

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 children 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 Lead in school (Mrs Hardwick – Assistant Headteacher Inclusion Manager).

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

Contacts

Headteacher: Ms W Tracey

Designated Senior Lead for Safeguarding Children (DSL): Mrs J Hardwick

Deputy DSLs: Ms S Tabsim and Ms W Tracey

Governor for Child Protection and Safeguarding: Ms S Bedwell

School website:

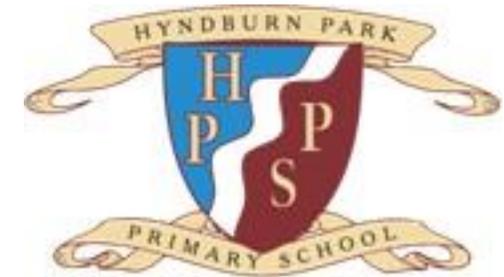
www.hyndburnpark.lancs.sch.uk Here you will find a copy of the Safeguarding and Child Protection policy.

Hyndburn Park Primary School

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Hyndburn Park
Primary School



Safeguarding and Child
Protection Advice For Volunteers
and Visitors



Safeguarding and Child Protection advice for volunteers & 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 Hyndburn Park Primary School.

What are my responsibilities as a volunteer / visitor?

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.

ID

All members of staff wear a blue Hyndburn Park Primary School lanyard displaying their name and photograph. Any visitors to school sign the Visitors Book at the main office and receive a Visitors sticker. This must be visible at all times.

DBS checks

Written confirmation that the appropriate checks have been carried out and by whom, along with a confirmation of identity will be requested prior to booking the appointment.

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.

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 or 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 Lead.

What should I do if a child discloses that he / she is being harmed?

- * 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 promise confidentiality, explaining that you have to tell their teacher 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.
- * Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child.
- * You will find the relevant forms in the **RED** Child Protection files (in the school office).

Forms should be completed and returned to the Designated Senior Lead as soon as possible.

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 Senior Lead 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 / visitor you may well be working closely with children. 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.
- * Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.

Mobile Phones

All mobile phones must be switched off and not used when there are children present. In the case of an emergency please see the Headteacher.