



Child Protection / Safeguarding
Declaration for Volunteer Helpers
November 2015

Child Protection: Summary

- Teachers and others in regular contact with children and young people are in a position to get to know those individuals well, to develop trusting relationships, observe changes in behaviour and may be chosen by the young person to share confidence and concerns. Regrettably there are occasions where child abuse is alleged or suspected. All such situations must be taken seriously.
- It is the policy of this school to safeguard the welfare of children and all others involved in the school's activities by protecting them from physical, sexual and emotional harm.
- It is the responsibility of each adult to ensure that his / her behaviour is appropriate at all times. A Code of Behaviour is included in this document to give positive guidance for all adults. It is essential that all adults follow the Code of Behaviour whether they work with children, young people or adults. Details of steps to take if abuse is alleged or suspected are included in this document. It is important to remember that school staff are not investigating officers.
- If there is an allegation of abuse then this must be reported immediately to **Miss Goreham, the Designated Safeguarding Lead** whose responsibility it is to refer to Social Services / Police (who are the investigative agencies). At all times the welfare of the young person is paramount. Swift reporting will enable the investigative agency to give advice and take appropriate action.

Complying with the School's Safeguarding Policy:

- All adults coming into contact with children in this school must comply with the Safeguarding Policy and Code of Behaviour.
- As one such person, you are required to sign a copy of this document. By signing you agree to comply with the policy and follow the Code of Behaviour. The form must be read, discussed, signed and handed to the Headteacher before you take any duties in this school.
- Those volunteers who have 'regular' and/ or 'unsupervised' contact with the children will need to undertake a check from the Disclosure and Barring Service. This will be organised through school.
- In all matters of child protection, the welfare and safety of the child is the paramount consideration.

Procedure

If you suspect that a child is being abused:

- Immediately tell the Designated Safeguarding Lead, Miss Goreham
- Record the known facts on a 'Concern Sheet' located in the staffroom and give this to the above person.

If a child tells you he / she is being abused:

1. Allow him / her to speak without interruption, accepting what is said;
2. Advise him / her that you will offer support but that you **MUST** pass information on to the Designated Safeguarding Lead;
3. Immediately tell the Designated Safeguarding Lead.
4. Record the facts as you know them, including the account given to you by the child and pass it to the Designated Safeguarding Lead.

If you receive an allegation about any adult or about yourself:

- a) Immediately tell the Designated Safeguarding Lead.
- b) Record the facts as you know them and pass them to the Designated Safeguarding Lead.

You must refer. You must NOT investigate.

Code of Behaviour

- DO treat everyone with respect
- DO provide an example you wish others to follow
- DO plan activities so that they involve more than one person or at least are in sight or hearing of others (Try to avoid being alone with a single child)
- DO respect a child's right to personal privacy
- DO provide access for children to feel comfortable enough to point out attitudes or behaviours they do not like and try to provide a caring atmosphere
- DO remember that someone else might misinterpret your actions, no matter how well intentioned
- DO act as an appropriate adult role model

DO NOT permit abusive youth / peer activities (e.g. bullying, ridiculing)

DO NOT play physical contact games, make inappropriate comments or have inappropriate verbal banter with young people

DO NOT ask any personal or leading questions

DO NOT discuss your time in school with anyone other than school staff.

I have read and understand this document, consent to the appropriate checks being made and agree to adhere to the Safeguarding Policy and follow the Code of Behaviour.

Signed: _____ Date: _____

Printed Name: _____

Signature of Headteacher / DSL: _____