

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 not clear 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 your school, you must report this to the person **Designated for Child Protection** in the school.

Useful Contacts

Headteacher:

Mrs Christabel Bunce (Head of School)

Mrs Rachel Lee (Maternity Leave)

Designated Safeguarding Lead:

Miss Jacqueline Moore

Additional Safeguarding Leads:

Mrs Maryam Khan

Mrs Susan German (2 Year Old Provision)

Chair of Governors:

Dr David Gamble

Safeguarding in Education Team

Team Manager/LADO:

01296 382070

Jonathan Kempster 01296 383703

Maria Thompson 01296 383825

First Response Team advice/referral

social care

01296 383962



Child Protection

Advice

For

Visitors,

Volunteers and

Supply Staff

This leaflet has been produced with advice from the Safeguarding in Education Team, Buckinghamshire County Council.

Child Protection Advice for Visitors, Volunteers and Supply Staff

This leaflet is designed to provide some useful advice.

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

DBS checks

Part of the safeguarding policy requirement is that volunteers working in schools are checked by the Disclosure and Barring Service (DBS). This is just to help ensure that unsuitable people are prevented from working with children. If you have already been DBS checked you should notify the School Bursar who can consult with the DBS team to determine whether a repeat check is necessary.

Whilst you are waiting for the checks to be completed it is very important that you are not left to work with children or young people without supervision of a member of the school staff.

You should 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 in your care.

What are my responsibilities?

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.

Which children need protection?

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern.

You may become aware of unexplained marks or bruising, or changes in the child's behaviour or demeanour.

Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

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 and ask leading questions, such as "what did he do next".

Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.

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

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

In every school there is a **Designated Person** specially trained in child protection who will know what to do. You should find out who they are and report your concerns to them **that day**. They will deal with the matter in an appropriate way.

What should I do next?

Find a Designated Safeguarding Lead as soon as possible and give the information to her.

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

You should report such allegations to the Headteacher. If the allegation is about the Headteacher contact 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.

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. Avoid being over familiar as this can be misinterpreted by a young person.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Never make arrangements to meet a pupil on their own without school and parental permission.

Do not photograph pupils, exchange e-mails or text messages, or give out your own personal details.