

## **Child Protection Advice for Volunteers & Visitors**

Thank you for your interest in becoming a volunteer or 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 Hipsburn Primary 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.

### **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 Safeguarding Lead.

### **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 him/her
- **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 and do not 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. Forms for the recording of information of this nature are available from the office and staffroom, and should be completed and returned to the Designated Safeguarding Lead 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 Headteacher or the Deputy Headteacher.

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

You should report such allegations to the Chair of Governors, Mrs A Wort or Mrs C Vass

### **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.

## CONTACTS

The use of a personal mobile phone when working with a child is not acceptable.

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 Senior Designated Safeguarding Lead in school or in his absence the Deputy or Additional Designated persons in school.

**Headteacher:**

**Mr K Moloney**

**Senior Designated member of Staff  
for Safeguarding Children:**

**Mr K Moloney (Headteacher)**

**Deputy Designated member of Staff  
for Safeguarding Children:**

**Miss L Haswell (Deputy Headteacher)  
Mrs J Johnson (Reception Teacher)**

**Governors with Safeguarding  
responsibility:**

**Mrs L Selby  
Mrs A Wort**

**To make a referral, telephone**

**First Contact on:  
01670 536000**

## Hipsburn Primary School

### **SAFEGUARDING GUIDANCE FOR VOLUNTEERS & VISITORS** (UPDATED DECEMBER 2020)

**PLEASE COMPLETE COVID 19 RISK  
ASSESSMENT CHECKLIST**