

Contacts

No child should suffer harm, either at home or at school.

Everyone who works in our school has the 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 and is a summary only. Volunteers should read and understand the *Child Protection Policy* and the *Staff and Volunteer Behaviour Policy* **before** commencing any volunteer work in school.

Please ask the Headteacher if you are unclear about anything.

Any concerns must be reported. Further information can be found on the Warwickshire Safeguarding website.

www.safeguardingwarwickshire.co.uk



Alex Kolb
Headteacher



Philippa Richardson
Assistant Head

Chair of Governors:

Helen Reading

Governor with Safeguarding responsibility:

Helen Reading



Safeguarding Summary for Volunteers and Visitors

Coughton CofE Primary School

Coughton Lane

Coughton

B49 5HN



Child Protection Advice for Volunteers & Visitors

Thank you for your interest in becoming a volunteer or regular visitor. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at *Name Primary School*.

What are my responsibilities as a Volunteer or Visitor?

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

Name Primary School specify that all volunteers who have contact with children of a specified nature (i.e. listening to readers) or in a specified place (ie.in the library, swimming groups or receptions areas outside the classrooms) will require a DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

Our Office will contact you with information about how to apply for an enhanced DBS disclosure and will also 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.

All volunteers are required to have read and understood *Name Primary School's* Child Protection Policy. They are also required to have read and understood *Keeping Children Safe in Education, Part 1, Part 5 and Annex A*.

Copies of the Child Protection Policy and other policies can also be found on the school's website:

School Website address

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 demeanor

Please report these concerns to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.

What should I do if a child discloses that she/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 have to tell their teacher or Head of School 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 criticize the alleged perpetrator

Immediately record details of the disclosure including, wherever possible, the exact words or phrases used by the child. 'Green Forms' for the recording of information of this nature are available all over the school, copies are also kept in the office and on the staff room safeguarding display. The DSL or class teacher will scan this into CPOMS. **Please ensure you write in black pen and 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 I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors, contact details are available on the Safeguarding Board in the Staff Room.

How do I ensure that my behaviour is always appropriate?

All volunteers are expected to read and adhere to the *Staff and Volunteer Behaviour Policy*.

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 alone with a pupil always ensure that the door is left open and that you can be seen by others.

Do not photograph pupils, unless requested to by the class teacher and if you are requested to take a photograph, always use school equipment.

Do not give your personal details to a child or exchange e-mails/texts with children. It is also not appropriate to have contact with children via social media eg Facebook, Instagram etc. Any unprofessional contact with pupils (eg through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Mobile Phones can only be used in the staff room or areas away from children.

Ensure all external gates and doors are securely shut behind you to prevent unauthorised visitors accessing the school. All visitors are required to sign in and out as they leave and must wear a visitors badge when in school. All security fobs must be returned to the office at the end of the day.