

Child Protection Advice for Volunteers

Thank you for your interest in becoming a volunteer. 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 in Ashton Keynes C of E School.

What are my responsibilities as a Volunteer?

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

DBS checks

Ashton Keynes C of E School's Recruiting and Selection Procedures specify that all volunteers working regularly in the school must undergo a Disclosure and Barring Service check. This was previously known as a CRB check. This is to help ensure that unsuitable people are prevented from working with children. Even if you have already been DBS/CRB checked it is the school's policy that all personnel, not just volunteers, undergo an additional DBS check initiated by the school.

The check is completed on-line. The Administrative Officers in the school office will advise you about this and also advise which documentation needed. Whilst you are waiting for the check to be completed, it is very important that you are not left alone to work with children. This is also the case if you come into help in school on a one off basis.

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 in your care.

Ashton Keynes C of E School has a Child Protection policy and a copy is available from the school office, or on the school website.

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, who if they feel it is appropriate will pass the information on to the school's Designated Person for Child Protection.

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 as children rarely lie about such matters

- ☞ 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 have to tell their teacher or Headteacher in order that they can help them
- ☞ **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
- ☞ Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the school's Designated Person for Child Protection to enable the matter to be dealt with in the most appropriate way. All disclosure should be treated in full confidence and only discussed with the relevant staff.

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 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 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.

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

CONTACTS

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 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 Person for Child Protection in school.

Headteacher:
Mrs S Saville

Designated Person for Child Protection:
Miss C Kibblewhite

Chair of Governors:
Mrs S Harris

Child Protection Governor:
Mrs S Harris

ASHTON KEYNES C OF E PRIMARY SCHOOL

**CHILD PROTECTION ADVICE
FOR
VOLUNTEERS**

*(BASED ON INFO FROM OTHER
SCHOOLS AND
ORGANISATIONS)*