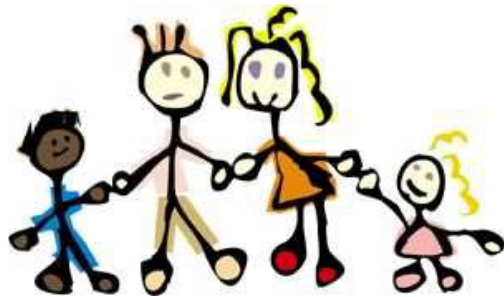


No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

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 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 Senior Member of Staff in school.



Contacts

Headteacher:

Mr Neil Reilly

Designated Person for

Child Protection:

Mr Nick File

Senior Staff with Designated Person Training:

Mr Neil Reilly

Mr Nick File

Mrs J Stainsby

Miss C Bentley

Governor with Safeguarding

Responsibility:

Mr Thomas Musson

Nene Valley Primary School



Success For All

SAFEGUARDING ADVICE

FOR

VOLUNTEERS AND VISITORS

Tel: 01733 897517

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 **Nene Valley Primary School**.

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 **Nene Valley Primary School's** procedures specify that all volunteers who work with children three or more days in a 30 day period, or overnight, will require an enhanced CRB Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Office Manager (**Mrs Samantha Bottomley**) will inform you as to whether or not you require a DSB Disclosure. If you do not, you should not be left unsupervised with children.

DBS applications can be made via **Mrs Bottomley, 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.



Nene Valley Primary School Safeguarding Policy is available from **the School Office**.

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 or changes in the child's behaviour or demeanour

Report these concerns to the class teacher, who will pass the information on to the school's Designated Member of Staff.

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
- **Do not interrogate or ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. A concern should be completed via 'My Concern' which will automatically inform all safeguarding leads.

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 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, 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.

Personal phones should not be used in areas pupils access.

