

Child Protection advice for Volunteers and 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 Chilton Foliat 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

All volunteers who regularly work with children at Chilton Foliat Primary School, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The office team will inform you as to whether or not you require a DBS Disclosure.

DBS forms are completed online, the School Office will inform you what items you will advise you which documents are necessary for you to complete the form online in the school office. Please 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.

Chilton Foliat Primary School has a Child Protection and Safeguarding Policy and a copy is available from the School Office or via the 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 the child
- Marks or bruising on a child
- Changes in the child's behavior or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information onto the school's Designated Senior Member of Staff.

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 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 the School Office, 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 Head teacher?

You should report such allegations to another Designated Senior Member of Staff who will notify the Chair of Governors

How do I assure that my behavior is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Sometimes children will try to develop a more friendly relationship. As the adult it is important that you model the appropriate behavior in order to avoid misunderstandings or concern about the adult's motives.

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 personnel details.

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

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 the school

You will find additional information at:

- The Wiltshire Safeguarding Vulnerable People Partnership
www.wiltshiresvpp.org.uk
- The Department for Education website:
Keeping Children Safe in Education (KCSiE)
www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Childline
www.childline.org.uk
Free 24-hour telephone helpline:
0800 1111



Key School Personnel

| Name | Role |
|-------------------|---|
| Mrs Katie Turner | Designated Safe Guarding Officer |
| Mrs Emma Pinnegar | Deputy Designated Safeguarding Officer |
| Mrs Sam Wolcough | Governor with Safeguarding Responsibilities |

Chilton Foliat Primary School

Stag Hill, Chilton Foliat, Hungerford,
RG17 0TF

01488 682630

admin@chiltonfoliat.wilts.sch.uk

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