

Lickey End First School has a Safeguarding Policy, and a copy is available from the school office or on the school website. 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 pupils are safe.

### **What are my responsibilities as a Volunteer or Visitor?**

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 have contact with children through teaching or in school, and where this contact is frequent, intensive or overnight (i.e. once a week or more, four or more occasions in a 30 day period, or overnight (between 2 - 6 am), will require DBS Disclosure.

The Headteacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you will not be left unsupervised with children.

DBS applications are made online and guidance documents are available from the school office.

It is a requirement 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.

### **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
- Anything that makes you feel uncomfortable or worried.

Please report these concerns to the Designated Safeguarding Lead or if they are unavailable, the Headteacher.

### **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 may 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 criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Lickey End uses an online platform to record any concerns. For you to access this platform, you should inform the office or the Designated Safeguarding Lead (DSL) that you need to record a safeguarding concern. They will be able to log you on to record your concern. This concern immediately alerts the DSL that a concern has been recorded so they can act on it promptly.

You must record any safeguarding concerns as soon as possible. You should not leave the school before your concern has been recorded.

### **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 Chair of Governors. Please ask the school office for their contact email address.

### 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.

In line with the school's policy on the use of handheld devices you are **not allowed to use mobile phones on school premises** except during break times and then only in the staffroom. Do not photograph pupils (unless requested to by the class teacher), exchange emails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

### CONTACTS Designated Safeguarding Lead (DSL):



Mr C Burton

### Deputy Designated Safeguarding Lead:



Miss H Jackson

Headteacher: Mr C Burton

Governor with Safeguarding  
Responsibility: Mrs Carol Farrell

Chair of Governors: Mr Richard Davies

# Lickey End First School



## Safeguarding Advice and Procedures for Volunteers and Regular Visitors