

## 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 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.

**Headteacher: Julie Sandford**

**Designated Safeguarding Leads**  
**FOR SAFEGUARDING CHILDREN:**

**Julie Sandford**  
**Rachel Grey-Smith**  
**Debbie Davis**  
**Geraldine Preston**

**Governing Body**

**Chair: Ed Rose**  
**Vice Chair: Jo Phillips**  
**01603 508530**

**Local Authority**  
**Local Authority Designated Officer**  
**01603 223473**



**Colman Junior  
School**

**SAFEGUARDING ADVICE  
FOR  
VOLUNTEERS & VISITORS**

### **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 Colman Infant 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**

The Headteacher 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 checks are carried out online by the office staff who can advise you which documentation and other information is necessary for you to provide for the check to be completed.

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 young people in your care.

Colman Junior School has a Safeguarding Policy and a copy is available from the School Office and on our 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 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 not 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 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

Please ask to speak to a Designated Safeguarding Lead to enable the matter to be recorded and dealt with in the most appropriate way.

### **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 Rachel Grey-Smith, Debbie Davis or Geraldine Preston 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, unless requested to by the class teacher, 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.