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## Contacts

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**Alex Davies**

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Designated Member of Staff for  
Safeguarding Children:

**Cath O'Reilly**

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Deputy Designated Member of Staff for  
Safeguarding Children:

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Governor with Safeguarding  
Responsibility:

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# Stretton Sugwas C of E Academy



## Safeguarding Advice For Volunteers & Visitors

*'Each bee plays a part in the hive'*

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## **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. We hope this leaflet will provide some useful advice and information when working with children at Stretton Sugwas Academy.

### **What are my responsibilities as a volunteer?**

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.

### **Disclosure and Barring Service**

Stretton Sugwas' Recruiting and Selection Procedures specify that all volunteers who work with children 4 or more days in a 30 day period, or overnight, will require a DBS certificate. This is to help ensure unsuitable people are prevented from working with children.

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

Information about DBS certificates is available from the school's business manager who will help you with your application and advise which documentation is necessary for you to present 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 protect you as well as the young people in your care.

Stretton Sugwas has a Safeguarding Policy and a copy is available from the school office.

### **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 onto the schools' Designated Member of Staff.

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

Although the likelihood 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.

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the Designated Member of Staff and should be completed and returned to the Designated Member of Staff to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

### **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 Chair of Governors.

### **What should I do if the Headteacher and DMS is one and the same?**

You should report such allegations directly to the Deputy DMS, the designated Governor with safeguarding responsibility or 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 the door is left open or 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.