

# SAFEGUARDING CHILDREN

## Child Protection Advice for Volunteers and Visitors

St John Bosco Catholic Primary School warmly welcomes you

We hope this leaflet will provide all the information you need to make your visit enjoyable and safe. As a school, we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful information when working with children at our school.

### What are my responsibilities as a volunteer or visitor?

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 volunteers who work with children will require an enhanced DBS Check. This is to help ensure that unsuitable people are prevented from working with children.

Please inform the Head teacher 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.

St John Bosco Primary School has a Safeguarding Policy and a copy is available from the school office.

### 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 will ask you to make a written record on our Safeguarding concern sheet which will be passed on to the school's designated Senior Member of Staff.

### What should I do if a child discloses that he/she 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 and 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.
- Explain to the child that you have to tell their teacher or Headmaster in order that they can help
- **Do not interrogate the child or ask leading questions**
- Stress that it was the right thing to tell
- 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 and should be completed and returned to the Head teacher to enable the matter to be dealt with in the most appropriate way.

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

You should report such allegations to the Head teacher or any Senior Leaders .

### What should I do if the alleged abuser is the Head teacher?

You should report such allegations to the Deputy Head teacher who will notify the Chair of Governors or if you feel that your complaint will not be dealt with contact Sandwell Childrens Services **0121 569 3100**

**If you feel that your concerns would not be dealt with please contact NSPCC on 08000280285**

### How do I assure that my behaviour is always appropriate?

As a volunteer you may well be working closely with children, as part of your induction you will receive information on best practice for the safeguarding of children and adults.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.

### Mobile Phones

Mobile phones **must** be kept securely away in your bag or pocket (on silent if possible). They are **NOT** to be used around children.

## Health & Safety Advice

### **FIRE PRECAUTIONS**

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest fire exit – all clearly marked. You will be directed to the relevant assembly point, on the key stage two playground.

### **FIRST AID**

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it become necessary, please inform a member of staff on arrival. An accident form should always be completed by the first aider treating you.

### **PERSONAL SECURITY**

Please sign in at reception where you will receive a photo pass. Please keep all handbags and valuables with you at all times.

If you leave the building for a short time, please exit through reception, informing the staff as you go. Please do not prop open any doors which could leave access to unauthorised individuals.

### **SMOKING**

In order to maintain a healthy and safe environment, smoking is **not** permitted within the school buildings or the grounds. Please respect our no smoking policy in line with Sandwell MBC.

### **COSHH**

If you are bringing materials or chemicals covered by COSHH regulations onto site, please leave a copy of the safety data sheet and COSHH assessment with the reception or Site Services Manager.

### **CONTRACTORS**

Contractors coming onto the school site must report to the Office Manager or Site Services Manager before commencing work, and where appropriate, undergo a site induction.

All electrical equipment brought onto the site must comply with current legislation, and have been tested in line with the Electricity at Work Regulations 1989.

***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. Please keep this leaflet in a safe place so that you can read it again if you need to.***

### **Safeguarding is of the utmost importance to us**

If you have any concerns that a child is being harmed or is at risk of harm, or if you receive a disclosure you must contact the following staff immediately;

**Mr E. Masterson (NLE) – Head Teacher**

**Mrs Grubham – Deputy Head Teacher**

**Mrs Briscoe Assistant Head Teacher**

# **Welcome to St John Bosco Catholic Primary**



*St John Bosco  
Catholic Primary school*

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