



## **SAFEGUARDING AND CHILD PROTECTION ADVICE**

**for**

**staff working in the school on a part-time or temporary basis, volunteers and regular visitors.**

## **Safeguarding and Child Protection Advice**

Thank you for your interest in becoming a volunteer or regular visitor. 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 with children at La Fontaine Academy.

### **What are my responsibilities?**

All 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**

La Fontaine Academy's Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' and work in a 'specified place' such as a school and this work is regular - i.e. once a week or more or 4 or more days in a 30 day period or overnight - will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are supervised at all times, this may not be required.

Madame Watmore will help you complete the DBS on-line application form and advise which documentation is necessary for you to present for the ID checks to be completed. You can apply to join the 'update service' at the same time to ensure that your certificate is portable. You must show your certificate to Madame Watmore as soon as you receive it. Madame Watmore may ask you to give signed consent so that he/she can use the update service.

It is a requirement, also, that you inform Madame Watmore 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.

La Fontaine Academy has a Safeguarding and Child Protection Policy and a copy is available at [www.lafontaineacademy.org/policies](http://www.lafontaineacademy.org/policies).

### **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 to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Safeguarding and Child Protection Officers.

### **What should I do if a child discloses that s/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 lie 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 may have to tell their teacher or Headteacher in order that they can provide appropriate help
- Do not interrogate the child or ask leading questions
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from all teachers and the Academy Office, and should be completed and returned to the Designated Safeguarding and Child Protection Officers to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

### **ALLEGATIONS AGAINST STAFF**

In case of allegations against a member of staff or volunteer, speak to Sebastien Chapleau, Sarah Edwards, or Louise Holland.

In case of allegations against Sarah Edwards or Louise Holland, speak to Sebastien Chapleau.

In case of allegations against Sebastien Chapleau, contact Isabelle Dennigan (Chair of Governors) or Mark Ducker (STEP CEO) by emailing [lynn.bruce@stepacademytrust.org](mailto:lynn.bruce@stepacademytrust.org).

As a volunteer or regular visitor 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 can be visible to others.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's Designated Child Protection Officer if you are unclear about anything in it, and 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 of any young person in our school, you must report this to the people listed at the back of this leaflet.

**PLEASE HELP US TO SAFEGUARD THE CHILDREN IN OUR CARE BY FOLLOWING THESE GUIDELINES.**

## **KEY CONTACTS**

### **Headteacher**

Dr Sebastien Chapleau

### **Lead Safeguarding and Child Protection Officer**

Dr Sebastien Chapleau (Headteacher)

### **Deputy Safeguarding and Child Protection Officers**

Sarah Edwards (Assistant Headteacher and Year 3 Teacher)

Louise Holland (SENDco and Senior Leader)

Jenna Crittenden (Deputy Headteacher)

### **Governor with Safeguarding and Child Protection responsibility**

Chris Stevens

### **Chair of Governors**

Isabelle Dennigan

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## **MOBILE PHONES**

### **VOLUNTEERS, VISITORS, GOVERNORS AND CONTRACTORS**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.