

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, our Staff Code of Conduct and Part 1 of Keeping Children Safe in Education will be available from the DSL. It is essential that you acknowledge and are familiar with these policies so 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 .

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## Hartlebury Church of England (VC) Primary School

### Contacts

**Headteacher:**

**Caroline Unitt**

**School Administrator:**

**Kelly Gledhill**

**Finance Officer:**

**Moira Fudge**

### Designated Safeguarding Lead (DSL)



**Caroline Unitt**

### Deputy Designated Safeguarding Lead (DDSL)



**Claire Grand**

### Governor with Safeguarding Responsibility



**Carolyn Gumbley**

### Local Authority Designated Officer (LADO)

**Jon Hancock**



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

A founding Academy within the Severn Academies Educational Trust

**Safeguarding Advice for Volunteers and Regular Visitors**

**Headteacher: Caroline Unitt**

**Chair of Governors: Carolyn Gumbley**

## Child Protection Advice for Volunteers & Visitors

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 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?

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 (DBS) Checks

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 (previously CRB) Check. 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 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 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.

Hartlebury Church of England (VC) Primary School has a Safeguarding Policy and a copy is available on request.

### 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 school's Designated Safeguarding Lead (DSL) for Safeguarding - Caroline Unitt.

### 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 the Executive Principal 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. Forms for the recording of information of this nature are available from the Main Reception and should be completed and returned to the Designated Safeguarding Lead (DSL) for Safeguarding to enable the matter to be dealt with in the most appropriate way. **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 Headteacher—Caroline Unitt.

### What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors - Carolyn Gumbley.

### 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.