

## CONTACTS

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 or Head Teacher.

Head Teacher:  
**Mr Leigh Satchwell**

Designated Senior Lead for Safeguarding Children (DSL):  
**Mr Leigh Satchwell**

Deputy DSL:  
**Mrs Wendy Dwyer**  
**Mrs Hazel Dodman**  
**Miss Sarah Bailey**

Governor with Safeguarding Responsibility:  
**Mr Andi Lynch**

Prevent Single Point of Contact (SPOC):  
**Mr Leigh Satchwell**

Chair of Governors:  
**Mrs Jane Barrow**

## MEADOWS FIRST SCHOOL



## Safeguarding Advice for Volunteers & Regular Visitors

### **Child Protection Advice**

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 Meadows First School.

### **What are my responsibilities?**

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**

Meadows First School's Recruiting and Selection Procedures specify that all adults who work in "regulated activity" – ie. Unsupervised activities such as teach, train, instruct or supervise children and work in a "specific place" such as a school: and this work is regular ie. Once a week or more, or 4 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. If your work with children means that you are supervised at all times, this may not be required.

DBS applications are made online, please contact the school office for details. You can apply to join the 'update service' at the same time to ensure that your certificate is portable. You must show your certificate to your Head Teacher as soon as you receive it. The Head may ask you to give signed consent so that he/she can use the update service.

It is a requirement, also, that you 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 our care.

Meadows First School has a Safeguarding Policy and a copy is available from the school office or the DSL

### **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 DSL

### **What should I do if a child discloses that s/he is being harmed?**

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 interrogate the child or ask leading questions
- Reassure the child 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 any disclosure to the DSL or Deputy DSL, 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 DSL and should be completed and returned to them 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 Head Teacher?**

You should report such allegations to the Chair of Governors.

### **What should I do if I witness worrying behaviour by another adult in the school, no matter how small? This is called a low level concern and must be reported.**

You should always report this to the Head Teacher.

### **How do I ensure that my behaviour is always appropriate?**

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

As a volunteer or regular visitor 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 children, 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 (eg. Through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

### **Mobile Phones – we are a mobile free school**

Please keep your phone hidden and on silent/vibrate while on the school grounds. Please do not use phones where pupils are present. Do not take photos or recordings.

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