

Safeguarding Summary for Volunteers

This summary sheet is for all volunteers. By ensuring that all volunteers read this it should contribute to the school's commitment to safeguarding and promoting the welfare of our children.

As an adult supporting the school you have a duty of care towards all children. This means you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with a member of the Safeguarding Team:

Our Designated Safeguarding Leads are:

- Lisa Cousins – Headteacher
- Amanda Warriner – Deputy Headteacher

Our Deputy Designated Safeguarding Leads are:

- Lynne Wearing – Pastoral Officer
- Will Humphrey – SENDCo
- Phil Smith – Assistant Headteacher

Other members of our Safeguarding Team are:

- Debbie Dyer
- Jo Ginn
- Kay Hales – Welfare Officer
- Desiré Lubbe – Nursery Manager
- Deborah McDonald - Safeguarding Link Governor

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a child which makes you think his/her needs are being neglected
- Witnessing behaviour which gives rise to concern
- A child telling you that s/he has been subjected to some form of abuse

In any of these circumstances, you must report to a member of the Safeguarding Team immediately who will record the concern on CPOMS as soon as possible. Record only what you have seen, heard or been told, using the child's own words where appropriate. Be factual, objective and avoid making assumptions or interpretations.

If a child talks to you (discloses) abuse you should:

- Listen carefully without interruption, particularly if s/he is freely recalling significant events.
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the child in any way so should only ask 'open' questions.
- Make it clear you are obliged to pass the information on, but only to those who need to know.
- Tell the designated officer without delay.
- An account of the conversation should be reported to a member of the Safeguarding Team who will record the incident on CPOMS.

If a child talks to you about (discloses) abuse **you must not:**

- Promise to keep it confidential
- Ask the child to repeat the disclosure to anyone else in the school
- Press the child for details or ask leading questions
- Attempt to remove clothing
- Suggest ways in which it might have happened
- Suggest who may have caused an injury
- Attempt a detailed physical examination
- Inform parents/carers
- Take photographs of the child

You are not expected to make a judgment about whether the child is telling the truth.

If the behaviour of another adult in the school gives rise to concern you should report it to the Head teacher/Chair of Governors.

Remember – share any concerns, don't keep them to yourself.

Parkside Primary School has a Child Protection & Safeguarding Policy which can be found:

- In the Staff Folder
- On the Safeguarding Noticeboard in the staff room
- On the school website

I have received and read a copy of the Safeguarding Summary for Volunteers and agree to follow the school's procedures and guidance.

I also confirm that since my enhanced DBS check was undertaken, I have not been or currently subject to any safeguarding enquiry or investigation. I agree to notify the Head Teacher immediately should this arise.

I agree to the following:

I will only use my personal phone in area where pupils are not present, unless in an emergency

I will not connect personal devices to the school network without prior permission and appropriate security checks

I will not use personal devices to conduct school business unless specifically authorised to do so

I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without prior permission and will not store images at home without permission

I can wear a smartwatch during the school day, but it must be kept on silent mode. I understand that I should not use it - including for checking notifications – during time spent with the children

Signed

Print name

Date