

More information on Safeguarding

DfE publications “*What to do if you think a Child is being Abused*” and “*Safeguarding Children in Education*” are on the safeguarding notice board in the main school corridor.

Our Child Protection policy is available on the web site or printed by request.

More information can be found on the following web sites:

www.lscbnorthamptonshire.org.uk

NSPCC website www.nspcc.org.uk

www.ceop.gov.uk



SAFEGUARDING ADVICE FOR VOLUNTEERS & VISITORS

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 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 Designated Child Safety Officer.

Mobile Phones should not be used while in school and taking photographs is strictly prohibited. If you need to make a call while in school please speak to a member of staff.

Designated Child Safety Officer:

Mrs. Katherine Clough – Headteacher
(head@syresham-ce.northants-ecl.gov.uk)

Deputy DSO: Mrs. Rosalind Bernert

Designated Governor with Safeguarding responsibility:

Mrs. Janet Cox
2 Broad Street, Syresham, NN13 5HS
jancox1969@gmail.com

Chair of Governors

Mrs. Janet Cox
2 Broad Street, Syresham, NN13 5HS
jancox1969@gmail.com

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 all our children and we hope this leaflet will provide some useful advice and information when working with children at Syresham St. James CE Primary School and Nursery.

What are my responsibilities as a Volunteer?

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

DBS Checks.

Syresham St. James CE Primary School's recruiting and selection procedures specify that all staff and 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 Headteacher 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.

The school Bursar will instigate the application on your behalf. This is done on-line and you will receive an email asking you to complete and return your personal details, you will then be required to present documentation for checking. 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.

Syresham St. James CE Primary School has a Child Protection Policy and a copy of this is available in the School office or on the school web site.

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.

Information, leaflets and forms are displayed on our special safeguarding noticeboard in the main school corridor.

What should I do if I am worried about at 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
- An incident with a pupil or adult occurs that causes concern

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the Schools Designated Child Protection Officer. Disclosure forms are also available for you to use and these can be found on the Safeguarding display board in the main corridor.

What should I do if a child discloses that she/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 respectfully and sympathetically, but do not comment on any incident or person talked about.
- Allow the child to talk freely.
- Tell the child that you may have to tell someone else if you hear something that affects a child's safety or welfare.
- Do not ask any questions except questions to clarify. You are not investigating.
- Reassure the child and stress it was the right thing to do to tell someone.
- Record the conversation as soon as possible, including any questions you asked and noting any behavioural presentations. Please sign and date the record.
- Immediately report the disclosure to the Child Protection Officer. Your responsibility is to create awareness of your concern as soon as possible.

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 Governor with responsibility for Child Protection, who will notify the Chair of Governors.

Please do not photograph pupils, unless requested to by the class teacher, exchange emails or text messages, or give out your own personal details.

Social Networking sites – It is important to remember that once you have posted an item on a networking site, like Facebook or Twitter, you have no control over who sees the content or what they do with it. We would ask that you respect the privacy of our pupils and staff and **do not** refer to them or the school when using any of these sites.

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