

Manland Primary School

Safeguarding Guidance for Volunteers



Last Review by School	February 2023
Next Review by School	February 2024

A signed confirmation of this safeguarding guidance is required for:

Volunteering activity	Frequency of confirmation
Parent/Carer swimming helper	On an annual basis
Parent/Carer trip helper	Each trip
Parent/Carer transporting a child to a school event in school hours	On an annual basis
HSA helpers who run events in school	For regular helpers (those in school more than 3 times a month, once a week or overnight) – on an annual basis For irregular helpers - Annually

All parents, visitors and volunteers to Manland Primary School are expected to read and agree to the following safeguarding guidance. Before you can volunteer at Manland, you will need to sign this form to confirm you have read and understood this guidance:

Manland Primary School welcomes the participation of parents, carers and other volunteers in a range of activities which may contribute directly or indirectly to the learning, development and wellbeing of our pupils.

We value the time that volunteers give and their willingness to assist us in providing additional opportunities for pupils. We will seek to provide any necessary guidance or support which may assist this voluntary contribution.

As a school, we also have a responsibility to ensure that our volunteers are aware of certain obligations placed upon them through undertaking activities within the school environment. This is necessary for the school to secure the safety and welfare of pupils and to meet safeguarding requirements.

- Volunteers must adhere to school policies and procedures at all times and must follow any instructions provided by the appropriate member(s) of staff.
- All volunteers at Manland Primary school must have read the following information and provided confirmation of this to the school office, by ticking the boxes below, signing the form and passing it to the school office:

	Please tick
Keeping Children Safe in Education 2022 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2	<input type="checkbox"/>
Manland’s Child Protection policy https://manland.herts.sch.uk/safeguarding/policy/	<input type="checkbox"/>
Details of Manland’s safeguarding team https://manland.herts.sch.uk/safeguarding/our-safeguarding-team/	<input type="checkbox"/>
Manland’s Child Protection Quick reference guide for Volunteers and Visitors Attached as Appendix 1	<input type="checkbox"/>
Guidance for Safer Working Practices https://www.saferrecruitmentconsortium.org/	<input type="checkbox"/>
School Trip Volunteer guide Attached as Appendix 2	<input type="checkbox"/>

- Volunteers will be supervised by a member of staff in regulated activity. They will be working in a setting where there is always a paid member of staff present.
- Volunteers without a DBS will never be left unsupervised with a child, will not take children to the toilet or be left in charge of a small group of children on an outing, away from paid staff member supervision.
- Volunteers who take part in swimming lesson trips must not enter the pupil changing rooms or assist children to get dressed.
- Volunteers must not use mobile phones at any point, whilst volunteering with Manland Primary School, unless in an emergency.
- Volunteers must not make physical contact with a child.
- Volunteers must use staff toilets /adult toilets when volunteering. At no point should a volunteer use a child's toilet facility.
- Volunteers may be made aware of any medical conditions for children they are working with which may require immediate intervention. The volunteer will inform a member of Manland staff immediately if a child requires first aid or medication. Volunteers should not provide any first aid or medication to children, unless in an emergency.
- Volunteers must sign in and out of school and also wear a lanyard at all times whilst on site (blue for volunteers with no DBS, green for volunteers with a DBS).
- Volunteers must regard themselves as adult role models when undertaking school activities and ensure that their conduct is appropriate to the school setting.
- Volunteers have a right to expect respect and co-operation from any pupils that they may engage with. Any concerns about pupil behaviour, even involving the volunteer's own child, should be referred to the relevant member(s) of staff.
- Volunteers must be mindful of confidentiality considerations and should not discuss or pass on information about individual pupils or internal school matters which they may receive or obtain while undertaking voluntary activities.
- Volunteers who undertake activities involving pupils on a frequent basis or intensive basis (e.g. overnight trips) are in **regulated activity** and will be required to apply for an enhanced Disclosure Barring Service (DBS) disclosure. The school is obliged to maintain a record of all adults who are subject to safeguarding checks. This record is kept on a confidential basis.
- Volunteers participating on an offsite visit, must complete an OV7B form and return it the school office (copy attached as Appendix 3).
- Volunteers who have agreed to transport pupils in a private vehicle during school hours must complete an OV7D (copy attached as Appendix 4) and provide the following evidence to the school office, prior to the offsite visit: Driving license, Car Insurance certificate, Car Registration Document and MOT certificate.
- Should a volunteer have any concerns whilst volunteering, they must follow Manland's Child Protection Quick Reference guide. **Safeguarding concerns must only be shared with a member of the safeguarding team; Mrs Wicks, Mr Comer and**

Mrs Kemp. If the DSL or Deputy DSLs are absent, please ask a member of the admin team to contact them via telephone for you.

