

Child Protection Advice for Staff, Volunteers and Visitors

Thank you for becoming a volunteer or regular visitor. As a school, we are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information when working with children at Tithe Farm Primary School.

Signing in and Out – All visitors must sign in at the school office. Please provide the appropriate identification. Remember to sign out as you leave.

Mobile Phones – Mobile Phones are not permitted. These should only be used in the staffroom. Visitors are not permitted to take photographs or videos without prior permission.

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 any information within it and keep the leaflet in a safe place so that you can read it again if necessary.

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

Our designated people for Child Protection are Mrs. R Worsfold, Mrs. J Molloy, Miss. L Curtis or Mrs. L Ryan who can be contacted in person or on 01582 865047

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.

What are my responsibilities as a member of staff/volunteer/visitor?

All those who come into contact with young people through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of young children.

At Tithe Farm Primary School, we believe that, as a community, we must all work together to protect our children. Therefore, we take the following measures.

DBS Check

Tithe Farm's recruitment and selection procedures specify that all staff, volunteers and regular visitors to the school, who work with children, will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with young people.

The Head Teacher will inform you as to whether or not you require a DBS. If you do not, you should not be left unsupervised with young people. DBS applications are administered via the school office. Mrs Clarke can advise you which documentation is necessary for you to present for the application to be completed.

You must 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.

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

If whilst working with a child, you become concerned about:

- Comments they make
 - Marks or bruises you can see
 - Changes in their behaviour or demeanour
- Please report your concerns to the Class Teacher who, if they feel it is appropriate will pass the information to the Designated Person for Child Protection.

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 young people 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
- 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 Head Teacher in order that they can help him/her
- **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
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible, the exact words or phrases used by the young person. Follow the points below:

- Do not stop a child talking
- Record exactly what was said by you and the child
- Time, date and sign the record of events
- Beware of opinions – you may have to justify your comments.

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

You should report such allegations to the Head Teacher immediately.

Appropriate relationships with young people should be based on mutual trust and respect.

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, never actively seek to touch pupils.

If you are working with a pupil on his/her own, ensure that the door is left open and that you can be visible to others.

Do not exchange emails, text messages, give out your own personal details or photograph children.

As a volunteer/visitor you will be directed by the class teacher. Please report all behaviour and/or child protection concerns to them. **DO NOT ACT WITHOUT THEIR DIRECTION.**

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

Additional Site Safety

For the safety of all our children the pedestrian gates are closed during the following times:

8.45am - 3.30pm

In addition to this the car parks gates are closed during the following times:

8.30am - 8.45am

15.00pm - 15.45pm

Contacts

Designated Safeguarding Leads



Mrs J Molloy



Mrs R Worsfold



Mrs L Ryan



**Susan Goodchild
Governor with Safeguarding
Responsibility**



Safeguarding Children

**INFORMATION FOR STAFF,
VISITORS, VOLUNTEERS AND
GOVERNORS**

**Tithe Farm Road, Houghton
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Telephone: (01582) 865047
Fax: (01582) 865057**

**Email:
office@tithefarmprimary.co.uk**

**Website:
www.tithefarmprimary.co.uk**

**Headteacher: Mrs Worsfold
DSL: Mrs Molloy**