

St Augustine's Academy
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Safeguarding Children



Information for Staff, Visitors, Volunteers and Governors

DESIGNATED SAFEGUARDING LEAD Mrs Justine Fourmy

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Child Protection Advice for Volunteers and Visitors

As a school, we are committed to safeguarding and meeting the needs of young people.

What are my responsibilities as a Volunteer/Visitor?

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young children.

Safeguarding and promoting the welfare of children means:

- Protecting children from mistreatment
- Preventing impairment of children's health or development
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

At St Augustine's Academy, we believe that, as a community, we must all work together to protect our children. Therefore we take the following measures:

DBS Checks

St Augustine's Academy's recruitment and selection procedures specify that all staff, volunteers and regular visitors to the school, who work with children, will require an enhanced DBS Check. This is to help ensure that unsuitable people are prevented from working with young people.

The Head Teacher will inform you as to whether or not you require a DBS Check. If you do not, you must not be left unsupervised with children. DBS forms are available from the Office Manager, who will help you complete the application form and advise you

which documentation is necessary for you to present for the check to be completed.

Please inform the Head Teacher 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.

St Augustine's Academy has a Child Protection and Safeguarding Policy which is available from the School Office and website.

What should I do if I am worried about a child?

If, whilst working with a child, you become concerned about:

- Comments they make
- Marks or bruises you can see
- Changes in their behaviour or demeanour

Please report your concerns immediately to the Designated Safeguard Lead or Deputy Safeguard Lead.

What should I do if a child discloses that s/he 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
- Listen and do not ask leading questions or interrogate
- Reassure the child, but do not make promises that may not be kept
- Do not promise confidentiality but explain to the child that you have to tell someone in order that they can help him/her
- Do not criticise the alleged perpetrator

You may be asked to record details of the disclosure, including wherever possible, the exact words or phrases used by the young person.

Forms for the recording of information of this nature are available from the Office Manager, and must be completed and returned to a named safeguarding contact.

What should I do if the alleged abuser is a member of staff?

You should report such allegations to the Head Teacher immediately.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with young people should be based on mutual trust and respect.

Young people, 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. However, NEVER actively seek to touch pupils.

If you are working with a pupil on his/her own, ensure that the door is left open and that you can be visible to others. NEVER exchange emails, text messages, or give out your own personal details or photograph children.

Safeguarding information, like any personal information relating to individual pupils, is confidential and should never be discussed outside school, even in an anonymised way. Any concerns about a child should be relayed immediately to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Use of phones and cameras in school

This is strictly forbidden by visitors. We ask that urgent calls be relayed via the office. Further clarification is found in the Safeguarding and Child protection Policy.

Contacts:

Head Teacher	Mrs Amanda Howes
Deputy Head Teacher/Designated Safeguarding Lead	Mrs Justine Fourmy
Deputy Safeguarding Lead/Family Support Worker	Miss Cheryl White

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What should I do if a parent or another helper/volunteer asks me questions about a particular child?

Under no circumstances should you discuss anything that you have seen in the classroom or in school.

Under no circumstances should you make general comments, outside of school, regarding a child's responses to learning and their attitude within the school. This responsibility lies solely with the Class Teacher or Leadership Team.

The Governors and Head Teacher reserve the right to refuse a helper/volunteer's support where confidences have been broken or questioned.

Thank you for reading this information sheet. If you have further questions please see either the Deputy Head or Head Teacher.

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 young people 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 any information within it, and keep the leaflet in a safe place so that you can read it again if necessary.

If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead in school.