

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 of 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 school's designated safeguarding team 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 a member of the safeguarding team.



## CONTACTS

Designated Safeguarding Lead (DSL)



Mrs J Madden - Head Teacher

Deputy Designated Safeguarding Lead (DDSL)



Miss R Dean

Deputy Designated Safeguarding Lead (DDSL)



Mrs S Jordan

Governor with Safeguarding responsibility:



Mr M Dickinson

Chair of Governors:

Mr V Peel

In emergency cases, please contact the Multi Agency Children's Hub (MACH) for Redcar and Cleveland on 01642 130700

# Lakes Primary School



SAFEGUARDING ADVICE  
FOR

VOLUNTEERS

&

REGULAR VISITORS



## **Child Protection Advice**

As a school, we are committed to safeguarding and meeting the needs of all children and staff and we hope this leaflet will provide some useful advice and information when working with our children.

### **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.

### **DBS Checks**

Lakes Primary School's Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' - i.e. unsupervised activities such as teach, train, instruct or supervise children; and work in a 'specified place' such as a school; and this work is regular i.e. once a week or more or 4 or more days in a 30 day period or overnight - will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required. The Head Teacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children.

DBS forms are available from Miss M. Smith (School Business Manager), who will help you complete the application form and advise which documentation is necessary for you to present in order for the ID check to be completed.

It is a requirement, also, that you 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.



Lakes Primary School has a Safeguarding Policy and a copy is available from the main office and staffroom.

### **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
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher or a member of the safeguarding team.

### **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
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell their teacher or Head Teacher so that they can provide appropriate help
- **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
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator
- Immediately report these concerns to the class teacher or a member of the safeguarding team
- Record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the main office, and should be completed and returned to Mrs Madden, Miss Dean or Mrs Jordan to enable the matter to be dealt with in the most appropriate way.

**Please ensure you have signed and dated the record.**

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

You should report such allegations to the Head Teacher and Nominated Person for Safeguarding - Mrs Madden or the Deputy Nominated Persons for Safeguarding - Miss Dean or Mrs Jordan.

### **What should I do if the alleged abuser is the Head Teacher?**

You should report such allegations to the Chair of Governors (Mr V. Peel).

### **How do I ensure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer or regular visitor, 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 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.

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.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

