

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 person who gave it to you if you are unclear about anything in it, and keep it 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 designated Senior Member of staff in school.

Thank you for supporting the children and young people of Northborough Primary School.



If you think the matter is a concern or very serious and may be related to a child protection issue e.g. physical, sexual, emotional abuse or neglect, you **MUST** talk to:

**Designated Child Protection Officer and Prevent Lead:**  
**Stuart Mallott**  
(Headteacher)



**Deputy Designated Child Protection Officer: Andrea Jackson (Deputy Headteacher & SENDCO),**

If you are unable to contact them, you can ask a member of teaching staff or the office staff to locate them and ask them to come and speak to you immediately about a confidential and urgent matter.

Our website:  
[www.northboroughschool.co.uk](http://www.northboroughschool.co.uk)

Look under (information / safeguarding)

Any allegations or disclosures involving a member of staff or volunteer in school must be reported directly to the Headteacher, unless it involves the Headteacher in which case should be reported directly to the Chair of the Governing body David Over.

**Chair of Governors David Over**  
[d.over@northborough.peterborough.sch.uk](mailto:d.over@northborough.peterborough.sch.uk)

**Safeguarding Governor**  
**Paul Rylance**  
[P.Rylance@northborough.peterborough.sch.uk](mailto:P.Rylance@northborough.peterborough.sch.uk)

**Out of hours emergency contact:**  
[emergency@northborough.peterborough.sch.uk](mailto:emergency@northborough.peterborough.sch.uk)

## Safeguarding at Northborough Primary School



### **Child protection advice for volunteers & visitors:**

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 all children and we hope this leaflet will provide some useful advice and information when working with children at Northborough Primary School.

### **Responsibilities as a volunteer or visitor:**

All those that 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:** Northborough Primary School procedures specify that all volunteers who work with children three or more days in a 30 day period, overnight or a break in service within the school of 3 months, will require an enhanced DBS check.

**At Northborough Primary School** we have a statutory duty to 'Safeguard and promote the welfare of children.' If you have any concerns about the health and safety of a child at this school or feel that something may be troubling them, you should share this information with an appropriate member of school staff straight away. Some issues (e.g. child's

appearance, hygiene, general behaviour etc.) can be shared with any teacher or member of support staff in school.

Do not worry that you may be reporting matters, which may seem small – we would insist that you tell us something, which does turn out to be a minor issue rather than missing a worrying situation.

### **What should I do if a child discloses information you feel put them at risk of harm:**

- Listen to what is being said without displaying shock or disbelief accept what is being said.
- Allow them to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain that you will have to pass this onto a teacher or the head teacher so that they can help
- Do not interrogate or ask leading questions
- Reassure the pupil it is not their fault
- Stress that it is the right thing to tell

**Immediately** record factual details (not opinion) on a logging concern form found in the staffroom with date and time. Hand the form **immediately** and **directly** to a designated member of staff.

Any allegations or disclosures involving a member of staff or volunteer in school must be reported directly to the Head Teacher, unless it involves the Head Teacher in which case should be reported directly to the Chair of the Governing body (Debbie Hiller).

### **How should I assure that my behaviour is always appropriate?**

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

As a volunteer or 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 staff members, exchange emails or text messages, or give out our own personal details.

Please help us to safeguard the children in our care by following these guidelines.