



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 unsure 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 Designated Senior Member of Staff in school.

Updated March 2018

CONTACTS

Headteacher:

Mrs S Walker

Designated Senior Member of Staff for Safeguarding Children:

Mrs S Walker

Deputy Designated Child Protection Lead

Mr L Gould and Mr A Sharpe

Governor with Safeguarding responsibility:

Mrs J Watson

Health and Safety Information.

- ◆ Please make yourself familiar with the fire evacuation procedures displayed in every classroom.
- ◆ Fire wardens are Mrs S Walker, Mr L Gould, Mrs P Walker, Mrs S Hewitt, Mrs W Weaver, Mrs D Tocque, Mrs T Rollinson, Mr S Dutton.
- ◆ First Aid- All support staff have First Aid at work qualifications. Mrs Phillips, Miss Hatton, Mrs Bellingham and Mrs Pillinger hold Paediatric First Aid qualifications.



Wodensfield Primary School

SAFEGUARDING ADVICE
FOR
VOLUNTEERS & VISITORS





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 [Wodensfield 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

[Wodensfield's Recruiting and Selection](#) Procedures specify that all volunteers who work with children three or more days in a 30 day period, or overnight, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Head Teacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children.

DBS forms are available from [Mrs P Walker, in 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 Head Teacher 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.

[Wodensfield](#) has a Safeguarding Policy and a copy is available from [the School Office and it is on the school website](#).

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 Senior Member of Staff. [This is Mrs S Walker or Mr L Gould and Mr A Sharpe](#)

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 have to tell their teacher or Head Teacher 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 tell
- _ Listen rather than ask direct questions
- _ 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

[Mrs S Walker or a record of concern sheet is available in classrooms and staffrooms](#) 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 I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Head Teacher.

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

You should report such allegations to the Deputy Designated Senior Member of Staff 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 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.](#)

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

