

St Joseph's Catholic Primary School

Volunteer Policy



September 2015



Child Protection Advice for Volunteers

Thank you for your interest in becoming a volunteer. As a school we are committed to safeguarding and meeting the needs of children and we hope this policy will provide some useful advice and information when working with children in St Joseph's Catholic Primary School.

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 Joseph's Catholic Primary School's Recruiting and Selection Procedures specify that all volunteers working in schools must be checked by the Disclosure and Barring Service (DBS). This is to help ensure that unsuitable people are prevented from working with children.

Even if you have already been DBS checked it is the school's policy that all personnel, not just volunteers, undergo an additional DBS check initiated by the school.

DBS forms are available from the school office and the Senior Administrative Officer will help you complete the application form and advise which documentation is necessary for you to present for the check to be completed. Whilst you are waiting for the form to be processed it is very important that you are not left alone to work with children.

Please also 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 Joseph's Catholic Primary School has a **Child Protection 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 Designated Person for Child Protection.

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 have to tell their teacher or Headteacher in order that they can help them
- 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
- Listen rather than ask direct questions
- Do not criticise the alleged perpetrator
- Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child.

Report your concerns and give your written record to the school's Designated Person for Child Protection to enable the matter to be dealt with in the most appropriate way

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 assure that my behaviour is always appropriate?

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

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.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.

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

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 policy has been written to make sure volunteers understand what is expected of them. Volunteers must ask the person who gave it to them if they are unclear about anything in it.

If you are worried about the safety of any young person in our school, you must report this to the Designated Person for Child Protection in school.



Contacts

Headteacher: Mr. P. Davenport

Designated Person for Child Protection:

Mr. P. Davenport

In the absence of the Headteacher

Mr A. Turner

Miss C. Ward

Chairs of Governors:

Mrs. A. Roberts

Child Protection Governor: Mrs. A. Roberts