

No child should suffer harm, either at home or at school. Everyone who works at our school has a responsibility to make sure that all our young people are safe.

Key Contacts

Head teacher

Mr Peter Shewring

Assistant Head

Mrs Sian Alderson

Designated Safeguarding Lead Child Protection

Mr Peter Shewring

Deputy Designated Safeguarding Lead

Mrs Sian Alderson / Mrs Melanie Phillips

Safeguarding Governor

Mrs Jean Jones

Additional information can be found

- The Wiltshire Safeguarding Children Board

www.wiltshrescb.org.uk

- The Department for Education website

www.gov.uk/government/publications/keeping-children-safe-in-education--2

Lea and Garsdon CE Primary School has a Child Protection policy and a copy of this is available from the school office or the website. Please refer to this for further information.

Additional Information

Fire Drill

Please familiarise yourself with the fire safety notice in room you are working in. All fire exits are clearly labelled. If you do hear the fire bell please leave the school by the nearest and safest exit, taking any child in your care with you to the meeting point on the main playground.

Security

Please make sure you sign in and out at reception and wear a school ID lanyard whilst in Lea and Garsdon school.

Staffroom

You are welcome to help yourself to a drink from the staffroom while working with us. Please respect confidentiality at all times.

Medical needs

If a child you are working with should sustain an injury please inform the class teacher immediately. Do not treat an injured child yourself.

You will be informed if any child you will be working with has a specific need that you may need to be aware of.

Please seek advice if you are unclear about anything in this leaflet and keep it in a safe place so that you can read it again if you need to.



Lea and Garsdon CE
Primary School

CHILD PROTECTION
ADVICE FOR
VISITORS AND
VOLUNTEERS

Child Protection advice for visitors and volunteers

As a school we are committed to safeguarding and meeting the needs of our children and we hope this leaflet will provide some useful advice and information when working with or visiting children at Lea and Garsdon CE Primary school.

What are my responsibilities?

All those who come into contact with children through their everyday work whether paid or voluntary are responsible for their own actions and behaviour and should avoid any contact which would lead a reasonable person to question their motivation or intentions. We all have a duty to safeguard and promote the welfare of the children. Adults should take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern.

DBS checks

All staff, including supply staff, and volunteers, are subject to Disclosure and Barring Service checks (DBS) at enhanced level, following advice set out in Part 3 of Keeping Children Safe in Education (September 2016).

This is to help ensure that unsuitable people are prevented from working with children. You will be advised of your responsibilities in this matter.

DBS checks are now completed on line. Please arrange an appointment if you wish to volunteer at the school. It is important to 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 directly to the school's designated Safeguarding Lead for Child Protection (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, listen rather than ask direct questions
- 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 Headteacher in order that they can help them
- Where possible, do not take notes in front of the child but record as soon as you are able after the conversation.
- **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 criticize the alleged perpetrator

Record details of the disclosure immediately including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the school's DSL to enable the matter to be dealt with in the most appropriate way.

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

You should report such allegations to the headteacher. If the allegation is against the Headteacher, you should report this to the Chair of Governors.

How can I assure that my behaviour is always appropriate?

- Provide a good example and a positive role model by behaving in a mature, respectful, safe, fair and considered manner
- Appropriate relationships with children should be based on mutual trust and respect. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust.
- 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. Only touch pupils for professional reasons and when this is necessary and appropriate for the pupil's well being or safety.
- Treat all pupils equally—never build 'special' relationships or confer favour on particular pupils.
- As a volunteer you may well be working closely with children sometimes on a one to one basis. Always ensure that the door is left open or that you can be visible to others.
- Do not photograph children (unless requested by the class teacher), exchange e-mails, text messages, phone numbers or give out your own personal details. Social media should not be used to establish contact with pupils.
- Do not give or receive (other than token) gifts unless arranged through the school.
- **When helping in school, you will find out things about children and other adults, please keep such things confidential.**