personal device. Do not exchange e-mails or text messages, or give out your own personal details to pupils. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

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 Headteacher who is the DSL or one of the DDSL's if you are unclear about anything in this leaflet. Keep the leaflet in a safe place so that you can read it again if you need to.

You may also want to read our school's Safeguarding policy, DOWMAT's Safeguarding statement, our behaviour policy and Safe touch policy. These and all other policies can be found on our school website. If you would like a paper copy please speak to the office staff.

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

CONTACTS

Head Teacher:
Mrs Jayne Nicol
01386 442 038

DSL - Designated Safeguarding Lead:
Mrs Jayne Nicol
head@offenham.dowmat.education

DDSL - Designated Deputy Safeguarding Leads:
Mrs Liz Daniels and
Miss Gemma Aucock
liz.daniels@offenham.dowmat.education
gemma.aucock@offenham.dowmat.education

Governor with Safeguarding responsibility:
Mr Steve Webb
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Chair of Governors:
Mr Rich Arthur
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OFFENHAM CE FIRST SCHOOL

SAFEGUARDING ADVICE FOR VOLUNTEERS & REGULAR VISITORS



