

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 ensure that you understand what is expected of you. Please ask the school's DSL if you are unclear about anything contained within the leaflet. Please keep the leaflet in a safe place so that you can read it again if you need to.

Copies of the school's Safeguarding Children Policy, Keeping Children Safe in Education, Child on Child Abuse Policy and other policies and procedures, are available on request from the DSL. It is essential that you acknowledge and are familiar with these policies so that you have a further understanding of safeguarding children at Hartlebury Church of England (VC) Primary School.

If you are worried about the safety of any young person in our school, you **must** report this to the DSL. Alternatively, you can contact the Local Authority Designated Officer (LADO).

To speak to the Local Authority Designated Officer call **01905 846221**

The direct number is for Sue Taylor who will put you through to the LADO on duty that week.

**Hartlebury Church of England  
(VC) Primary School**

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DY11 7TD**

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[www.hartlebury.worcs.sch.uk](http://www.hartlebury.worcs.sch.uk)

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## Contacts

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Designated Safeguarding Lead (DSL)**

**Toni Branagh**

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**Assistant Headteacher and  
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**Early Years Lead  
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**Carolyn Gumbley**

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**Governor responsible for Safeguarding**

**Finance Officer/Administrator**

**Moira Fudge**

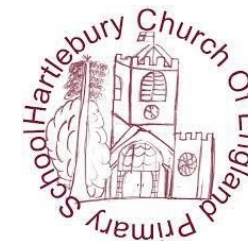
[office@har.saet.co.uk](mailto:office@har.saet.co.uk)

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**Mental Health First Aider**

**Sophie Bartlett**

**Hartlebury Church of England  
(Voluntary Controlled)  
Primary School**



## Safeguarding Advice for Volunteers and Visitors

**Including Child Protection  
and Safer Recruitment**

**SEVERN  
ACADEMIES**  
Educational Trust

**Safeguarding is EVERYONE's  
responsibility.**

## **Safeguarding advice for Volunteers & Visitors**

As a school we are committed to safeguarding and meeting the needs of children, we hope that this leaflet will provide some useful advice and information when working with the children at Hartlebury Church of England (VC) Primary 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.

### **Disclosure & Barring Service Checks (DBS)**

Hartlebury Church of England (VC) 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 in contact frequently, intensively or overnight (i.e. once a week or more, four or more occasions in a 30 day period or overnight - between the hours of 2am to 6am) will require a DBS Check. This is to help ensure that unsuitable people are prevented from working with children.

The Head of School, will inform you as to whether or not you require a DBS Check. If you do not, you should not be left unsupervised with children.

DBS Checks are now completed online and this will be carried out with the assistance of the school administrator, who will also advise you of which documentation is required for the ID check to be completed.

It is also a requirement that you inform the Head of School, 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.

Hartlebury Church of England (VC) Primary School has a Safeguarding Children Policy (including Child Protection) and a copy is available on request or on the school website.

## **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 if they feel it is appropriate, will pass the information onto the Head of School, who is also the Designated Safeguarding Lead.

### **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, therefore:

- 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, however do not make promises that might not be possible to keep;
- do not promise confidentiality, however explain to the child that you may have to tell their teacher or another adult, in order that they can provide the appropriate help;
- do not interrogate the child or ask leading questions;
- reassure the child 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. Once completed, please pass this onto the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) to enable the matter to be dealt with in the most appropriate way. This information will then be recorded on our safeguarding software CPOMS.

**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 school's Head of School, who is also the Designated Safeguarding Lead.

### **What should I do if the alleged abuser is the Head of School?**

You should report such allegations to the governor responsible for Safeguarding - Carolyn Gumbley (Chair of Governors).

### **How do I ensure 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 a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile, it is important not to alienate them through lack of response or by appearing to reject this. You should however be careful about touching students.

If you are working with a student on his/her own always ensure that the door is open or that you can be visible to others.

Do not photograph students, unless requested to do so by the class teacher, exchange e-mails or text messages and do not give out your own personal details. Any unprofessional contact with students (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

**REMEMBER...**

**SAFEGUARDING IS EVERYONE'S**

**RESPONSIBILITY**