

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 emails 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.

No child should suffer harm, either at home or at school. Everyone who works, volunteers or visits our school has a responsibility to make sure that all our young people are safe.

### **What are my responsibilities as a volunteer?**

All those who come into regular contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children. It is essential that everyone creates a safeguarding culture within the school community.

### **DBS Checks**

St Ambrose Catholic Primary School's Recruiting and Selection Procedures specify that all volunteers who have contact with children of a specified nature (i.e. teaching) or in a specified place (i.e. a school) and is frequently, intensively or overnight (i.e. Once a week or more, four or more occasions in a 30 day period, or overnight - between 6pm—6

am), will require a DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

**Do remember that other people could misinterpret your actions, no matter how well intended they are. Please help us to safeguard the children in our care by following these guidelines**

### **Please ensure that you:**

- Sign in and out in the visitor's book.
- Are wearing your visitor's lanyard at all times.
- Make sure a member of staff knows where you are working at all times.
- Avoid being alone in a room with a child. If this is unavoidable, then the door must be windowed or left ajar
- Do not make direct contact with any children you have met in school by telephone, email, letter or via social media.

### **Contacts**

#### **Principal**

Mrs E Brocklesby  
Designated Safeguarding Lead

#### **Vice Principal/Early Years KS1 Leader**

Miss L Holtom and Miss L Brewer  
Deputy Designated Safeguarding Leads

#### **Local Governing Body Representative with Safeguarding Responsibility:**

Dr D Gillett

#### **Chair of Local Governing Body**

Dr D Gillett



## **Safeguarding Procedures** **A guide for visitors and volunteers**

**The Designated Safeguarding Leads (DSLs) for this school are:**



**Mrs E Brocklesby**  
**Principal**

**Miss L Holtom**  
**Vice Principal**

**Miss L Brewer**  
**Early Years/KS1 Leader**

If you have any concerns regarding any of our children during your visit, then please do not hesitate to contact any of the above members of staff.

This leaflet has been given to you to make

sure you understand what is expected of you. Please ask the school's DSL 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.

## Safeguarding Children

As a visitor in our school, either as a volunteer, contractor or someone who is working with one of our children, it is important that you are aware of our safeguarding procedures.

As a school we are committed to safeguarding and meeting the needs of all children. Our children's wellbeing is of paramount importance. It is important that all adults in school know what to do if they have any concerns about a child and avoid any situation that may put a child or themselves at risk.

There may be a time when you have cause for concern about a child. This could be the physical condition of a young person, something a child says to you or the way they present in school.

You may be approached by a child who wants to talk to you about something that is or has happened or been done to them, either by an adult or another child.

Please ensure you share any concerns you may have with one of the Designated Safeguarding Leads.

St Ambrose Catholic Primary School has a Safeguarding and Child Protection Policy and a copy is available on our school website: <https://st-ambrose.sch.life/>

### 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

**Speak directly to the DSL or DDSL immediately.**

### What should I do if a child discloses that s/he is being harmed?

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 may have to tell their teacher or Principal in order 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 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 in the staff room or from the school

office and should be completed and returned directly to the Designated Senior Lead for Safeguarding, 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 Principal and Designated Safeguarding Lead, Mrs Brocklesby.

### What should I do if the alleged abuser is the Principal?

You should report such allegations to Dr D Gillett, the Chair of Governors who can be contacted via the school office. The Complaints and Whistleblowing Policies are available on the school website. The Whistleblowing Policy states To make a disclosure either telephone or write to the Catholic Senior Executive Leader (CSEL), mark the envelope: 'Strictly Private and Confidential'. Do not email the Catholic Senior Executive Leader, as email is not a secure medium and must not be used.

**How do I ensure that my behaviour is always appropriate?** Appropriate relationships with children should be based on mutual trust and respect. As a visitor or 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.