

# Harbury Church of England Primary School



## **Child Protection and Safeguarding Advice for Temporary Staff, 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 Harbury Church of England Primary School.

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

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 one of the Designated Safeguarding Leads Ms K Guymer or Mrs N Neale.

## **What are my responsibilities?**

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

## **DBS Checks**

Harbury Primary School's Safer Recruitment procedures specify that all parents and volunteers who work regularly with children must have an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with the children at Harbury Primary School unless they have enhanced disclosure.

The electronic link to complete a DBS form is available from the school office who 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 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.

Harbury Primary School has a Child Protection and Safeguarding Policy (a copy is available at the school office and website) and adheres to the following documents/policies for all staff and volunteers:

- Keeping Children Safe in Education (September 2016)
- Staff Behaviour (Code of Conduct)
- Social Networking and Internet Sites
- IT acceptable use

We ask that you read these carefully before starting your visiting or volunteering role.

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

You should report such allegations to the designated safeguarding leads (Ms K Guymer/Mrs N Neale) Tel: 01926 612656  
head3032@welearn365.com

## **Training**

As a school we believe that all staff and volunteers are provided with the right skills to ensure they are competent to carry out their safeguarding responsibilities. As a volunteer or regular visitor we will offer regular safeguarding training and updates which we would strongly encourage you to attend.

### **How do I assure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on a mutual trust and respect. As a volunteer you may well be working closely with children, sometimes on a one to one basis.

Children, especially young children, are often spontaneous and affectionate, 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 and do not initiate contact with them. 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 emails or text messages, or give out your own personal details.

### **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 Leads (Ms K Guymer/Mrs N Neale).*

This will enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

If staff are unsure they should always speak to the DSL. In exceptional circumstances, such as in an emergency or a genuine concern appropriate action has not been taken, staff members can speak directly to the children's social care.

## **What should I do if a child discloses that he/she is being harmed?**

Although the likelihood of this is small it is important to know what to do in such an eventuality as children 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 might have to tell their teacher or Headteacher 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 do to tell
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

Immediately record the 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 at 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 school staff or volunteers do if they have concerns about safeguarding practices within the school?**

You should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. We have a whistle blowing policy which will inform you of the procedure, this is available on the staff notice board and in the school office.

### **Further Recommended Reading**

What to do if you're worried a child is being abused. Advice for Practitioners (HM Government March 2015)