

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 children 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.

Copies of Part 1 of Keeping Children Safe in Education, the school's Child Protection and Safeguarding Policy, Staff Code of Conduct and Whistle Blowing Policy and Procedure, are available on our website or from the DSL. It is expected that you will read these so you have a further understanding of safeguarding children at Madresfield School.

If you are worried about the safety of any child in our school, you **must** report this to the Designated Safeguarding Lead or, if unavailable, their Deputy.

Health and Safety & Accident Prevention

As a volunteer/visitor, you have responsibility to care for your own and others' Health & Safety. All accidents, incidents or concerns must be reported immediately to a member of staff or the School office who will take appropriate action.

Fire/Emergency

In the event of an emergency please follow instructions from staff.

Fire/Evacuation: the alarm sound is a continuous bell or, in the event of the bell failing, a whistle being blown. The Assembly area is on the school playground.

Invacuation e.g. for chemical spillages and air pollution: The warning sound is a continuous whistle.

Lockdown e.g. in response to any external or internal incident which has the potential to pose a threat: the warning sound is the intermittent sounding of a whistle.

MADRESFIELD C.E. PRIMARY SCHOOL



Safeguarding Advice for Volunteers and Visitors

Headteacher
Mrs R Hibell

Designated Safeguarding Lead
Mrs R Hibell

Deputy DSL
Mrs L Bradshaw
Mrs H Thomas

Senior Attendance Champion
Mrs R. Hibell

TIS UK Practitioner and Early Help Support
Mrs H. Thomas

Governor Safeguarding Responsibility
Dr D Radley

Chair of Governors
Mr P Grieve

Child Protection Advice

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 the children and we hope this leaflet will provide some useful advice and information when working with children at Madresfield C.E. Primary School.

What are my responsibilities as a Volunteer?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS Checks

Madresfield School specifies that all adults who work regularly with children require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required. We will inform you if you need a DBS check.

The School Office will help you complete the DBS online application form and advise which documentation is necessary for you to present for the ID checks to be completed. If you wish, you can apply to join the online 'update service' at the same time to ensure your certificate is portable (this requires you to pay an annual fee). You must show your certificate to the Headteacher as soon as you receive it. The Head may ask you to give signed consent so that they can use the update service.

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.

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 (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 they are saying 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 the appropriate help.
- **Do not interrogate** the child or **ask leading questions.**
- Reassure the child 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 the recording of information of this nature are available from the Staff Room and should be completed and returned to the Designated Safeguarding Lead **without delay** to enable the matter to be dealt with in the most appropriate way. **Please ensure that 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 I do if the alleged abuser is the Headteacher?

You should report such allegations to the Deputy 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.

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 e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through social networking sites) may leave you vulnerable to an allegation of abuse being made against you.