

Safeguarding advice for Supply Staff, Volunteers and Regular Visitors to West Byfleet Junior School

Child Protection Advice

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 West Byfleet Junior 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

West Byfleet Junior School's Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' - ie unsupervised activities such as teach, train, instruct, care for or supervise children; and work in a 'specified place' such as a school; and this work is regular ie 3 or more days in a 30 day period or overnight - will require an enhanced DBS Disclosure. This is to help ensure that suitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required.

The Headteacher will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children.

The School Office will provide you with guidance on how to complete the online DBS application, and explain the documentation you will need. You may not work with children until the school has received the response from the DBS.

It is a requirement, also, that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps protect you as well as the young people in your care.

West Byfleet Junior School has a Child Protection and Safeguarding Policy and a copy is available from our website and the school office.

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
- Please report these concerns to one of the DSLs. (see over-leaf). You can also fill out a record of concern form (available from the school office) and hand it in to the school office, and indeed you may be asked to complete one after reporting a concern to a DSL. These are available from the school office..

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

Although the likelihood of this is relatively small, it does happen and it is important that you know what to do in such an eventuality:

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell a teacher or Headteacher in order that they can provide appropriate help
- **Do not interrogate the child or ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator
- Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child.
- **Please ensure you have signed, timed and dated your written statement.**

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

You should report such allegations to the Headteacher. If the alleged abuser is the Headteacher, you should report such allegations to the Chair of Governors, Marian Pearson—her contact details are available from the school office.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a supply worker, volunteer or regular visitor 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 and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils and where possible, it should only be done where necessary as part of teaching e.g. showing a child how to hold a pencil correctly.

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 be alone with a pupil in an isolated area of the school.

Use of mobile phones is only in designated areas, and never when with children. Posters are around the School to remind you of this. Any personal devices that can take photographs or record sound or images, including phones and smart watches, must not be used when working with children (see volunteer code of conduct).

Do not photograph pupils, unless using a school camera when requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Responsibilities

No child should suffer harm, either at home or school. Everyone who works in our school has a responsibility to make sure that all 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 school's DSL if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to one of the DSLs. **Please do this immediately for more serious concerns** (ie a child has been harmed or abused or it is possible that they are going to be harmed or abused) - this may involve asking another adult to briefly cover your role. Even minor concerns should be reported promptly (ie the same half day they were raised or noticed).

Contacts

Headteacher and Designated Safeguarding Lead (DSL): Ben Wasserberg

Deputy DSLs (DDSLs):

Mrs C Clark, Mrs C Edwards, Mrs S Frommholz, Miss S Babra, Mrs M Gale, Mrs D Hanby, Mrs Z Ingham, Mrs M Segal, Mrs E Strawson, Mrs A Thomson

Governor with Safeguarding responsibility:

Natasha Beeby

Chair of Governors:

Marian Pearson

(contact details available from the School Office)

West Byfleet Junior School

Camphill Road, West Byfleet, Surrey, KT14 6EF

Phone: 01932 348961

E-mail: office@west-byfleet-junior-surrey.sch.uk

C-SPA (Children's single point of access): Anyone can report a concern directly to the local authority. In the unlikely event you cannot speak to a DSL:

C-SPA 0300 470 9100 Email: cspa@surreycc.gov.uk

For allegations against a member of staff, please speak to the headteacher who will involve the LADO (local area designated officer) as appropriate, but you can also contact them directly:

LADO: 0300123 1650 option 3

West Byfleet Junior School



SAFEGUARDING ADVICE FOR SUPPLY STAFF, VOLUNTEERS & REGULAR VISITORS

DESIGNATED SAFEGUARDING LEADS (DSLs):

Mr B Wasserberg (Lead)

Mrs C Clark, Mrs C Edwards

Mrs S Frommholz, Mrs M Gale

Mrs D Hanby, Mrs Z Ingham

Mrs M Segal, Mrs E Strawson

Mrs A Thomson, Miss S Babra