

## Everyone's Responsibility

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 pupils are safe.

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

Please ask the school office if you are not clear about the contents of this leaflet and ensure that you keep this leaflet in a safe, accessible place so that you can read it again if you need to.

If you are worried about the safety of any pupil in school, you must report this to one of our Designated Safeguarding Leads (DSLs), whose contact details can be found in this leaflet.



## Useful Contacts

### Designated Safeguarding Leads (DSLs)

Mrs J Chambers (Headteacher)  
head@stmarys-byfleet.surrey.sch.uk

Miss H Simmons (Deputy Headteacher)  
hsimmons@stmarys-byfleet.surrey.sch.uk

Mrs G Tongue (SENCO)  
gtongue@stmarys-byfleet.surrey.sch.uk

Mrs L Merrick (Home School Link Worker)  
hslw2@stmarys-byfleet.surrey.sch.uk

Mr G Hurst (Chair of Governors)  
chair@stmarys-byfleet.surrey.sch.uk



## Safeguarding and Child Protection Advice for Volunteers September 2023

St Mary's C of E Primary School  
Hart Road  
Byfleet  
Surrey  
KT14 7NJ

**Kindness Trust Courage**

info@stmarys-byfleet.surrey.sch.uk  
www.stmarys-byfleet.surrey.sch.uk

Local Authority Designated Officer (LADO): 0300 123 1650  
Children's Single Point of Access (CSPA): 0300 470 9100  
NSPCC: <https://www.nspcc.org.uk/>  
Childline: <https://www.childline.org.uk/>

### **Child Protection Advice for Volunteers**

Thank-you for your interest in becoming a volunteer. This leaflet is designed to provide some useful advice. As a school, we are committed to safeguarding and meeting the needs of all of our pupils. This leaflet will provide some useful advice and information when working with the pupils of St Mary's.

**Disclosure and Barring Service (DBS) Checks** Part of the school's safeguarding procedures, require all volunteers working in 'regulated activity' (working with children frequently, intensively or overnight and unsupervised) will be required to undergo an enhanced DBS check. This is to ensure that any unsuitable adults are prevented from working with the pupils of St Mary's School. The Headteacher will be able to advise you further and explain the school's code of conduct in more detail should you prefer.

All DBS checks are performed by a third company party once the check has been generated by the school. Volunteers are not permitted to help unsupervised in school until a successful DBS has been completed. It is your duty to inform the school immediately if you become subject to any criminal investigation, caution or conviction. This disclosure helps us to protect you as well as the pupils of St Mary's School.

### **What are my responsibilities as a volunteer?**

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard the welfare of children. It is important to be familiar with our Child Protection and Safeguarding Policy which is available to read on the school's website and in the school office.

### **Which children need protection?**

All children need protection. However, you may become aware whilst working with a pupil that they may be having some problems, whether it be at home or at school, which give you cause for concern. You may become aware of an unexplained mark or bruise, or changes in their behaviour or demeanour. Sometimes, children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate. These behaviours may be out of character for that pupil.

### **What should I do if I have a concern about a child?**

At St Mary's, we have Designated Safeguarding Leads (DSLs) who are trained to support pupils and adults when concerns arise. These DSLs are Mrs J Chambers, Mrs T Harding, Mrs L Merrick Mrs R Martin, Miss H Simmons, Mrs G Tongue and Mrs N Bold. You must report a concern to them without delay.

### **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.

- Listen to the pupil without making judgements.
- Take what they tell you seriously.
- Explain that you can't keep the information secret and must pass it onto someone who will know what to do.
- Do not ask leading questions or interrogate the pupil. Listen and let the pupil lead the disclosure.
- Do not make promises you cannot keep and tell the pupil what you are going to do next.

### **What should I do next?**

Speak to one of the Designated Safeguarding Leads immediately.

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

You should report such allegations immediately to the Headteacher. If the allegation is about the Headteacher, contact must be made with the Chair of Governors (contact details can be found overleaf).

### **How do I ensure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual respect and trust. As a volunteer, you may well be working closely with the pupils, sometimes on a one-to-one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response. Please be mindful when responding and respond using verbal praise and eye contact, rather than physical contact.

When you are working with a pupil on a one-to-one basis, always ensure that the door is left open or that you are visible to others.

Never make arrangements to meet a pupil on their own without school and parental permission. Do not photograph pupils, exchange texts or emails, share contact details, accept on social media or disclose your personal contact details at any time.

Personal Electronic Devices (PED), such as mobile phones, cameras, smart watches etc. are not to be used in school. Should you need to access a PED during school hours, please seek permission from a member of staff and go to the main school office to do so.