



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 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, if you are unclear about anything in it.

Please keep the leaflet in a safe place, so you can read it again and refer to it if you need to.

If you are worried about the safety of any child in our school, you **MUST** report this to the Designated Senior Leaders in the school.

*St. Oswald's has a safeguarding policy and this is available from the school office and on the school website.*



## **School Contacts:**

**Head Teacher:**  
**Mrs Sharon Orwin**

**Designated Senior Lead for  
Safeguarding Children in school  
(DSL):**  
**Mrs Sharon Orwin**

**Deputy Designated Senior Lead for  
Safeguarding Children in school  
(DDSL):**  
**Mrs Gail Furness**

**Governor with Safeguarding  
Responsibility:**  
**Mrs Sophie Jones**



# **St. Oswald's Catholic Primary School**

## **Safeguarding Advice for Volunteers and Visitors**



**Padgate Lane, Padgate, Warrington. WA1 3LB**  
**Tel: 01925 813015**  
**Email: [stoswalds\\_primary@sch.warrington.gov.uk](mailto:stoswalds_primary@sch.warrington.gov.uk)**



### Child Protection Advice for Volunteers and Visitors:

Thank you for your interest in becoming a volunteer or regular visitor at St. Oswald's. As a school, we are committed to safeguarding and meeting the needs of our children. We hope that the information provided in this leaflet will give some useful information and advice when working with our children.

### What are my responsibilities as a volunteer?

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:

St. Oswald's recruitment and selection procedures, specify that **ALL** volunteers who work with children, will require a DBS check. This is to ensure that unsuitable people are prevented from working with children. Without a DBS check, you will be unable to work with a group unsupervised.

DBS details and information are available from the school office. Mrs Bluck will help you complete the application form and advise you on the necessary documentation needed to be presented to complete the check.

Please inform the Head Teacher immediately, if you become subject to any criminal investigation, caution or conviction. This helps to protect you, as well as the children in your care.



### 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

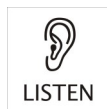
Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Senior Leaders. (DSL) / DDSL

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

Although the likelihood of this is small, it is important to know what to do, if it does occur, as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to speak freely.
- Reassure the child. **DO NOT** make promises that you may not be able to keep.
- **DO NOT** promise confidentiality, instead explain that you will only tell the people who need to know and that can help them. (Class teacher / DSL / DDSL)
- **DO NOT** interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was the right thing to tell.
- Listen rather than ask direct questions.
- **DO NOT** criticise the alleged perpetrator.

Immediately record details of the disclosure. Include wherever possible the exact words or phrases used by the child. Records of information of this nature should be completed and given to the DSL/DDS, to enable the matter to be dealt with in the most appropriate way. Please ensure that you have signed and dated the record.



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

You should report allegations to the Head Teacher (DSL)

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

You should report allegations to the Assistant Head Teacher (DDSL) who will notify the Chair of Governors.

### How do I assure 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 children, sometimes on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile, it is important not to alienate them through lack of response or by appearing to reject them, however you should be very careful about touching pupils and how it may be perceived.

If you are working with a child on a one to one basis, always ensure that the door is left open or that you can be visible to others.

### DO NOT:

- Photograph pupils unless requested to do so by the teacher
- Give out your own personal details
- Exchange emails
- Exchange text messages
- Befriend children on social media

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

