



ST PETER'S CATHOLIC PRIMARY SCHOOL

SAFEGUARDING SHEET FOR VOLUNTEERS

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

We really value parents and others who volunteer to help out with school activities. We hope to encourage your support, contributions and assistance. Many school activities would be at risk if it wasn't for your help and many of our pupils benefit greatly from it.

It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. The school office or teacher involved will provide you with the information required for all school activities.

We also of course, have a duty of care to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from harm. If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning a child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell more than they wish.
- Make it clear that you need to pass on information to staff in school who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it and mention anyone else who was present. Then sign it and give your record to the DSL who should contact Children's Social Care if appropriate.

We have a responsibility to ensure that all adults working for the school are suitable people to work with children. Adults working with children MUST be subject to the schools risk management to determine if you are required to undertake a DBS check. We can assure you that any DBS checks are confidential and are undertaken to ensure the safety of our pupils.

It is essential that we ensure that volunteers behave appropriately whilst working with our pupils. Below is a list of guidance to ensure that volunteers are aware of an acceptable code of conduct.

- Follow the directions and instructions of the teacher organiser
- Sign in at the school office and collect a volunteer badge for recognition
- Adhere to the school's Child protection Policy and Behaviour Policy, (available on the school website)
- Mobile Phones and Cameras must not be used on the school premises. Please ensure that these are switched off and remain in your bag during your visit
- Behave in mature, safe, respectful, fair and considerate manner
- Not behave in a way that could lead a reasonable observer to question your conduct
- Treat all children equally
- Provide a good example and a positive role model to children
- Not embarrass or humiliate children
- Not be sarcastic, make jokes of a personal nature
- Not to volunteer if under the influence of alcohol or drugs, including prescribed medication which may cause drowsiness
- Not to touch children in an intimidating manner

If you have any concerns about a child or young person in our school, you must share this information immediately with our DSL, this is Miss Buxton. If Miss Buxton is not available please speak to Mrs Blake, Assistant Headteacher and Deputy DSL or Mrs Foster, SENDCo and Deputy DSL.

I.....have read this safeguarding summary and have read the document, Keeping Children Safe in Education, part 1.

Signed.....

Date.....