The Headteacher and Governing Body reserve the right to determine whether any volunteer should be refused permission to participate or to continue to participate in appropriate activities where this is felt to be justified.

I confirm that I have read the above guidance and agree to adhere to all Manland's safeguarding policies and guidance, including the Child Protection Quick Reference Guide for Volunteers and Visitors (Appendix 1):

Name.....

Signature.....

Date.....

Appendix 1

Manland Primary School Child Protection quick reference guide for volunteers and visitors



Designated Senior Leaders

The Designated Senior Leader “DSL” is:

Mrs Wicks (Headteacher)

The Deputy Designated Senior Leaders “DDSL” are:

Mr Comer and Mrs Kemp

Mrs Wicks should be your first point of contact, in her absence any of these people can help with your child protection concern. If the DSL or Deputy DSLs are absent, please ask a member of the admin team to contact them via telephone for you. In the event of an emergency you can call:

0300 123 4043

The Manland Primary School Child Protection Policy can be found on our school website on www.manland.herts.sch.uk.

Please also refer to Part 1 of the DFE’s Guidance, ‘Keeping Children Safe in Education’.

Introduction

Safeguarding is everyone’s responsibility. Child protection is part of the safeguarding process. It focuses on:

- Providing a safe environment
- Identifying children who are suffering or likely to suffer significant harm, and
- Take 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 Leader (DSL)** for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

When to be concerned?

As an adult working with or offering to supervise 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 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 DSL 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 make a disclosure to you

If you report a concern to a member of the safeguarding team, you may ask for a follow up to check what actions have been taken and it is your responsibility to escalate this if you are not satisfied. If you are on the school grounds or offsite with pupils and you have a safeguarding concern, you must tell a member of staff on the trip and they will put you in contact with a member of the safeguarding team.

Remember, harm to a child can be caused by anyone:

- A parent/carer
- Family member/friend
- Another child
- Stranger

- Member of staff/volunteer
- Member of the community

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 Headteacher only
- If your concern is about the Headteacher inform Chair of Governors – Libby Montgomery via Chairgovernors@manland.herts.sch.uk. In the Chair’s absence contact the Vice Chair, Jeff Phillips.
- If neither are available, contact the LADO on 0300 123 4043

The School’s Safeguarding Governor is Chris Wardle. He oversees our safeguarding policies and procedures, however he should not be contacted with an individual safeguarding concern about a pupil.

What must I do if I have a concern?

Recognise the concern



Respond – inform your DSL/Deputy DSL without delay



If requested to do so by a member of the safeguarding team, make a written record (using the child’s own words), sign and date it



Pass the record to the DSL/Deputy DSL

Dealing with a Child’s disclosure

- **Listen** - Listen carefully to what is said to you.
- **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 DSL 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 DSL

School Trips Guidance, including Swimming

- Please ensure that you know who is leading the school trip
- Follow their guidance and direction at all times, if ever unsure, please ask for clarification
- Treat all pupils equally and with respect
- Find out who is responsible for delivering first aid, and do not administer any first aid yourself (unless in an emergency)
- Unless you have a DBS check, you will not be left unsupervised with pupils or able to take pupils to the toilets without a member of staff
- The use of your personal mobile phone is not permitted in sight of any pupils
- Do not take any photographs or videos of pupils
- If you have any safeguarding concerns, please follow advice on the previous page and ensure that this remains confidential at all times
- If swimming, avoid entering the children’s changing rooms unless directed to by a member of staff
- Whilst supervising the children, alongside the school staff, please guide them to stay safe on or near the roads, wait sensibly for their peers and listen to the swimming pool staff
- If you are transporting pupils, you will be required to complete the relevant risk assessment forms provided by the school office.

How do I ensure my behaviour is always appropriate?

Please refer to the Guidance for Safer Working Practices (Feb 2022) which can be found on the Safer Recruitment Consortium website:

<https://www.saferrecruitmentconsortium.org/>



Appendix 2: School Trip Volunteer Guide

Thank you for offering to help on our exciting trip. We appreciate parental involvement in the life of our school and hope that you and the children have a great day.

Here are some tips to ensure the trip runs smoothly and that everyone is kept safe:

Before the trip:

- To attend the trip you must have read the “Child Protection Quick Reference Guide for Volunteers and Visitors” and read and signed the ‘Safeguarding guidance for volunteers Policy’. Please ask the school office if you haven’t received one of these.
- If you have a DBS, you will need to share this with the school office beforehand.
- Confirm the date and time of your visit with the school. Make sure you know who to ask for when you arrive.
- Make sure you know how to recognise and respond to any concerns about a child’s safety or welfare.

