

Designated Member of the Governing body
for Child Protection:

Julia Pattenden

If you have any concerns please report
these to the class teacher in the first
instance and they will deal with the matter
in an appropriate way.

Information on West Sussex Child
Protection Procedures can be found on
their website: [https://
www.westsussex.gov.uk/education-children-
and-families/keeping-children-safe/](https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/)

West Sussex Children's Services:
Integrated Front Door: (IFD):

Telephone: **01403 229 900**

0330 222 6664 (Out of Hours Number)

Email:

WSChildrenServices@westsussex.gov.uk

Twineham CE Primary School

Child Protection
Advice for Volunteers



A small school like Twineham would not be able to provide the opportunities that we do without the huge support of our parents and carers. In the past volunteers have helped at Twineham by: supporting in classrooms with reading, group work and presenting learning; accompanying visits; transporting children to sports fixtures and competitions and even running the school library. All offers of help are gratefully received whether regular or occasional.

At Twineham we are committed to Safeguarding and meeting the needs of all children. This leaflet has been given to you to make sure you understand what is expected of you when you volunteer in school. Please keep this leaflet in a safe place, so that you can read it again if you need to. Please feel free to ask if you are not clear about anything.

Child Protection Advice for Volunteers

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. In addition to this leaflet, you may find it helpful to read through a copy of our school child protection policy. This can be found on the school website.

How important is confidentiality?

As a volunteer you will be privy to a range of information about the children in the class. We ask that you observe strict rules of confidentiality. If you have any concerns, or are asked questions by other parents, we trust that you will direct these back to the class teacher.

What is a DBS Check?

The safeguarding policy requirement at our school is that all adults, including volunteers working with children, are checked by the Disclosure and Barring Service (DBS). This is to ensure that unsuitable people are prevented from working with children.

Whilst you are waiting for your checks to be completed it is very important that you are not left to work with children or young people without the supervision of a member of the school staff. It is important you inform us immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the children in your care.

Which children need protection?

You may become aware whilst working with a child that there are some difficult circumstances at home or elsewhere that give you cause for concern. You may become aware of unexplained marks or bruising, or changes in the child's behaviour or demeanour.

What should I do if I am worried?

The Designated Safeguarding Lead (DSL) for Child Protection in our school is **Mrs Davy (Headteacher)** and our Deputy DSL are **Claire Francis, Emily Slade and Hannah Wing**. If you have any concerns please report these to the class teacher in the first instance and they will deal with the matter in an appropriate way.

What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality. If a child begins to tell you something of concern;

- Listen to the child, without making judgements
- Take what they tell you seriously, children rarely lie about such matters
- Explain that you cannot keep the information secret and must pass it on to someone who will know what to do,
- Do not interrogate the child and ask leading questions, such as "what did they do next?"
- Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser
- Do not make promises that you can't keep but tell the child what you are going to do.

What should I do next?

It is important to pass on as much information as possible to the DSL. Make a written record on the green recording form and inform the DLS as soon as possible.

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

You should report such allegations to the Headteacher. If the allegation is about the Headteacher, you must contact the Safeguarding Governor.

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. You should, however, be careful about touching pupils.

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. Never make arrangement to meet a pupil on their own without school and parental permission.

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

Helping on Visits

When helping on a school visit we will require your mobile phone number, next of kin details and any relevant medical information for emergency purposes. A thorough risk assessment will have been completed prior to any visit and when appropriate, this will be shared with you, alongside an outline of the day and contact details for key staff. Any information given out to support a school visit, must be handed back to the visit leader at the end of the day.

Any first aid incidents must be dealt with by a trained first aider.

Please remember that smoking, alcohol consumption, taking photographs on personal devices or using any forms of social media is strictly forbidden at all times.

If there is an incident whilst on a school trip, please refrain from using social media and allow the teacher in charge to manage the incident.

Designated Safeguarding Lead for Child Protection:

Mrs Davy Headteacher

**Deputy DSL for Child Protection:
Mrs Claire Francis, Mrs Emily Slade and
Hannah Wing**