



Newbald Primary School

Safeguarding Advice for Visitors & Volunteers

As a school we are committed to safeguarding and meeting the needs of children & we hope this leaflet will provide some useful advice and information when working with, and visiting the children here.

Newbald Primary has a Safeguarding and Child Protection Policy and this can be found on the school website and also in the staff room, alternatively we can provide a paper copy.

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

Staff, Volunteers & Governors

To ensure the safety and promote the welfare of all the children in our care, all staff, Governors and volunteers in school have enhanced DBS checks and complete Safeguarding training.

If you intend to volunteer regularly and don't hold a DBS certificate please speak to Mrs Somerset in the school office. You will be advised what identification you will require and you will receive an application form for completion. You will also be given an Acceptable Use of Schools IT Equipment to read and sign.

We will also arrange for you to undertake suitable Child Protection training. This is a computer based course and will take approximately 3 hours to complete. The subsequent certificate you receive is valid for 3 years.

Should you become subject to any criminal investigation, caution or conviction please report this to the Designated Safeguarding Lead (DSL) im-

mediately to protect you as well as the children in our care.

Visitors

Visitors who do not hold an appropriate DBS certificate will be supervised at all times.

What should I do if I become 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 a child's behaviour or demeanour
- ◆ Radicalisation or extremist behaviour

Please report these concerns to the class teacher or school office as soon as possible.

What should I do if a child discloses they are being harmed?

Although the likelihood of this is small it is important to know what to do should the situation arise. Action to take;

- ◆ Listen, without displaying shock/disbelief, accept what is being said
- ◆ Allow the child to talk freely
- ◆ Reassure the child, but don't make promises you may not be able to keep
- ◆ Don't promise confidentiality, explain you ... have to share the information with the Designated Safeguarding Lead (DSL) in order to help keep them safe

- ◆ Don't interrogate the child or ask leading questions
- ◆ Reassure the child it is not their fault
- ◆ Stress that it is the right thing to tell someone
- ◆ Listen rather than direct questions
- ◆ Don't criticise the alleged perpetrator
- ◆ Immediately record the detail 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 school office, and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

Please ensure that you sign and date any such record.

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

Any such allegation must be reported immediately to the Headteacher or Designated Safeguarding Lead.

The allegation should be reported in the same manner, by completing the same form using, wherever possible, the exact words and phrases used by the child.

What should I do if the alleged abuser is the Headteacher?

Any such allegation must be reported to the Chair of Governors. Contact the office for contact details.

The same disclosure form would need to be completed and signed in order that the details are recorded as accurately as possible.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual respect and trust.

As a visitor/volunteer you may well be working closely with children, sometimes on a one to one basis.

Children, especially when young, are often spontaneously affectionate and tactile. It is important not to alienate through lack of response or by appearing to reject this, however, be careful about touching pupils.

If you are working with a pupil on your own;

- ◆ Ensure the door is left open or you are visible to others
- ◆ Do not photograph pupils
- ◆ Do not exchange emails or text messages with pupils
- ◆ Do not communicate with pupils through personal social media, messaging apps or online platforms
- ◆ Never give out your personal contact details.
- ◆ Ensure you have read and understood the school mobile phone and camera procedures.

Please help us to safeguard 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 shares the responsibility to make sure that all our young people are safe. Safeguarding is everyone's responsibility.

If you are worried about the safety of a child, report your concerns straight away.

Designated Safeguarding Lead:

Mr Paul Flintham

Deputy Safeguarding Lead:

Mrs Louise Taylor

Safeguarding Governor:

Mrs Sally Wightman