

### **Child Protection Advice for Volunteers and Visitors**

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 The De Montfort 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. The De Montfort School has a Safeguarding Policy and a copy is available on our website and in the reception office.

### **DBS checks**

The De Montfort School's recruitment 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.

You will be informed as to whether or not you require a DBS Disclosure. If you do not, you will have to be accompanied around the school and will not be left unsupervised with children.

DBS forms are available from Mrs Kay Taylor (Associate Headteacher's PA) 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 Associate Headteacher or Designated Safeguarding Lead (DSL) 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.

### **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 Safeguarding Lead.

### **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 will have to tell their teacher, the DSL or one of the deputy DSLs in order that they can provide appropriate help
- **Do not interrogate** the child or **ask leading questions**
- **Ask 'how' or 'when' or 'where', but not 'why'**
- **Use TED questions: tell, explain, describe**
- Reassure the student 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 staff room and should be completed and returned to the DSL 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 Associate Headteacher.

### **What should I do if the alleged abuser is the Associate Headteacher?**

You should report such allegations to the Chief Executive Officer (Stephen Brownlow).

### **How do I ensure that my behaviour is always appropriate?**

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

As a volunteer or regular visitor 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. However, you should be extremely careful about touching students, especially in the context of working with adolescents in a school. It is important to dress appropriately; avoiding low cut tops, short skirts etc. As you will be in a position of trust, a sexual relationship with a member of the Sixth Form, even if they are over 16, would be a breach of your position and thus illegal.

If you are working with a student on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph students, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with students (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

## CONTACTS

### Associate Headteacher

Stuart Weston

### Designated Safeguarding Lead (DSL)

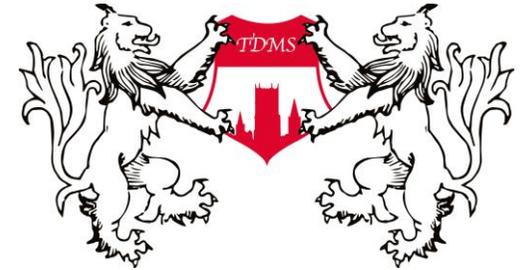
Fiona Lovecy (Deputy Head)

### Deputy DSLs

Sarah Green and Julie Goldburn

### Governor with Safeguarding responsibility

Sue Fowler



## The De Montfort School

### SAFEGUARDING ADVICE

FOR

VOLUNTEERS

&

VISITORS

*For safeguarding purposes, the term 'child' applies to anyone under the age of 18.*

**Updated April 2021**

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 or ask to speak to the DSL or one of the deputy DSLs, if you are unclear about anything in it. Please 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 DSL, one of the deputy DSLs or the Associate Headteacher.

