



SAFEGUARDING GUIDELINES FOR VOLUNTEERS/VISITORS

Last reviewed: January 2018
Due for review: September 2019
Owner: Designated Safeguarding Lead
Reviewed by: Safeguarding Governor
Review Status: Every 1 year

Powell Corderoy's School has a duty of care to all its pupils, and visitors, and operates its own Safeguarding (Child Protection) Policy in line with the requirements of government legislation.

All visitors are legally required to comply with this policy, and to cooperate with its operation. As part of this policy, all Powell Corderoy's staff are checked for their suitability to work with children through the Disclosure and Barring Service (DBS), while visitors to the site are required to be adequately supervised by staff during normal school hours.

Visiting groups are also required to adhere to the specific Safeguarding policies and procedures given by their regulatory authority or Governing Body, and are responsible for ensuring that these measures are adopted and implemented at all times whilst using Powell Corderoy's facilities. You are reminded that it is a criminal offence for individuals to work with children or young people if they have previously been disqualified from such activities.

In addition should you, or any member of your group, encounter a situation which you consider to be inappropriate, or should any issue cause you concern, please inform a member of the School's staff or the Designated Safeguarding Lead from the school immediately (contact details are given below).

Contact Details: Designated Safeguarding Lead: E. McLaughlin (Co-Headteacher) 01306 883373
emma.mclaughlin@pcps.uk

The following information provides a framework regarding appropriate behaviour that should be adopted by all adults when working with children.

Individual Responsibilities:

All persons should be aware of issues related to the protection of children. Remember that someone else might misinterpret your actions, no matter how well intentioned. Even caring physical contact may be misinterpreted.

You should:

- Dress safely and appropriately for the tasks that you are required to undertake;
- Refrain from any behaviour that may bring the school or your activity into disrepute;
- Treat all persons with respect and dignity;
- Respect the privacy of children in your care, and abide by Powell Corderoy staff instructions;

Agreed by: _____

- Ask a member of staff to deal with any challenging behaviour from children rather than attempting to tackle it yourself;
- Avoid one to one situations in closed environments
- Be open and honest if issues do arise; talk to a member of staff or a Designated Safeguarding Lead.

You should not:

- Have inappropriate physical or verbal contact with any person under your care;
- Make suggestive/derogatory remarks or gestures;
- Jump to conclusions about others without checking facts, or exaggerate or trivialize abuse issues; Take a chance when common sense, policy, and practice suggest another more prudent approach;
- Ignore concerns if you hear them raised by a child or young person.

Reporting: What to do:

If a child discloses to you abuse by someone else:

- Listen to them without interruption, accepting what is said, and avoiding asking leading questions;
- Advise the child that you must pass on the information;
- Let them know you are glad they have shared this information;
- Report the matter to the School's Designated Safeguarding Lead.
- DO NOT investigate yourself.

If you have any concerns about any child:

- Report the matter to the Designated Safeguarding Lead.
- DO NOT investigate yourself.
- Try to ensure that no one is placed in a position that could cause further compromise.

In all cases, you must:

- Make a record of all details as soon as possible, including time, date, location and the names of any others present;
- Report all the facts to the School's Designated Safeguarding Lead;
- Report concerns or allegations, you must not investigate;
- Not contact the subject of the allegation;
- Not promise confidentiality, as any information received may have to be contacted upon by other authorities.

Policy approved by: _____ (print name)

On behalf of: _____ (committee or FGB)

Signed: _____

Date: _____