

## Rushwick Primary School



### Safeguarding advice for volunteers and visitors



This leaflet has been given to you to make sure our expectations about **safeguarding children** are clear, concise and accurate.

Please retain this leaflet during your time at Rushwick so that you can read it again if you need to. If you are concerned about the safety of a child in our school, **you must report** this to a Designated Safeguarding Lead (DSL) and/or Headteacher.

The Safeguarding Policy is available on the school website.

#### Our DSLs are:

Elizabeth Whetham (Headteacher)

Vicky Lloyd (Deputy Headteacher)

#### Safeguarding Governor:

Reverend Anne Potter

Telephone: (01905) 422502

[office@rushwick.dowmat.education](mailto:office@rushwick.dowmat.education)

LADO (Local Authority Designated Officer):

(01905) 846221

### Safeguarding checklist

1. **DBS checks** – I understand that volunteering on a regular basis requires me to complete an enhanced DBS check.
2. **Safeguarding procedures** – I understand that I must talk to a DSL if I have a concern about a child immediately.
3. **Fire procedures** – I understand how to evacuate the building and what to do if I am with a group of children away from the class.
4. **Mobile phones** – I understand that I must turn my phone off and not have it on my person whilst working with children. I must not use it on the premises.
5. **Confidentiality** – I understand that I must remain confidential with the information I learn about other children.

## **Reporting Concerns**

### **What should I do if I have concerns about a child?**

Inform a DSL of your concerns and they will record your information and take appropriate action on CPOMS.

This could include concerns about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

### **What should I do if I have concerns about a member of staff?**

Report any concerns about members of staff to the Headteacher and appropriate action will be taken to investigate and address.

### **What should I do if I have concerns about the DSL or Headteacher?**

You should report concerns about the Headteacher to the Chair or Governors who can be contacted through the School Office.

## **My Behaviour**

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

Relationships at Rushwick are important: these are built with love and based on mutual trust and respect. Our vision and values form the foundations for these, and we expect all adults and children to uphold them.

As a volunteer or visitor, you will be working closely with children. Children can be spontaneously affectionate, and it is important not to alienate them through lack of response or rejection. Volunteers and visitors should take great care when touching children. The school's Touch Policy provides further details.

The DOWMAT (Diocese of Worcester Multi-Academy Trust) also has a Code of Conduct which can be found on the DoWMAT website.

Do not photograph pupils or exchange any form of messages, or give out personal information. Any unprofessional contact with children, e.g. social media, may leave you vulnerable to an allegation of abuse being made against you.

### **DBS checks**

The Headteacher will inform all adults in school as to whether they require a DBS. If you do not hold a certificate, you should not be left unsupervised with children any time.

## **Managing a disclosure**

### **What do I do if a child tells me/ discloses something?**

It is important that all adults know how to react and what to do during this situation. Despite the rarity of children disclosing to unfamiliar adults, it is not unheard of.

- Listen to the child, without displaying any emotion or sharing any comments
- If you feel the disclosure is going to be deemed serious, request another member of staff be present to make notes
- Allow the child to talk freely
- Ask open and non-leading questions
- Reassure the child – do not make promises to keep secrets
- Explain that you will need to tell other people to make sure the child gets the right help
- Reassure the child – praise them for their honesty
- Adults should record details of the conversation, including exact words used by the child; children should not be asked to make written statements
- At no point should you pass judgement or criticise a potential perpetrator
- Share the disclosure and written notes with a DSL