

Child Protection Advice for Volunteers & Visitors

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 Christopher Whitehead Language College and Sixth Form.

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

Christopher Whitehead Language College's recruitment and selection procedures specify that all volunteers who work with children will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with children.

The Headteacher will inform you as to whether or not you require a DBS disclosure. If you do not have an enhanced DBS disclosure you must not be left unsupervised with children.

DBS guidance on proof of identity documentation and application set up are available from the school's HR Department in the science block. DBS applications are completed online so you will need to have an email address.

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.

Christopher Whitehead Language College has a safeguarding policy and a copy is available from the school reception or by download from our website at

www.christopherwhitehead.co.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 class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Senior Member of Staff.

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 it 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.**
- Reassure the child 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.

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

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for recording information of this nature are available from reception and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way. Please ensure forms are signed and dated.

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 a 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 to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching students.

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.

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 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 young person in our school,
you **MUST** report this to the
Designated Safeguarding Lead
in school.

Contacts

Headteacher

Mr N Morris

Designated Safeguarding Lead

Mr N Morris

Deputy Designated Safeguarding Leads

Mrs D Evans
Mr D Farmer
Mrs E Kyte

Governor with Safeguarding
responsibility:

Mr M Sheath

**Christopher
Whitehead
Language
College
and Sixth Form**

"In pursuit of excellence"

