

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 should such an eventuality occur.

- Listen to the child without making judgements.
- Take what they tell you seriously but do not offer opinions.
- Explain that you can't keep the information secret but must pass it on to someone who will know what to do.
- Don't interrogate the child or ask leading questions, such as "what did s/he do next?"
- Try to convey that the child is not at fault but avoid criticising the person named.
- Don't make promises that you cannot keep.
- Tell the child you are going to tell the class teacher or the DSL.
- Record as much as you can about the incident while it is fresh in your memory.

What should I do next?

Inform the DSL or a Deputy DSL as soon as possible and pass on the information. You have the right and the responsibility to follow up your concern later and expect to be told that action has been taken, although you should not expect to receive any details about the nature of the action taken.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher. If the allegation is about the Headteacher you should contact the Chair of Governors either by asking the office staff to forward your details or using the feedback form on the school website at

<http://www.csgevillageschool.org/governors/>

How do I ensure that my behaviour is always appropriate?

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

As a volunteer you may be working with children on a one to one basis. Children, especially when 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 your interactions with pupils.

- If you are working with a pupil on his/her own always ensure that you can be visible to others. We will place you in a space which is public if you are not in a class situation.
- Never make arrangements to meet a pupil on their own without school or parental permission.
- Do not photograph children without school and parental permission and **never** use a mobile phone to do so.
- Do not give out your own personal details.

First Aid

Each school has an appointed First Aider and staff who are trained to administer medicine. The vast majority of staff have received basic first aid training and there is a clear plan to ensure that this is updated when necessary.

USEFUL CONTACTS

Headteacher/DSL: Mr Alastair Haywood

Deputy HT/Deputy DSLs: Mrs Patricia English/Mrs Katherine Mannion

Chair of Governors: Mrs Donna Westall

Safeguarding Governor: Mrs Donna Westall

If child is at immediate risk of harm, ring 999

First Response Team Bucks Council 01296 383962 Mon to Fri, or **Emergency Duty Team (EDT)** out of hours **0800 999 7677**

This leaflet was reviewed and updated in June 2025 by the Safeguarding Governor and DSL.

Chalfont St Giles Village School



Safeguarding Advice, and Guidelines for Parental Support in School (and other volunteers)

We welcome and appreciate the support we receive from parents and other helpers who volunteer in our school. This leaflet has been written to ensure that helping is a positive experience for the entire school community and to keep our children safe.

What is expected of helpers?

Each school site has a Visitors' Code of Conduct on display at the entrance. Please read this. Whilst on site you **must** wear a visitor's badge which is clearly visible and turn your mobile phone **off** whilst on school premises (if you need to use it, please ask permission from a senior member of staff and use it only in areas where phone use is permitted).

In addition, you are requested to:

- give full details of times, days and duration of help
- help on a regular basis and arrive on time
- give the teacher advance notice of absence
- show a supportive and positive attitude towards the school
- be willing and able to take direction from the class teacher or classroom assistant
- respect confidentiality; events within the classroom remain within the school
- not discuss individual children's development outside school
- refrain from writing judgements on children's work
- encourage individual and group independence
- be aware of the needs of the age group
- be aware of equal opportunities, e.g. gender, race and disability
- discourage over-familiarity with the children
- inform the teacher of any concerns about behaviour (e.g. unhappy, stressed etc.)
- inform the teacher immediately of any accidents, giving full details
- be familiar with the school's behaviour policy and school rules
- be familiar with the fire and emergency procedures

Support for helpers

Teachers will endeavour to:

- Keep helpers informed of the days and times that their help will be needed and if for any reason that they are not needed on a particular day

- Explain the activity and its purpose so that helpers know what is expected
- Provide the necessary materials and equipment
- Discuss any difficulties or concerns that may arise.

Also

If you are not enjoying the activity and would like to change, please discuss with the class teacher.

If you do not understand or are unsure of anything that you have observed in the school, please talk to the class teacher or Headteacher.

Above all **ENJOY** the experience. You will gain so much by helping the children and staff of Chalfont St Giles Village School.

This leaflet is given to all Volunteers when they start and at the beginning of each academic year to remind everyone about Safeguarding. It is reviewed annually. Please ask if you are not clear about anything in it. You will be asked to sign a record to show that you have received and read this leaflet.

SAFEGUARDING ADVICE

Chalfont St Giles Village School is committed to Safeguarding.

It is a requirement that all volunteers have received clearance from the Disclosure and Barring Service (DBS) prior to starting to ensure unsuitable people are prevented from working with children.

You should 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.

What are my responsibilities as a Volunteer?

No child should suffer harm, either at home or at school. 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. Our Child Protection Policy is available on the school website: please take time to read this.

Behaviour

We aim to promote a positive, nurturing environment in which all pupils can realise their full potential, reach the highest possible standards and feel safe, secure and good about themselves.

Our Behaviour Management Policy, available on the school website, is based on respect and care for each other and our environment. Success comes from staff, pupils and parents working in partnership with common goals. Please take time to read this policy.

Confidentiality

The school respects everyone's rights to privacy but if someone may come to harm then this confidentiality may be broken with information being shared on a need to know basis. If, as a volunteer, you have information that may prevent any pupil (or adult) connected with the school from coming to harm then you are obliged to share this with the school.

Which children need protection?

You may become aware whilst you are working with a child that there are some problems at home or elsewhere that give you cause for concern. You may become aware of unexplained marks, bruising or changes in the child's behaviour or demeanour. Sometimes children display aggressive behaviour, become withdrawn or unable to concentrate.

What should I do if I am worried about a child?

The Designated Safeguarding Lead (DSL) trained in child protection matters is Mr Haywood. Mrs Mannion & Mrs English are also trained and they are the Deputy DSLs.

You **must** report any concerns to Mr Haywood or one of the Deputy DSLs, who will deal with the matter in an appropriate way.