

Child Protection Advice for Visitors & Volunteers

We are committed to safeguarding and meeting the needs of students. We hope this leaflet will provide some useful advice and information to keep our students safe at The De Montfort School.

What are my responsibilities as a visitor or volunteer?

All those who come into contact with children through their everyday work, whether paid, voluntary or as a visitor, have a duty to safeguard and promote the welfare of children. Four Stones Gateway Multi Academy Trust (MAT) has a Safeguarding Policy that The De Montfort School follows and a copy is available on Four Stones Gateway MAT website and in the main reception 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 or Head of Department, 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.

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Listen rather than ask direct questions
- Reassure the child, but do not make promises
- Do not promise confidentiality but explain to the child that you will have to tell their teacher, a member of the Safeguarding Team in order that they can help him/her
- **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 this are available from the Safeguarding Team and should be completed and returned immediately 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? Report such allegations in person immediately to the Headteacher. The Trust Whistleblowing Policy is available on Four Stones Gateway MAT website.

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

You should report such allegations to the Chief Executive Officer (Mark Pollard).

What should I do if I witness worrying behaviour by another adult in school? Always report this to the Headteacher.

What should I do if I am concerned about students' conversations or behaviour which make me feel they may be at risk from extremism or radicalisation? Alert a member of the Safeguarding Team immediately.

How do I assure that my behaviour is always appropriate?

Appropriate relationships with students should be based on mutual trust and respect. As a volunteer, or regular visitor, you may well be working closely with students, sometimes on a one to one basis. You should be extremely careful about touching students, especially in the context of working with adolescents in a high 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 their own always ensure that the door is left open or that you can be visible to others. Do not photograph students, exchange e-mails or text messages, or give out your 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.

DBS checks

Four Stones Gateway MAT's Recruitment and Selection Procedures specify that all adults who work in 'regulated activity' (i.e. unsupervised activities such as teaching, training, instructing, supervising children, and work in a 'specified place' such as a school) regularly 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. We will ask to see this DBS Disclosure. If we do not have this, you will have to be accompanied around the site and will not be left unsupervised with children.

DBS forms are available from Laura Thomas (PA to the Headteacher) who will help you to complete the application form and advise which documentation is necessary for you to present for the ID check to be completed.

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.

No child should suffer harm, either at home, in the community 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 a member of the Safeguarding Team 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 student in our school, you must report this to the Designated Safeguarding Lead in school, or one of the Deputy Designated Safeguarding Leads (DDSLs) in school.

Other general information:

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the school field. Our staff will direct you.

First Aid: Please ask at Reception if you need assistance.

Accidents: Please report to Reception.

Lanyards: When you signed in at Reception you will have been issued with a lanyard. Please wear this, visibly, at all times to avoid being challenged by staff as to who you are.

If you have a RED lanyard, please remain with your host at all times during your visit.

On departure please sign out and return your lanyard.

THE DE MONTFORT SCHOOL

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KEY CONTACTS

Headteacher: Anna Allen

If you have any concerns of a safeguarding nature, they should be communicated immediately to one of the safeguarding leads as follows:

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Designated Safeguarding Lead for Safeguarding Children (DSL): Chloe Barrett
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Operational DSL: Lorna Waters

Deputy DSLs: Anna Allen, Mark Bickerdike, Jackie Bourne, Trudy Charlton, Rachel Heath, Kerry Malin, Ollie Taylor, Jacob Hall

Wider Safeguarding Team: Jenni Dunn, Claire de Lancey, Ben Jones, Dan Parrott, Tom Pinder, Georgia Povey, Elaine Shepperd, Kiara Smith

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Governor responsible for Safeguarding: Nicole Higginson
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Trustee responsible for Safeguarding: Sue Muggeridge

The De Montfort School

SAFEGUARDING ADVICE

FOR APPROVED VISITORS VISITORS & VOLUNTEERS

NOVEMBER 2025

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



TDMS

PART OF FOUR STONES GATEWAY