

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 unclear about anything in it. 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 our school, you **MUST** report this to the designated member of staff.

**Designated person: Miss Rogers**

**Designated governor: Mr Lasan**

## CONTACTS

## DESIGNATED STAFF MEMBERS

Miss Rogers	Head Teacher
Miss Townsend	Junior Teacher
Miss Wadsworth	Infant Teacher
Mr Ivo Lasan	Safeguarding Governor



Build on strengths to achieve our dreams.

South Stoke Primary School  
The Street  
South Stoke  
Nr Reading  
RG8 0JS  
Telephone / Fax: 01491 872948  
Email - [office.2507@south-stoke.oxon.sch.uk](mailto:office.2507@south-stoke.oxon.sch.uk)

**Headteacher - Miss Amanda Rogers**

## Safeguarding Advice for Volunteers and Visitors

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at South Stoke Primary School.

### ***What are my responsibilities as a volunteer, student, contractor or supply worker?***

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.

### ***CRB/DBS checks***

South Stoke's Safer Recruitment Policy specifies that all volunteers/students/supply workers who work with children 4 or more days within a 30 day period will require an enhanced CRB/DBS certificate (Disclosing and Barring).

Rules for students under 16 years of age do not require a CRB/DBS check, however, as seen in our risk assessment students should NEVER be alone with children at any time.

CRB/DBS checks help ensure that unsuitable people are prevented from working with our children.

The head teacher will inform you as to whether you are required to apply for a CRB/DBS certificate.

South Stoke Primary School has a Safeguarding Policy and a copy is available from the office.

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

Whilst working with a child you may become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report any concerns to the class teacher, who, if they feel it is appropriate, will pass the information on to the designated person.

### ***What should I do if I suspect or a child discloses that he/she is being harmed?***

Although the likelihood of this is small it is important to know what to do. Should a child wish to disclose to you:

- Listen to what is being said without displaying shock or disbelief, accept what is being said
- Allow the child to talk freely
- Do not interrogate the child or ask leading questions
- Reassure the child it is not their fault
- Do not criticise the alleged perpetrator
- Explain you will have to tell the class teacher in order that you can help further
- DO NOT PROMISE ANYTHING!

Inform a member of staff immediately after initial disclosure. You will be asked to record details of the disclosure, including wherever possible the exact words or phrases used by the child. An appropriate member of staff will help you with this. Please ensure that 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 head teacher.

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

You should report such allegations to the designated governor or another designated member of staff.

### ***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/student/supply worker you may well be working closely with children sometimes on a one to one basis.

Many of our children are spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. However it is essential that you are mindful of your response. We try to teach children not to be over affectionate so this should be discouraged.

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.

Visitors and volunteers should never be left alone with children

Do not use your phones in class or corridors

Under no circumstances take a child to the toilet  
Do not photograph pupils unless arranged with the class teacher

Volunteers/supply workers and visitors should not use school computers for personal use

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