

## Safeguarding advice for volunteers

At Holy Trinity Pewley Down School we are committed to safeguarding and meeting the needs of our children and we hope this leaflet will provide some useful advice and information when working with children in our school.

The expectations of the school are that all those who come into contact with children whether paid or voluntary are responsible for their own actions and behaviour and should avoid any conduct that would lead a reasonable person to question their motivation or intentions. We all have a duty to safeguard and promote the welfare of the children.

### DBS checks

All staff including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks if they are in contact with the children once a week or more. This is to help ensure that unsuitable people are prevented from working with children.

DBS checks can be completed online and details are available from Danielle Buckett, School Business Manager, who will also advise which documentation is necessary for you to present for the check to be completed.

Should your circumstances change, which could affect your DBS check then it is important to inform Vicky Ellis, Headteacher immediately. This helps to protect you as well as the young people in your care.

## Concerns 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 Vicky Ellis, the school's Designated Safeguarding Lead (DSL) or a member of the Safeguarding Team (DDSLs).

### What to do if a child discloses that he/she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality:

- listen to what is being said without displaying shock or disbelief, accept what is being said
- allow the child to talk freely, listen rather than ask direct questions.
- 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 teacher in order that they can help them stay safe
- do not interrogate the child or ask leading questions
- reassure them it is not their fault
- stress that telling an adult was the right thing to do
- do not criticise the alleged perpetrator

Record details of the disclosure immediately on a 'Record of Concern' form (available from the School Office), including wherever possible the exact words or phrases used by the child. Pass this to Vicky Ellis, School's DSL or a member of the safeguarding team (DDSL), to enable the matter to be dealt with in the most appropriate way

## What if the alleged abuser is a member of the School staff?

You should report such allegations to the Headteacher.

## What if the alleged abuser is the Headteacher?

Report such allegations to the Chair of Governors.

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

- 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. Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's well being or safety.
- Treat all pupils equally – never build "special" relationships or confer favour on particular Pupils.
- You may well be working closely with children, sometimes on a one to one basis. 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 and only on school owned equipment), exchange e-mails, text messages, phone numbers or give out your own personal details.
- Do not give or receive gifts unless arranged through School.

If you have any questions or concerns please speak to Vicky Ellis, Headteacher.

**Thank you for helping ensure HTPD is a safe environment for everyone.**

## CONTACTS

### Designated Safeguarding Lead (DSL)

Vicky Ellis  
(Headteacher)

### In absence of the Headteacher

### Deputy Designated Safeguarding Leads (Deputy DSLs)

Lucy Cray—HSLW  
Tom Everard - Deputy Head  
Lilja Helgadottir—Deputy Head  
Sheena Preston—Teacher  
Nick Walker—Teacher

### Safeguarding Governor

Richard Marriott

### Co-Chairs of Governors

Deborah Pepper  
Helen Murray

**Surrey Safeguarding Children Unit**  
0300 200 1006.

Everyone who comes into contact with children and their families has a role to play in safeguarding children.

School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.

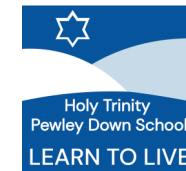
Schools and their staff form part of the wider safeguarding system for children.

This system is described in statutory guidance *Keeping Children Safe in Education*

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

# Holy Trinity Pewley Down School

## SAFEGUARDING AND CHILD PROTECTION ADVICE



**'STAYING SAFE'**

