



More information on Safeguarding

Copies of Part one of Keeping Children Safe in Education and Safeguarding and Child Protection policies can be found in the school entrance.

More information can be found on the following web sites:

NSPCC website (www.nspcc.org.uk)

Safeguarding Advice For Volunteers & Visitors

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 that you understand what is expected of you. Please ask if you are unclear about anything in this leaflet 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 Child Protection Leader.

Mobile Phones should not be used while in school and taking photographs is strictly prohibited. If you need to make a call while in school, please speak to a member of staff.

Designated Child Protection Lead:

Miss Juliette Little – Deputy Headteacher (dsl@all-saints.oxon.sch.uk)

Deputy DSLs: Mrs Lucy Wheatcroft (Headteacher)

Mrs Nicola Bristow (SENCO)

Ms Heather Vaughan (Assistant Headteacher)

Miss Cheryl Howells (Home School Link Worker)

Mrs Jo Whittaker (Breakfast and After School Club Manager)

Designated Governor with Safeguarding responsibility:

Mr Julian Fells (office.3859@All-Saints.oxon.sch.uk)

Miss Megan Kitts (office.3859@All-Saints.oxon.sch.uk)

Chair of Governors:

Mrs Sarah Bevan (Chair.Governors@All-Saints.oxon.sch.uk)

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 all our children, and we hope this leaflet will provide some useful advice and information when working with children at All Saints CE Primary School.

What are my responsibilities as a Volunteer?

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

DBS Checks.

All Saints CE Primary School's Visitor and Volunteer Policy specifies that all staff and volunteers, who work with children in regulated activity, require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher will inform you as to whether or not you require a DBS Disclosure. If you do not undergo a DBS check, you should not be left unsupervised with children.

If a DBS is needed, the School Business Manager will instigate the application on your behalf. This is carried out on-line. You will receive an email asking you to complete and return your personal details and then you will then be required to present documentation for checking. Please 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.

All Saints CE Primary School has a Safeguarding and Child Protection Policy. A copy of this is available in the school office or on the website.

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 an individual 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.

More information, leaflets and documentation related to Safeguarding are displayed on our safeguarding noticeboard in the main school corridor.

What should I do if I am worried about a Child?

If, whilst working with a child, you become concerned about the following, please report these concerns to the class teacher:

- Comments made by a child
 - Marks or bruising on a child
 - Changes in the child's behaviour or demeanor
 - An incident with a pupil or adult occurs that causes concern,
- The class teacher will pass the information on to the Schools Designated Safeguarding Lead if they feel that this is appropriate.

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

Although the likelihood of this is small, it is important to know what to do in such an eventuality:

- Listen respectfully and sympathetically, but do not comment on any incident or person talked about.
- Allow the child to talk freely.
- Tell the child that you may have to tell someone else if you hear something that affects a child's safety or welfare.
- Do not ask any questions except questions to clarify. You are not investigating.
- Reassure the child and stress it was the right thing to do to tell someone.
- Record the conversation as soon as possible, including any questions you asked and noting any behavioural presentations. Please sign and date the record.
- Immediately report the disclosure to the Child Protection Lead. Your responsibility is to create awareness of your concern as soon as possible.

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.

Social Networking sites –

We would ask that you respect the privacy of our pupils and staff and **do not** refer to them or the school when using any of these sites.