

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 as an agency worker, volunteer or simply visiting St. Vincent's Catholic Primary School

On arrival, please report to reception and show your ID. In the case of supply staff, photographic ID will be required. Please sign in using the Visitor Entry System and wear your sticker at all times. Hot drinks may only be consumed in the Staff Room. Please remember to sign out before leaving the building.

### **What are my responsibilities?**

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

### **DBS checks**

In order to ensure the welfare and safety of children at St. Vincent's Catholic Primary School and to comply with statutory safeguarding guidance, all supply staff and all volunteers who work alone with children or are regular visitors to St. Vincent's Catholic Primary School will require an enhanced DBS disclosure. Without the necessary clearance, you will not be allowed to work with our children. If in doubt, please contact the Senior Administrator, Elaine Cooper, who will support you and process the necessary checks.

Please 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. Vincent's Catholic Primary School has a Safeguarding and Child Protection Policy and a copy is available on the school website [www.stvincentprimary.org.uk](http://www.stvincentprimary.org.uk).

### **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 one of the Designated Safeguarding Leads.

### **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
- 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 him/her
- Do not interrogate the child or ask leading questions
- Stress that it was right 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. As a school we use an online recording system. If you do not have access to this, write a statement which must be signed and dated, then given immediately to the Designated Safeguarding Lead 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 or Assistant Headteacher.

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

You should report such allegations to the Deputy Designated Safeguarding Lead who will notify the Chair of Governors.

### **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 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 alienate them through lack of response or by appearing to reject them. You should, however, be careful about touching pupils and always model appropriate behaviour.

If you are working with a pupil on his/her own, always ensure that the door is kept open and that you are visible to others at all times.

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

### **Confidentiality**

To maintain the trust that exist between children and adults in the school community, please note that you are expected to adhere to a strict code of confidence. What is said within school should not be repeated.

### **First Aid**

We have designated first aid trained staff throughout the school. In the event of an accident, please take yourself or the child involved to the staffroom or main office where a member of staff will be able to help you and will ensure the correct school procedures are followed.

### **Fire**

In the event of a fire, an alarm will go off throughout the school. As soon as you hear the alarm, you must

proceed to the nearest exit with the children. The children should leave the building in an orderly manner and in silence and should line up with their class on St .Vincent Street. If necessary, please ask a member of staff to help you. Do not wait to collect belongings. The office will distribute registers to the teacher responsible for the class to take. Immediately inform the adults in charge, if there is a child missing. Stay with your class until notified that it is safe to re-enter the building.

#### **General Housekeeping**

Please ensure that all mobile phones are not on your person and are switched off during the day unless you are on a break. You are responsible for your personal belongings. Valuables can be securely stored in the classroom or lockers. Please ask as the school cannot be held liable for stolen or damaged property.

This leaflet has been given to you to ensure that you understand what is expected of you. Please help us to safeguard the children in our care by following these guidelines.

No child should suffer here, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our children are safe.

If you are worried about the safety of any child in our school, you must report this to the Designated Safeguarding Lead.

A copy of the Department of Education guidance "Keeping Children Safe in Education – September 2019 is available on the school website [www.stvincentsprimary.org.uk](http://www.stvincentsprimary.org.uk)

*Together through Christ we grow and learn*

#### **CONTACTS**

Designated Safeguarding Lead:  
Miss Coleman – Headteacher



In the absence of the Headteacher report any concern to:  
Miss Carruthers-Assistant Headteacher



Governor with Safeguarding responsibility:  
Mrs Karen Scarborough



If the safeguarding leads are not available,  
contact the duty and assessment team for advice.  
Westminster - 020 7641 4000

# **SAFEGUARDING ADVICE FOR SUPPLY STAFF, VOLUNTEERS & VISITORS 2020**



**St. Vincent's  
Catholic Primary School**

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