

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 children 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.

Our Safeguarding Policy is available on the school's website.

If you are worried about the safety of any child in our school, you must report this to the Designated Member of Staff or Headteacher.

Senior Designated Person for Safeguarding: Mrs A Hanson

Designated Teacher for Child Protection: Mrs C Cowen

Designated Governor for Safeguarding: Mrs R Jeffery

Safeguarding Advice for Visitors and Volunteers



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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. We hope this leaflet will provide some useful advice and information when working with children at Willow Bank Junior 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

The school's Safeguarding Policy specifies that all volunteers who come into school on a regular basis 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 check. If you do not, you should not be left unsupervised with children.

Information on how to complete an online application is available from the school office. Our staff will also advise which documentation you will need to present for the necessary identification checks.

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 children in your care.

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

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 Member of Staff.

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

- 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.
- Do not promise confidentiality but explain that you have to tell their teacher or headteacher so that they can help him/her.
- 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.

Immediately record the details of the disclosure including, wherever possible, the exact words or phrases used by the child. This should be reported to the school's Designated Member of Staff.

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 Designated Member of Staff who will notify the Designated Governor of safeguarding.

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 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 emails or text messages, or give out your own personal details.

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