During the trip:

- Follow the school’s “Child Protection Quick Reference Guide for Volunteers and Visitors” and the ‘Safeguarding Guidance for Volunteers Policy’.
- You may be assigned a group of children alongside a member of staff, together with a list of their names. Please work with the staff to do regular headcounts to ensure your group is still together.
- On the coach journey, please ensure all children in your group are wearing seat belts and that they remain seated for the duration of the journey. Children may not be allowed to eat or drink on the coach. Members of staff have sick bags if required.
- When walking, encourage children to walk in pairs and promote important road safety messages. If you are given a hi-vis jacket, please ensure you keep this on. When walking with children on the pavement, please walk on the side nearest the road, with children further away from the road. You may be directed to help pupils cross the road, please listen carefully to what you are asked to do by the lead adult.
- You are unable to use your mobile phone in sight of the pupils, unless in the event of an emergency. If you need to use your phone, please let a member of staff know so they can remain with your group while you use your phone elsewhere.
- You are not permitted to take photos of any children on a personal device.
- Members of staff are responsible for all first aid, please let one of them know if this is required.
- If you have any concerns about anything a child says or does on the trip, please let a member of staff know as soon as possible. Please maintain confidentiality, only discussing issues with a member of staff. If this is a safeguarding concern, please refer to the Child Protection Quick Reference guide provided and action accordingly.
- If a child needs the toilet, please let a member of staff know.

Above all, if you are unsure of anything at all, please talk to a member of staff. We will be pleased to answer any of your questions and address any concerns.

Appendix 3



<p>FORM OV 7B (CSF4259)</p> <p>SELF-CONSENT FORM FOR ADULTS (or young people living independently)</p>
<p>Establishment:</p>

To be completed by visit leader/organiser

Visit:		
Visit Leader:		
Date of Visit:	From:	To:
Is a photograph of participant required:		Yes / No

To be completed by participant.

Full name:	Date of Birth:	Passport Number (where required)
Do you:		
<ul style="list-style-type: none"> • Have a medical condition requiring medical treatment or medication? • Have an allergy to certain medications? 	Y/N	Y/N
Please give details of medical condition/treatments or allergies to medications below:		
Have you been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious?		Y/N
If yes, give details:		
Have you supplied details of your Inoculations record with this form?		Y/N
Do you have any special dietary requirements?		Y/N
If yes, give details:		
I wish to draw the following to the group leaders attention (e.g. allergies, phobias, recent operations and treatments, conditions which may affect fitness to participate in certain activities):		
SWIMMING ABILITY: (only applicable if water-based activities are planned. Are you water-confident / competent?)		

EMERGENCY CONTACT INFORMATION		
	MAIN	ALTERNATIVE
Name: Relationship: Address: Telephone Numbers: Day: Evening: Other:		
FAMILY DOCTOR DETAILS		
Name: Address: Telephone Numbers: NHS Number (if known)		

DECLARATION	
<p>I have received and understood the details of the visit.</p> <p>I confirm that I am in good health and fit to participate in the activities described.</p> <p>I agree to receive medical treatment as considered necessary by the medical authorities present.</p> <p>I undertake to inform the visit organiser as soon as possible of any change in medical circumstances between the date signed and the commencement of the event.</p>	
Signed:	Date:
Name in Capitals:	
Address:	
Postcode:	
Telephone No:	

The information on this form should be retained by the establishment's emergency contact.

This form or a copy may be taken by the visit leader on visits outside the UK.



FORM OV 7D (CSF4261)

VOLUNTEER DRIVERS FORM

Establishment: Manland Primary School

To: The Headteacher	
---------------------	--

I confirm that:

- I am willing to use my own vehicle for transporting pupils on school visits.
I have a valid full driving licence suitable for the type of vehicle.
- I have _____ Penalty Points on my licence (Please state number)
- I have a current valid insurance policy for the vehicle in which I intend to carry children / young people.
- I have checked with my insurers and have received confirmation of cover for this activity.
- The vehicle is roadworthy in all respects and has / will have a current MOT certificate (if it is more than 3 years old)
- Each young person will have a recognised seat with seatbelt (and booster cushion where appropriate) and that the vehicle cannot carry more than 8 passengers.
- I agree to inform Manland Primary School immediately of any changes to the above information

I understand that I am not covered under the above establishment's Insurance for the use of my vehicle.

Under the terms of the Data Protection Act 1998 we must inform you of the following:
By signing this form you are giving your consent to the above-named establishment and/or Hertfordshire County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies.

Signed: _____	Date: _____
Name: (print)	

Address:	
Registration Plate:	____ _

Please provide the following to the school office:	Date
<ul style="list-style-type: none"> • Driving Licence • Car Insurance Certificate • Car Registration Document – V5C • MOT Certificate 	

Hertfordshire Children's Services and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Driving Licence, Insurance Certificate, Registration Document and MOT Certificate.