

## Child Protection Advice

Thank you for visiting our school especially if you are interested in becoming a volunteer or regular visitor at Harnham Infant School. 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 Harnham Infant School.

### What are my responsibilities?

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

### DBS Checks

We have a policy that all adults who work in 'regulated activity' – i.e. unsupervised activities such as teach, train, instruct, or supervise children; and work in a 'specified place' such as a school; and this work is regular i.e. once a week or more, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. The Headteacher will inform you as to whether or not you require a DBS Disclosure.

If you do not have a current DBS, you will not be allowed to work with children unsupervised.

If a DBS check is needed, Mrs Bowyer in the school office will be able to advise you about the application process.

### School Policy

Harnham Infant School has a Child Protection Policy, which underpins all of the information in this leaflet. This is available on the school website or as a paper copy 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 attitude

Please report these concerns to the class teacher, who, if they feel it is appropriate, will pass the information on to the schools Designated Safeguarding Lead Person.

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

- Listen to what is being shared without displaying any shock or disbelief.
- Allow the child to talk freely.
- Reassure the child that they have done the right thing in telling you.
- Do not promise confidentiality. Tell the child you may have to tell someone else in order to be able to help them more effectively.
- Do not ask leading or interrogative questions.
- Do not ask the child to write or draw anything if the disclosure is verbal.
- Do not make any personal responses about the alleged abuser.
- Immediately record details of the disclosure, wherever possible using the exact words and phrases used by the child.
- Forms for recording details are available from any member of staff or any classroom.
- Ensure you sign and date the record.
- Pass your concerns sheet onto a member of the Safeguarding team, who will then decide the appropriate course of action.

### What should I do if I have a concern about a member of school staff?

Report all allegations of this nature to the Headteacher. If it is the Headteacher you are concerned about, then report to the Chair of Governors.

### How can I ensure that I safeguard myself while volunteering at the school?

- Wear a visitor badge at all times whilst on the school site.
- Build appropriate relationships with the children based on mutual trust and respect.
- If you are on your own with a child, ensure the door is left open and you are visible to others.
- If a child displays affection to you, be careful how you respond to this in a way that does not reject or alienate a child, whilst also keeping yourself and them safe. Be careful to respond in a professional way, and only have close contact with pupils for reasons of well-being and safety.
- Do not photograph pupils, unless requested to by a class teacher and only using the school equipment.
- Do not exchange personal details about yourself with a child.
- Remember the importance of confidentiality. Do not discuss school matters with other people, even if you know them outside of school.
- Ensure that you dress appropriately for working with children.
- Keep your mobile phone and personal devices switched off away from you when you are working with children.

No child should suffer harm, either at home or at school. Everyone who works in our school, whether in a paid or voluntary position has a responsibility to make sure that all of our children are kept safe.

This leaflet has been given to you to make sure you understand what is expected of you.

Should you have any questions, please speak to a member of the Safeguarding team at Harnham Infant School.

Further Sources of Information are:

- Child Protection Policy (available on the school website)
- DfE document – Keeping Children Safe in Education
- NSPCC website
- Wiltshire Safeguarding Children’s Board website

### **The Harnham Infant School Safeguarding Team**

Our Designated Safeguarding Lead

Miss Natasha Dorrington (Headteacher)



Our Deputy Designated Safeguarding Leads are

Mrs Laura Pike (Deputy Headteacher)



Mrs Fawn Sowerby



Our Governor responsible for Safeguarding is Mrs Sarah Faulding – [sfaulding@harnham-inf.wilts.sch.uk](mailto:sfaulding@harnham-inf.wilts.sch.uk)

The Chair of Governors (contactable through the school office) is Mrs Beth Evans – [bevans@harnham-inf.wilts.sch.uk](mailto:bevans@harnham-inf.wilts.sch.uk)



## **Safeguarding Advice**

**for**

## **Volunteers, Work Experience Students and Visitors to our school.**

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- If you hear the fire alarm leave the building by the nearest exit and assemble on the main playground
- No smoking policy
- No mobile phone policy – please return to the main office to make a phone call