

Safeguarding children procedures

As a visitor to our school, either as a helper, supply teacher or someone who has come in to work with our children in any other capacity, it is important that you are aware of our Child Protection procedures. As a school we are committed to safeguarding and meeting the needs of our children and we hope this leaflet will provide some useful advice and information when working with children in Bitham Brook 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 - are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. We all have a duty to safeguard and promote the welfare of the children. Adults should take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern.

DBS checks

All staff including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks, following advice set out in Chapter 4 and Appendices 13 and 7 of Safeguarding Children and Safer Recruitment in Education (January 2007). This is to help ensure that unsuitable people are prevented from working with children. You will be advised of your responsibilities in this matter.

DBS clearance is applied for at school by appointment with Jill Pullen, Finance Officer. She will assist you with the online application process and advise which documentation is necessary for you to bring with you for the check to be completed.

It is important to inform the Headteacher immediately if you or anyone you live with becomes subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

What is the definition of child abuse?

There are four categories of abuse:

- **Physical abuse**
- **Sexual abuse**
- **Emotional abuse**
- **Neglect**

Bitham Brook Primary School also recognises these safeguarding issues: Child Sexual Exploitation, Female Genital Mutilation, bullying (including cyber-bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, mental health, radicalisation, sexting, teenage relationship abuse, trafficking.

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 staff for Child Protection.

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, listen rather than ask direct questions.
- 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 them
- **Do not interrogate them or ask leading questions.**
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.

Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Report your concerns and give your written record to the Designated Person for Child Protection to enable the matter to be dealt with appropriately.

How do I ensure that my behaviour is always appropriate?

- Provide a good example and a positive role model by behaving in a mature, respectful, safe, fair and considered manner.
- Appropriate relationships with children should be based on mutual trust and respect. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust.
- 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. Only touch pupils for professional reasons, and when this is necessary and appropriate for the pupil's well-being or safety.
- Treat all pupils equally - never build "special" relationships or confer favour on particular pupils.
- As a volunteer/helper/visitor you may well be working closely with children sometimes on a one to one basis. If you are working with a child 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, text messages, phone numbers or give out your own personal details.
- Do not give or receive (other than token) gifts unless arranged through school.

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?

Report such allegations to the Chair of Governors.

Please help us to safeguard the children in our care by following these guidelines.

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.

It is important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the designated members of staff responsible for child protection.

It is important you do not feel afraid about passing on their concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns however seemingly trivial, should be passed on to the designated members of staff responsible for child protection.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice 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. This leaflet should be read in conjunction with the school's **Code of Conduct for Safe Practice - Staff and Volunteers**.

If you are worried about the safety of any young person in our school, you must report this to the Designated Person for Child Protection in school.

Bitham Brook Primary School has a Child Protection Policy and a copy is available from the school office or on our website.

CONTACTS

Headteacher: David Ross
Deputy Headteacher: Annie Brisland

Chair of Governors: Jim Baldwin

Designated Safeguarding Lead: David Ross

Designated People for Child Protection: David Ross, Annie Brisland, Cath Roff (SENCO)

Designated Child Protection Governor: Helen Cromwell



Bitham Brook Primary School



SAFEGUARDING OUR CHILDREN

**ADVICE FOR VOLUNTEERS AND
VISITORS TO THE SCHOOL**

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