

## CONTACTS

Head Teacher:

**Miss N. Mehat**

Deputy Designated Senior Person & Prevent Deputy:

**Miss N. Mehat**

Designated Safeguarding Lead:

**Mrs Roseanna Orsi**

*No child should suffer harm, whether at home or at school. Everyone who works in our school has a responsibility to make sure that all of 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, any questions that you have or do not fully understand anything in this leaflet. Please keep this leaflet in a safe place so that you can refer back to it, if needed.*

*If you are worried about the safety of a young person in our school, you must report this to the Designated Senior Member of staff in the school.*

**Designated Senior Person for Safeguarding Children & Prevent Lead:**



# WEXHAM COURT PRIMARY SCHOOL

## SAFEGUARDING ADVICE FOR PARENTS, VOLUNTEERS & VISITORS

## Wexham Court Primary School

### Child Protection Advice for Volunteers & Visitors

Thank you for your interest in becoming a volunteer or regular visitor at our school. As a school, we are committed to safeguarding and meeting the needs of children. We hope this leaflet will provide some useful information when working with the children of Wexham Court Primary School.

### What are my responsibilities as a volunteer?

All visitors who come into contact with our pupils have a duty to safeguard and promote the welfare of children.

### DBS Check

Wexham Court Primary School's Recruitment and Selection procedures specify that all volunteers and employees must have a DBS check if they are working within the school for three or more days in a thirty day period. This is to ensure the safety of our children. Any adult who does not have a DBS check will not be left unsupervised with our children. The Head teacher will inform you if you need a DBS check.

The School complete DBS checks online, please contact the Headteacher's PA or the HR Assistant, who will help you to complete the online form and inform you of the relevant paperwork to accompany it. Please inform either the Headteacher's PA, the HR Assistant or the Head teacher immediately, if you have been under any criminal investigation.

This is for your own protection as well as our pupils. Our Safeguarding, Child Protection and Anti-radicalisation policies are available from the School Office 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

You must report these concerns to the Class Teacher or the Office staff, who will deal with this information appropriately.

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

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

- Listen to what is being said without displaying shock or disbelief
- Allow the child to talk freely
- Reassure the child, but do not make promises you may not be able to fulfil
- Explain to the child that you have to tell the Class Teacher or Head teacher in order to help
- **Do not interrogate** the child or **ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that telling you was the right thing to do
- Do not criticise the alleged perpetrator

Immediately record the incident as accurately as possible. Forms for incidents of this nature can be obtained from the School Office and must be returned to the Designated Senior Person to be dealt with. Please ensure all forms are signed and dated.

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

You must report all allegations to the Head teacher.

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

You must report this to the Chair of Governors, Mr J. Reekie.

### How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on a mutual trust and respect. As a volunteer you may well be working closely with children, sometimes on a one to

one basis. Children, especially young children, are often spontaneous and affectionate, it is important not to reject or alienate them but to act in an appropriate manner. Though, you must always be cautious about touching children.

If you are working with a child alone, ensure the door to the room is always left open and do not photograph children unless requested by a member of staff.

Do not exchange any personal details, email address, phone numbers, BBM PIN, social media links (e.g. Facebook page) etc., with the children. Email addresses can only be shared when this has been approved by a senior member or staff and agreed with a parent / carer. Do not obtain any pupils personal contact details, including mobile and landline numbers unless there is a need of exceptional reasons and is agreed with senior management and parent / carers. After these personal details have been used, they must be deleted immediately.

Social Services Referrals	01753 875 362 or 01753 875591
Slough LADO: Harvinder Rajasansi	01753 690 904 or 07927 681 858
LADO email:	<a href="mailto:lado@scstrust.co.uk">lado@scstrust.co.uk</a>
Prevent Referrals:	<a href="mailto:preventreferrals@thamesvalley.pnn.police.uk">preventreferrals@thamesvalley.pnn.police.uk</a>

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