

### **Child Protection Advice for Volunteers & Visitors**

Thank you for your interest in becoming a volunteer or regular visitor. As an academy, 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 Leighton Academy.

#### **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**

Leighton Academy'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 Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The principal 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 forms are available from the academy office. The staff will help you complete the application form and advise which documentation is necessary for you to present for the check to be completed.

Please also inform the principal 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.

Visitors who work for Cheshire East are not required to provide the academy with a DBS number as long as they are wearing a CE photo ID lanyard at all times.

Leighton Academy has a child protection and safeguarding policy and a copy is available from the academy office or on the website.

#### **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 academy's designated senior member of staff.

#### **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 have to tell their teacher or Principal 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. Forms for the recording of information of this nature are available from the office, and should be completed and returned to the designated senior member of staff 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 academy staff?**

You should report such allegations to the Principal.

#### **What should I do if the alleged abuser is the Principal?**

You should report such allegations to the DDSL who will notify the Local Advisory Board.

#### **How do I assure 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, 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.

## CONTACTS

No child should suffer harm, either at home or at academy. Everyone who works in our academy 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 academy, you must report this to the DSL or DDSL in the academy.

**Designated Safeguarding Lead (DSL):**

Samantha Thompson (Principal)

**Deputy Designated Safeguarding Lead (DDSL):**

Philly Lockett (Pastoral & Welfare Lead)

**Nursery Safeguarding:**

Kelly Hughes (Early Years Lead)

**BASC Safeguarding:**

Emma Procter

**Local Advisory Board member with safeguarding responsibility:**

Nicola Kay



## SAFEGUARDING ADVICE FOR VOLUNTEERS & VISITORS