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 not clear 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 your school, you must report this to the person Designated Safeguarding Lead in your school.

Developed by Bucks County Council
Education Safeguarding Advisory Service

Useful Contacts

Headteacher:

Selina Davies
01908 501719
office@whaddon.bucks.sch.uk

Designated Safeguarding Lead for Child Protection:

Selina Davies
01908 501719
office@whaddon.bucks.sch.uk

Chair of Governors:
Paul Williamson

Education Safeguarding Advisory Service
01296382732

Education Safeguarding Advisor
Therese McAlorum
01296382732

First Response Team
advice/referral social care
0845 4600 001

Emergency /Out of Hours team
0800 999 7677

Services for Children and Young People in Buckinghamshire

CHILD PROTECTION ADVICE FOR VOLUNTEERS

BUCKINGHAMSHIRE COUNTY COUNCIL

Child Protection Advice for Volunteers

Thank you for your interest in becoming a volunteer. This leaflet is designed to provide some useful advice.

As a Local Authority School we are committed to Safeguarding and meeting the needs of children, young people and vulnerable adults. This leaflet will provide some useful advice and information when working with children in schools.

DBS checks

Part of the safeguarding policy requirement is that volunteers working in schools in "regulated activities" have checks made against the Disclosure and Barring list. This is just to help ensure that unsuitable people are prevented from working with children. The Headteacher will be able to advise you further on this and tell you more about their school code of conduct.

If you have already had a DBS check carried out you should notify the Headteacher who can consult with HR to determine whether a repeat check is necessary.

Whilst you are waiting for the checks to be completed it is very important that you are not left to work with children or young people without the supervision of a member of the school staff.

You should also 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.

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. In every school, you will find a child protection policy document and it is very helpful to find out where it is and read it through.

Which children need protection?

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern.

You may become aware of unexplained marks or bruising, or changes in the child's behaviour or demeanor

Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

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

In every school, there is a Designated Safeguarding Lead specially trained in child protection who will know what to do. You should find out who they are and report your concerns to them that day. They will deal with the matter in an appropriate way.

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.
Listen to the child, without making judgements.
Take what they tell you seriously, children rarely lie about such matters.
Explain that you can't keep the information secret and must pass it on to someone who will know what to do.
Don't interrogate the child and ask leading questions, such as "what did he do next".
Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.
Don't make promises that you can't keep but tell the child what you are going to do.

What should I do next?

Find the Designated Safeguarding Lead as soon as possible and give the information to him/her.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher. If the allegation is about the Headteacher contact the Chair of Governors.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust, respect. And clear boundaries
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, familiarise yourself with the staff Code of Conduct, this should outline the agreed parameters for contact with 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.

Never make arrangements to meet a pupil on their own without school and parental permission.

Do not photograph pupils, exchange e-mails or text messages, or give out your own personal details.