



<https://www.nspcc.org.uk/>

The Internet is amazing. Children can play, learn, create and connect - opening up a whole world of exciting possibilities. But how do you keep track of what they're doing and make sure they're staying safe?

Whether you're an online expert or you're not sure where to start, we've got 4 key tips to help you:

- Explore the online world together.
- Talk to you child about staying safe online.
- Manage the software and tools your family use.
- Agree rules about what's OK and what's not.

And we've got free resources to help children. So whatever you're looking for - we've got the help and advice you need to keep your children safe.

ACE recognises that the welfare of the child is paramount, and that the needs and wishes of each child will be put first. We take seriously our duty to safeguard and promote the welfare of the children and young people in our care. Everyone who works at or visits ACE has a responsibility to safeguard our children from harm or exploitation.

This leaflet is intended to make sure you understand what is expected of you. Please ask the designated person for safeguarding if you are unclear about anything in it, and the 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 or well being of any young person in our school, you must report this to the designated person for safeguarding.

We appreciate you helping us to safeguard the children in our care by following these guidelines.

CONTACTS

Headteacher
Mr Andrew Simpson

Designated Person for Safeguarding
Mr Andrew Simpson (01903 883149)

Deputy Designated Person for Safeguarding
Mrs Heidi Simpson (01903 883149)
Mrs Hayley Meyer (01903 883149)

Governor with Child Protection/Safeguarding responsibility
Mr Miles Ockwell

Chair of Governors
Dr Andy Mott



Welcome to Arundel Church of England Primary School

Safeguarding Advice for Volunteers and Regular Visitors

Child protection advice for volunteers and visitors

Thank you for your interest in becoming a volunteer and regular visitor at ACE. 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 at ACE.

Your 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

If you will be volunteering at school once a week or more, on four days with any 30-day period, or overnight, you will require an enhanced DBS check. This is to help ensure the safety of our children.

The Headteacher will inform you as to whether or not you require an enhanced DBS check. If you do not, you should not be left unsupervised with children at any time.

DBS applications are processed online and the School Business Manager will be able to initiate your application and advise you on the documentation necessary for you to present for the check to be completed.

It is a requirement, also, that you 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.

Arundel Church of England Primary School's Safeguarding Statement is available on the school website and from the school office.

What to do if you are 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 will pass the information onto the school's Designated Person for Safeguarding.

What to do if a child discloses that (s)he is being harmed

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to be able to stay calm and controlled.

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than ask direct questions.
- Re-assure 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 in order that you can help them.
- Do not interrogate the child or ask leading questions.
- Re-assure the child that it is not their fault. Stress that it was right to tell.
- Make them aware that their disclosure will be reported only to those that need to know and can help.
- Record details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Sign and date the record.
- Report your concerns and give your written record to the Designated Person for Safeguarding/ Headteacher to enable the matter to be dealt with in the most appropriate way.

- Be aware of your own feelings about abuse and find someone you can share your feelings with once the procedures have been completed.

It is important to remember the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.

What to do if the alleged abuser is a member of the school staff

You should report such allegations to the Headteacher.

What to do if the alleged abuser is the Headteacher

You should report such allegations to the Chair of Governors

How to ensure that behaviour is always appropriate

Appropriate relationships with children should be based on mutual respect and trust. 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 pupils.

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

Do not photograph pupils - unless requested to by the class teacher - exchange emails or text message, or give out your own personal details. Any unprofessional contact with pupils, such as through social-networking sites, may leave you vulnerable to an allegation of abuse being made against you.