

Rothersthorpe CE Primary School



Everyone is Valued as an Individual

'Love your neighbour, as yourself'

Safeguarding Advice for Volunteers & Regular Visitors

Please ask to see our Safeguarding Policy if you require more information. The Policy is also available on our website.

www.rothersthorpeprimary.net

September 2019

Introduction

As a school we are committed to safeguarding and meeting the needs of all children and we hope this leaflet will provide useful advice and information when working with children at Rothersthorpe.

Safeguarding and Child Protection are the most important parts of everyone's job at Rothersthorpe CE Primary School. We ask everybody who works with our pupils to follow the guidelines set out in this leaflet.

Whether you are a teacher, member of support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

Keeping Pupils Safe

Our School's recruiting and selection procedures specify that all adults who work in 'regulated activity' – i.e. unsupervised activities such as teach, train, instruct, or supervise children; and work in a 'specified place' such as a school; and this work is regular i.e. once a week or more or 4 or more days in a 30 days period or overnight – will require an Enhanced Disclosure and Barring Service check (DBS). This is to help ensure that unsuitable people are prevented from working with children. Volunteers at the school who are not in 'regulated activity' will require a basic DBS.

DBS information is available from the school office and staff will help you complete the application form and advise which documentation is necessary for you to present for the ID check to be completed.

It is a requirement, also, 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.

Adults visiting the site for meetings will be accompanied throughout their visit and do not need to be checked. They must sign in and out at Reception and wear a visitor lanyard. Any unidentified adult in the school should be reported to reception immediately. All volunteers must wear a visitor lanyard.

Health and Safety

Our School is regularly audited to ensure that facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger pupils in our school.

Please ensure that you follow all instructions whilst on the school site.

First Aid

If you encounter a child with any medical concerns, or who seems ill, they should be referred to the school office – Mrs. Watt or Mrs. Fountain where a qualified first aider can assess them.

In case of an accident or emergency, please contact the school office and a first aider will be sent.

What should you do if you are 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
- Anything that gives you cause for concern

Please report any concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Safeguarding Lead. If you do not have contact with the class teacher, please pass your concerns on to the Headteacher or School Bursar.

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**
- 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

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for recording of information of this nature are available from the School office, and should be completed and returned to the Designated Safeguarding Lead 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 Headteacher.

What should you 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 are based on mutual trust and respect.

As a volunteer or regular visitor 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, exchange emails or text messages, or give out your personal details. Any unprofessional contact with pupils (e.g. through social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Personal mobile phones cannot be used when on the school site.

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

Who's who?

The Designated Safeguarding Leads at Rothersthorpe Primary are:

- Nicola Fountain – Headteacher/Designated Safeguarding Lead
- Carol Watt – Bursar/Deputy Safeguarding Lead
- Karen Kissane – School Safeguarding Governor
- Fiona Newitt – School Chair of Governors

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 School Designated Safeguarding Lead if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need.

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