

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, and keep the leaflet in a safe place, so that you can read it again if you need to.

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

Mobile Phones

You are not permitted to use your mobile phone during working hours. Mobile phone use is restricted to official break times when you are away from the children.

Contacts

Headteacher

Jon Harris

Governor with Safeguarding Responsibility

Michael Watson

Designated Safeguarding Leads



Katie Brookman



Jess Derrer

Deputy Designated Safeguarding Leads



Tonia Clark



Sarah Clark



Lindsay Cotton

Hamilton School

SAFEGUARDING

Advice for
Volunteers, Visitors
and Supply Staff



Hamilton School



Child Protection Advice for Volunteers Visitors and supply staff.

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 Hamilton 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

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

The Head Teacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children.

DBS applications are done online. The Business Manager will advise you of the procedure and which documentation is necessary for you to present for the check to be completed. Please also inform the Head Teacher 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.

Hamilton School has a Safeguarding Policy and a copy is available from the Business Manager.

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 Safeguarding Lead.

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 Teacher in order that they can help him/her
- 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.

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

You should report such allegations immediately to the Head Teacher.

What should I do if the alleged abuser is the Head Teacher?

You should report such allegations immediately to the Designated Safeguarding Lead who will notify the Chair of Governors.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. 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 e-mails or text messages, or give out your own personal details.

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

