

## HOW DO I MAKE SURE MY BEHAVIOUR IS ALWAYS APPROPRIATE?

- Please attend a training session for volunteers at the school. If you have not been offered one of these please ask as a matter of urgency.
- If you are unsure about anything please ask the teacher with whom you are working or one of the contacts shown on the front of this sheet for clarification.

## DEALING WITH A CHILD'S DISCLOSURE

- **Listen** - Listen carefully to what is said to you. Don't interrupt or ask questions.
- **Reassure** - Be calm, attentive and non-judgmental. Stress that it was the right thing to tell. Don't promise to keep what is said secret. Ask no leading questions (**TED**):
  - Tell me more...
  - Explain that to me
  - Describe what happened
- **Respond** - Tell your DSP without delay
- **Write it down** -Use the child's own words. Note anything else that made you concerned.
  - Sign and date it.
  - Give it to your DSP

## REMEMBER

1. Delay in reporting your concerns could cause the child greater harm.
2. School staff and volunteers are often the first people to see a child after they have been abused.
3. Not all abuse has physical signs.
4. If in any doubt talk to your DSP.
5. Protection of a child must be your first priority.

### **LASTLY but IMPORTANTLY**

***Thank you for volunteering. Our children really benefit from your willingness to give your time to them and their learning.***

## MANLAND PRIMARY SCHOOL CHILD PROTECTION

### QUICK REFERENCE GUIDE FOR

### ADULT VOLUNTEERS

updated March 2017



### CONTACTS

Your DSP is Mrs Claire Wicks (HT) and your Deputy DSPs are Mrs Nina Wright (Assistant HT) and Mrs Sonya Parrott (Inclusion lead). Any of these people can help with your child protection concern.

The Manland Primary School Child Protection Policy can be found on our school website on [www.manland.herts.sch.uk](http://www.manland.herts.sch.uk)

## **INTRODUCTION**

Everyone involved at Manland, whether a member of staff or a volunteer, shares in the responsibility for helping to keep children safe by:

- Providing a safe environment
- Identifying children who are suffering or likely to suffer significant harm and
- Taking appropriate action

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your **Designated Senior Person** (DSP) for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place. More detail about child protection can be found on the school's website in the child protection policy. (A hard copy is available in school.) In line with this policy, regardless of the source of harm, you **MUST** report your concern.

## **WHEN TO BE CONCERNED?**

As an adult volunteering with children and young people YOU have a duty to act when you have a concern about a child's welfare. When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child you must report it. The information you have may not be enough on its own for a child protection referral. However, it will help your DSP to build a picture of a child at risk of harm.

## **ALERTS:**

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- You may notice changes in a child's behaviour or presentation
- A child may disclose to you

## **HARM TO A CHILD CAN BE CAUSED BY:**

- A parent/carer
- Family member/friend
- Another child
- Stranger
- Member of staff/volunteer

## **REGARDLESS OF THE SOURCE OF HARM YOU MUST REPORT YOUR CONCERN**

- If your concern is about a staff member / volunteer you should report this to the Head Teacher
- If your concern is about the Head Teacher inform The safeguarding Governor
- Your Safeguarding Governor is Katy Wilmshurst. You can contact her via the school office or [safeguarding.gov@manland.herts.sch.uk](mailto:safeguarding.gov@manland.herts.sch.uk) should your complaint be about the Headteacher
- If you cannot contact Mrs Wilmshurst please contact Mrs Clare Turner our Chair of Governors. You can contact her via the school office or [chairgovernors@manland.herts.sch.uk](mailto:chairgovernors@manland.herts.sch.uk)
- If neither of these governors is available please contact one of the DSPs shown on the front of this form. They can be found in school.

## **WHAT MUST I DO IF I HAVE A CONCERN?**

Recognise the concern



Respond – inform your DSP/Deputy DSP without delay



Make a written record (using the child's own words), sign and date it  
– we have special forms for this purpose – ask for one



Pass the record to the DSP/Deputy DSP