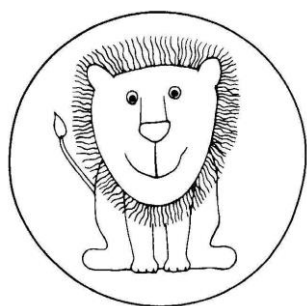




Linslade Lower School

Safeguarding Children Information for Visitors, Volunteers and Governors

**Keeping
children safe
is everyone's
responsibility**



Child Protection Advice for Volunteer Helpers and Visitors

As a school, we are committed to safeguarding and meeting the needs of young people. We hope this leaflet will provide some useful advice and information when working with the children and staff at Linslade Lower School.

Responsibilities as a Volunteer / Visitor

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

This means

- Protecting children from mistreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking the role to enable children to have optimal life chances and to enter adulthood successfully.

At Linslade Lower School, we believe that as a community, we must all work together to protect children. The school has a Safeguarding Police which is available on our website.

DBS Checks

Linslade Lower School's recruitment and selection procedures specify that all staff, visitors and volunteers who take part in regulated activities require an enhanced DBS check. This is to help ensure that unsuitable people are prevented from working with young people.

The headteacher will inform you if you need a DBS Disclosure check. If you do not, you will not be left unsupervised with pupils. The office staff will help you complete the forms and let you know what documentation is required for the check to be completed.

Please inform the headteacher if you become subject to any criminal investigation, caution or conviction. This will help us protect our pupils.

Appropriate behaviour

Appropriate relationships with young people should be based on mutual trust and respect. Young people are often spontaneously affectionate and tactile, and it is important not to alienate them through lack of response or by appearing to reject them. You should, however, never actively seek to touch pupils.

If you are working with a pupil on your own, ensure the door is left open and that you are visible to others. Do not exchange emails, text messages or your own personal details or photograph the children.

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 these to the class teacher who will pass on information to the Designated Teacher for child protection.

What should I do if a child discloses that they are being harmed?

Although the likelihood of this is small, it is important to know what to do in such a situation.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said and let them talk freely.
- Reassure the child, but do not make promises that you might not be able to keep.
- Do not promise confidentiality, but explain to help the child that you will need to tell an adult in school.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault and that they have done the right thing in telling a trusted adult.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.

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

- Do not stop the child from talking.
- Record exactly what was said by you and the child.
- Put the date and time on the paper and sign the record of events.
- Just record facts, not your opinions.

Forms for recording incidents are available for the headteacher. The form should be completed and returned to the class teacher or headteacher swiftly to enable the matter to be dealt with in the most appropriate way.

If the alleged abuser is a member of staff, you should report the concern to the headteacher immediately.



Health and safety

Please sign in and out at the main reception desk and wear a visitor's badge.

The fire alarm is a continuous bell. If it sounds please walk to the nearest exit and leave the building. The fire assembly point is on the main school playground. The fire alarm is tested every Monday at 4.15pm.

The lockdown bell will sound three times if we need to evacuate the building. Please follow the direction of staff.

Use common sense with health and safety issues, and ask a member of staff if you are unsure.

Mobile Phones

In order to fulfil our safeguarding responsibilities all visitors and volunteers are reminded that mobile phones must not be used whilst on the school premises.

Please switch off your phone and keep it in a pocket or bag.

Mobile devices must not be used for photographs on the school premises.

Thank you for your co-operation.

Governors

Governors are aware of their role in safeguarding children. They review the Safeguarding Policy annually and ensure independent contractors have the required child protection procedures.

Online Safety

The school recognises that technology plays an important role in the education of our children and is committed to safeguarding children in the virtual world. To support parents, we have an E-Safety Policy on our website.

Contact details

Central Bedfordshire Access & Referral Hub: 0300 300 8585 (during office hours).

Out-of-Hours: 0300 300 8123 (for urgent concerns)

The Designated Safeguarding Lead (DSL) is Mrs Farlam
(hfarlam@linsladelower.beds.sch.uk)

The Deputy Designated Safeguarding Lead (DDSL) is Mrs Hogg
(jhogg@linsladelower.beds.sch.uk)

The governors responsible for safeguarding are Bernard Minton and Stephen Harrison