

Child Protection Advice for Visitors & Volunteers

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 Lugwardine Primary Academy (LPA).

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.

Disclosure & Barring Service (DBS) checks

LPA's Recruiting and Selection Procedures specify that all volunteers who have contact with children of a specified nature (i.e. teaching) or in a specified place (i.e. a school) will require an DBS. This is to help ensure that unsuitable people are prevented from working with children.

The Head of School or Trust Business Manager will inform you as to whether or not you require a DBS Check. If you do not, you should not be left unsupervised with children.

DBS Checks are now completed on-line and this will be carried out with the assistance of the Trust Business Manager who will advise you of which documentation is required for the ID check to be completed. You can apply to join the 'update service' at the same time to ensure that your certificate is portable. You must show your certificate to the Head of School/Trust Business Manager as soon as you receive it.

It is a requirement, also, that you inform the Head of School 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.

LPA has a Safeguarding Policy and a copy is available on the school website and paper copies in the main office.

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 Designated Safeguarding Lead (DSL).

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 the DSL 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 criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Concern/Pastoral Incident Forms for the recording of information of this nature are available from the staffroom and should be completed and returned to the DSL 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 of School.

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You should report such allegations to the Chair of Governors or the Designated Safeguarding Lead in addition the Local Authority Designated Officer (LADO).

What should I do if I witness worrying behaviour by another adult in school?

You should always report this to the Head of School.

What should I do if I have concerns about extremism or radicalisation within the school community?

Concerns can be raised with the DSL, Head of School where it will be investigated and referrals made through the CHANNEL process to West Mercia Police.

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. 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, exchange e-mails or text messages, or give out your own personal details. 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.

Visiting Speakers

At LPA we understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to safeguard our pupils, we expect all visiting speakers to read and adhere to the statement below:

- * Any messages communicated to pupils, support fundamental British Values and our school values
- * Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals
- * Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies

School Nurse Service

Instructions for text contact to the school nursing service:

Children and Young people can text 07813 451034 with their school and own name and we will ensure their named school nurse will text them back from their own work number to offer support either by phone or face to face contact if appropriate and safe to do so. Text service is available for support between 9am and 5pm

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 ensure that you understand what is expected of you. Please ask the school's DSL if you are unclear about anything contained within the leaflet. Please keep the leaflet in a safe place so that you can read it again if you need to.

Copies of the school's Safeguarding Children Policy, our Staff Code of Conduct and Part 1 of Keeping Children Safe in Education will be available from the DSL. It is essential that you acknowledge and are familiar with these policies so you have a further understanding of safeguarding children at LPA.

CONTACTS

Headteacher:

Mrs K Lane

klane@lugwardine.hereford.sch.uk

Designated Safeguarding Lead for Safeguarding Children (DSL) Child Protection Officer Single Point of Contact:

Mrs K Lane

klane@lugwardine.hereford.sch.uk



Deputy DSL:

Mr J Church

jchurch@lugwardine.hereford.sch.uk



Miss J Morgan

jmorgan@lugwardine.hereford.sch.uk



Miss E Fodor

efodor@lugwardine.hereford.sch.uk



Governor with Safeguarding responsibility:

Mr D Welton

Chair of Governors:

Mrs C Long

LADO:

Mr T Pilliner 01432 261739

The Multi-Agency Safeguarding Hub (MASH)
single point of contact for all professionals to
report safeguarding concerns 01432 260800



CHILD PROTECTION GUIDANCE FOR VISITORS & VOLUNTEERS

Lugwardine Primary Academy
Barneby Avenue, Bartestree,
Hereford, HR1 4DH
01432 850449

