

No child should suffer harm, either at home or 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.

If you are unclear about any details in this leaflet then please ask Mrs Pierpoint, Mrs Porteous or Miss Whelan. Keep this 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 **immediately** to the Designated Senior Member of Staff in school or Deputy DSMS.

**I have signed and dated the Volunteer Handbook to show I have read and understood this document.**

Do you have any questions? \_\_\_\_\_

Please also refer to 'Safe Working Practice for Staff in Education Settings 2016'.

## Contacts

Head of School  
Mrs R. Pierpoint

Designated Senior Member of Staff  
for Safeguarding Children  
Mrs R. Pierpoint

Deputy DSMS  
Mrs J. Porteous  
Miss L. Whelan

Safeguarding Governor  
Mr L. Boxall

Chair of Governors  
Mrs L. Gregg  
lgregg@riverscofe.co.uk

School Office Contact  
Mrs L. Howles

School Contact Details  
01562 69750  
hwoffice@riverscofe.co.uk

# Heronwood Primary School and Pre-School



**Safeguarding Advice  
for Volunteers,  
Governors, Staff and  
Visitors**

## Child Protection Advice for Staff, Volunteers and Visitors

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 Heronswood Primary School.

### What are my responsibilities?

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

Héronswood Primary School procedures specify that all people who work with our children will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with our children.

DBS forms are available from the school office. Staff will help you to complete the application form and advise which documentation is necessary for you to present for the check to be completed.

Please inform the Head of School 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.

### Mobile Phones

Please ensure that personal mobile phones are stored securely. No one may use their mobile phones to store photographs of the pupils.

Héronswood Primary School has a Safeguarding Policy and a copy is available on the school 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 **immediately** 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. If the teacher is not available speak to Mrs Pierpoint, Miss Whelan or Mrs Porteous.

**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 make up 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 in order that they can help him/her
- Do not interrogate the child or ask leading questions
- Reassure the pupils 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. Please ensure you have signed and dated the record.

### What should I do if there is a safeguarding concern about a member of school staff?

You should report such allegations to the Head of School.

### What should I do if there is a safeguarding concern about the Head of School?

You should report such allegations to the Chair of Governors, Lisa Gregg. Please refer to Whistle Blowing Policy.

### How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a staff member or 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 and that you are visible to others.

No one should photograph pupils, exchange e-mails or text messages with pupils, or give out their own personal details to pupils. No information about the school, its pupils and the staff who work in it may appear on social networking sites.

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