Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

Child Protection and Safeguarding Guidance

for

VOLUNTEER & VISITOR

Please take the time to read this leaflet - if you have any questions about safeguarding ask a member of staff.

Child Protection Advice

As a school we are committed to Safeguarding and meeting the needs of children. This leaflet will provide some useful advice and information when working with children at our school.

Disclosure and Barring Service (DBS) checks

All schools require sight of a visitors DBS check certificate, if it is anticipated you will have unsupervised access to children whilst on site. This is part of our safeguarding procedure to help ensure that unsuitable people are prevented from having contact with our students. The Headteacher will be able to advise you further on this and tell you more about our school Code of Conduct.

What are my responsibilities whilst on site?

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. In every school you will find a child protection policy document and it is very helpful to find out where it is and read it through. Our policy can be found on the school website. If you require a printed version please ask at the school office.

We would respectfully ask that you do not use your mobile phone or any other mobile devices whilst onsite to record, take photos or access social media without first seeking permission.

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

Our school has a Designated Safeguarding Lead and 2 deputies who have received additional training to support the safeguarding of students.

If you are concerned about a student you must inform our DSL: Miss Amy Robinson who is the person responsible for Child Protection and safeguarding at Monks Risborough CE Primary School. You must inform them at the earliest opportunity. If she is not available DDSL: Mr Simon Mullen and Mrs Emily Horton

They will deal with the matter, ensuring concerns are explored and the child safeguarded or supported as necessary.

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 the child, without making judgements.

-Take what they tell you seriously, children rarely lie about such matters. **Explain that you can't keep the information secret** and must pass it on to someone who will know what to do.

-Don't interrogate the child or ask leading questions, such as "what did they do to hurt you?".

Reassure the child that they have done the right thing by telling someone.

-Don't make promises that you can't keep but **tell the child what you are going to do.**

REPORT IMMEDIATELY TO

DSL: Miss Amy Robinson

Deputy DSL: Mr Simon Mullen or Mrs Emily Horton

slt@monks.org.uk

01844 345590

Pass on all the information in clear facts. You will be asked to make a written record of what you have seen or heard. This is an important part of your safeguarding responsibilities. You will be asked to summarise your concerns in writing including the students name if known, or give a brief description of the student. If the student has told you they are being harmed, write down as accurately as possible what was said

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

You should report such allegations to Miss Amy Robinson or in her absence Mr Simon Mullen or Mrs Emily Horton. If the allegation is about the headteacher contact the Chair of Governors, contact details available via the office staff.

How do I assure that my behaviour is always appropriate?

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

Whilst at the school 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, it is important not to alienate them through a lack of response or by appearing to reject this. You should, however, be careful about physical contact with children – our Code of Conduct or a member of staff will give you guidance as to how we manage this at Monks Risborough CE Primary School. As a visitor to the school we would ask you not to initiate any physical contact with students

If you are working with a child on his/her own always ensure that the door is left open and that you are visible to others

Never make arrangements to meet a pupil on their own without school and parental permission either in the real world or online.

Do not

- photograph pupils
- exchange emails or text messages with pupils
- breach confidentiality by communicating via social media
- give out your own personal details or
- accept /allow pupils to have contact with you via social media
- Please do not use recording devices without consent

We believe all our pupils have a right to grow up safe from harm and thank you for helping us to create a secure environment.

This leaflet has been given to you to make sure you understand what is expected of you whilst you are on our school

site. It is both your duty to be aware of its contents and to use the information to take action when necessary. Please ask the person who gave you this leaflet if you are not clear about any information it contains. Please keep it with you and refer to it if you are concerned whilst you are at our school.

If you are concerned about the safety of any of our pupils you **MUST** report it to:

Designated Safeguarding Lead

Miss Amy Robinson

or

Deputy Safeguarding Leads

Mr Simon Mullen and Mrs Emily Horton

Contacts

Buckinghamshire Children Partnership

https://www.buckssafeguarding.org.uk/childrenpartnership/reporting-a-concern/

01296 387146 (not used for reporting concerns)

First Response Team Advice:

01296 383962 (Monday -Friday 9am-5pm)

Out of Hours: (Emergency Duty Team)

0800 999 7677.