

No child should suffer harm, either at home or school. Everyone who works in or visits our school has a responsibility to make sure that all of our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you.

If you are unclear about any details in this leaflet then please ask Mrs Postans, Mrs Lindley, Mrs Jelfs, Mrs Hyde or Mrs Purnell. Keep this 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 **immediately** to a Designated Safeguarding Lead.

Please also refer to Keeping Children Safe in Education and Working Together to Safeguard Children.

## Contacts

### Designated Safeguarding Leads

Mrs H Lindley

Mrs R Jelfs

Mrs S Purnell

### Early Years Designated Member of Staff for Safeguarding Children

Miss Girling

### Safeguarding Trustee:

Vanessa Eyles

### School Office Contact

Mrs C Wright

### School Contact Details

01299 823771

[Office-bp@riverscofe.co.uk](mailto:Office-bp@riverscofe.co.uk)

# Burlish Park Primary School



**Safeguarding Advice  
for Volunteers,  
Advocates, Staff and  
Visitors**



**The Rivers**  
C.of E. Academy Trust

Love Learn Live

## Child Protection and Safeguarding Advice for Staff, Volunteers and Visitors

As a school, we are committed to safeguarding and meeting the needs of children. We hope that this leaflet will provide some useful advice and information when working with children at Burlish Park Primary School.

### What are my responsibilities?

All of 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

Burlish Park Primary School procedures specify that all people who work with our children will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with our children.

DBS forms are available online. Staff will help you to complete the application form and advise which documentation is necessary for you to present for the check to be completed.

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.

### Mobile Phones

Please ensure that personal mobile phones are stored securely. No one may use their mobile phones to store photographs of the pupils.

**Burlish Park Primary School** has a Safeguarding Policy and a copy is available on the school website.

### 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 **immediately** to the class teacher who, if they feel it is appropriate, will pass the information on to one of the school's Designated Safeguarding Leads.

**What should I do if a child discloses that she/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 make things up 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 have to tell their teacher or Headteacher so 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

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Please ensure you have signed and dated the record, including the year. Staff members will use CPOMs to record.

### What should I do if there is a safeguarding concern about a member of school staff?

You should report such allegations to the Headteacher.

### What should I do if there is a safeguarding concern about the Headteacher?

You should report such allegations to the Rivers CEO or Safeguarding Trustee Vanessa Eyles. Please refer to Whistle Blowing Policy.

### How do I assure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a staff member or 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 pupils.

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

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