

How do I ensure that my behaviour is always appropriate?

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

As a regular visitor/volunteer you may 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 you are working in a communal space such as a corridor or that you are 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 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.



You should also:

Follow the school's child protection policy and procedures which are available on the website and in the staffroom.

Dress and act as an appropriate role model.

Inform the Headteacher if you commit a relevant offence that would appear on your DBS certificate or become disqualified under the Childcare Act 2006.

Ensure the following:

- You have read and understood our school protection policy.
- You are familiar with our safeguarding procedures and know how to report concerns.
- You know how to pass on concerns and who to.
- You know how to report concerns about another adult's behaviour.
- You know how/ where to access all safeguarding policies.

School Commitment

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 school's DSL 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 the DSL.

CHILD PROTECTION AND SAFEGUARDING



Volunteers and Visitors Leaflet

Headteacher

Designated Safeguarding Lead (DSL)

Mrs Emily Alty

Deputy Headteacher

Deputy Safeguarding Lead:

Miss Imogen Moffatt

Deputy Safeguarding Lead:

Mrs S Baumber

Governor with safeguarding responsibility:

Mrs Joely Gibbons





Child Protection Advice for 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 St. Thomas C of E Primary School.

Please do not use your phone in school.

WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

St. Thomas C of E Primary School has a Child Protection and Safeguarding Policy and a copy is available from the school website.

Safeguarding and promoting the welfare of children is everyone's responsibility.

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 will pass the information on to the school's Designated Safeguarding Lead (DSL).

Everyone has a responsibility to act, without delay, to protect children, by reporting anything that might suggest a child is being abused or neglected.

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 their teacher or Headteacher in order that they can provide appropriate help
- Do not lead the child to another adult so they can also listen
- 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. Forms for the recording of information of this nature are available on the staffroom safeguarding notice board. It must 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 Headteacher.

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

You should report such allegations to the Chair of Governors.