

Child Protection Advice

Thank you for your interest in becoming a volunteer or regular visitor. 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 St Josephs Catholic Primary 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

St Joseph's Recruiting and Selection Procedures specify 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 or 4 or more days in a 30 day period or overnight - will require an enhanced DBS Disclosure. This is to help ensure that unsuitable 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.

DBS forms are available from Mrs Latimer who will help you complete the application form and advise which documentation is necessary for you to present for the ID check to be completed.

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

St Josephs School has a Safeguarding Policy and a copy is available from 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 the class teacher, who if they feel it is appropriate will pass the information on to the school's Senior Designated Person for Safeguarding.

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 in such an eventuality 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 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 their 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. Forms for the recording of information of this nature are available from the school office, and should be completed and returned to the Senior Designated Person for Safeguarding to enable the matter to be dealt with in the most appropriate way. **Please ensure 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 such allegations to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Appropriate

CONTACTS

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 school's SDP 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 the SDP.

Head Teacher:

Mrs T Langford

**Senior Designated Person
for Safeguarding Children (SDP):**

Mrs T Langford

Deputy SDP:

Miss C Kopsch and Mrs L Bowen

**Governor with Safeguarding
responsibility:**

Mrs E Burger

Chairs of Governors:

Mr Chris Park

Ms M Griffiths

ST JOSEPHS CATHOLIC PRIMARY SCHOOL MALVERN SAFEGUARDING ADVICE FOR VOLUNTEERS & REGULAR VISITORS

