

### **Child Protection Advice**

Thank you for your interest in becoming a volunteer or a regular visitor. 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 at Pitcheroak School.

### **What are my responsibilities?**

All those that come into contact with children though their everyday work have a duty to safeguard and promote the welfare of children.

### **DBS checks**

Pitcheroak Schools Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' – i.e. unsupervised activities such as teach, train 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 more days in 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 Headteacher 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 instructions will be discussed with you by the Headteacher who will advise you how to complete the application form and advise which documentation is necessary for you to present for the ID check to be completed.

It is a requirement that you inform the Headteacher immediately if you become subject to any criminal investigations, caution or conviction. This helps to protect you as well as the young people in your care.

Pitcheroak School has a Safeguarding policy and a copy is available on request and available on the school's website.

### **What should I do if I am worried about a pupil?**

If whilst in school you become concerned about:

- Comments made by a pupil
  - Marks or bruising on a pupil
  - Changes in the child's behaviour or demeanour
- Please report these concerns to a Designated Safeguarding Lead (listed on the back of this leaflet).

### **What should I do if a pupil 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 pupil to talk freely
- Reassure the pupil, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the pupil that you have to tell their teacher or Headteacher in order that they can help them
- **Do not interrogate** the pupil 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 ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the pupil. Forms for the recording of information of this nature are available from the school office, and should be completed and returned to the Designated Safeguarding Lead immediately, 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 or I am unhappy with the conduct of a member of 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.

### **What should I do if I witness worrying behaviour by another adult in school?**

You should report this to the Headteacher.

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

Appropriate relationships with children should always be based on mutual trust and respect. As a volunteer or visitor to the school you may be working closely with the 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 child on their own, always ensure the door is left open or that you are visible to others. Do not photograph the children, (unless requested to by a staff member of the school) and ensuring there is parental consent and only using a school provided device. Do not exchange personal e-mails, social media information, text messages or any of 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 made against you. Please Help us to safeguard the children in our care by following these guidelines.

### **Further Information:**

The following policies are available for you to read and can be provided to you on request. This list is not exhaustive so if you need further information, please ask a member of staff who will be happy to help.

### **External Contacts:**

Family Front Door: 01905 822666  
Police: 999/101  
NSPCC helpline: 0800 800 5000

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 one of the Designated Safeguarding Leads in school. If you have any concerns about a child and no DSL is available or you are not satisfied with the advice given, you can seek further advice from the **Family Front Door on 01905 822666**.

## CONTACTS

**Headteacher:**  
**Mr Neil Clapham**

**Designated Safeguarding Lead (DSL):**  
**Mr Neil Clapham (Headteacher)**

**Deputy DSLs:**  
**Mrs Holly Townsend (Deputy Headteacher)**  
**Mrs Joanne Hooper (Assistant Headteacher)**  
**Mrs Paula King (Family Support Worker)**

**Designated Governor for Safeguarding:**  
**Mrs Julie Hick**

**Chair of Governors:**  
**Mr Josh McNamee**



# Pitcheroak School

SAFEGUARDING  
ADVICE FOR  
VOLUNTEERS  
&  
VISITORS