

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 Coughton C of E 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

Coughton C of E Primary School specify that all volunteers who have contact with children of a specified nature (ie. listening to readers) **or** in a specified place (ie. in the library, resource or receptions areas outside the classrooms) will require a DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher or Office Manager 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 the Office Manager who will advise which documentation is necessary for you to present for the ID check to be completed.

It is a requirement, also, that you 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.

Coughton C of E Primary School has a Safeguarding Policy and a copy 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
- 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.

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 be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can provide appropriate help
- **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
- Do not ask the child to write a statement
- Do not criticize 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 Headteacher or in his absence a member of the Senior Management Team. **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 Headteacher.

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

You should report such allegations to a member of the Senior Management Team who will notify the Chair of Governors.

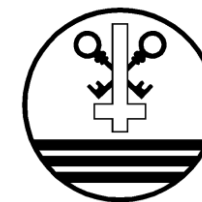
How do I ensure that my behaviour is always appropriate?

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. Any unprofessional contact with pupils (eg. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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



COUGHTON C OF E PRIMARY SCHOOL

SAFEGUARDING ADVICE FOR VOLUNTEERS & VISITORS

CONTACTS

No child should suffer harm, either at home or at school. Everyone who works in our school has the 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 Headteacher 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 DSMS.

Headteacher:
Mr Adam Walsh

Designated Senior Member of Staff for
Safeguarding Children:
Mr Adam Walsh

Deputy DSMS:
Mrs Katie Langley

Chair of Governors:
Mrs Diane Steed

Governor with Safeguarding responsibility:
Glyn Roberts

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