

## Key Contacts

### At School:

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 not clear 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 person Designated for Child Protection in our school.

*Developed by Bucks County Council  
Safeguarding in Education Team*

**Headteacher:** Mr Robert Hacking

**Designated Person for  
Child Protection:** Mr Robert Hacking

**Chair of  
Governors:** Mr S. Barrett

**Tel:** 01494 762109

**Email:** [office@littlechalfont.bucks.sch.uk](mailto:office@littlechalfont.bucks.sch.uk)

### **Other Designated Safeguarding Leads:**

Mrs T Abadee  
Mrs S West

**LADO (Local Authority Designated Officer)**  
**01296 382070**

**First Response Team**  
**(Advice or referral to social care)**  
**01296 383962 (out of hours: 0800 999**  
**7677).**



## CHILD PROTECTION ADVICE FOR VOLUNTEERS

September 2024

### **Child Protection Advice for Volunteers**

Thank you for your interest in becoming a volunteer. This leaflet is designed to provide some useful advice.

As a school, we are committed to Safeguarding and meeting the needs of children, young people and vulnerable adults. This leaflet will provide some useful advice and information when working with children in our school.

### **DBS checks**

Part of the safeguarding policy requirement is that volunteers working in schools are checked by the Disclosure & Barring Service (DBS). This is just to help ensure that unsuitable people are prevented from working with children. The Headteacher will be able to advise you further on this and tell you more about their school code of conduct.

If you have already been DBS or CRB checked you should notify the Headteacher who can consult with the DBS team to determine whether a repeat check is necessary.

Whilst you are waiting for the checks to be completed it is very important that you are not left to work with children or young people without supervision of a member of the school staff.

You should also 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?**

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. It is important to be familiar with our Child Protection Policy and the Code of Conduct policy, copies of which are available to read on the school website in Key Information – School policies section and in the school office.

### **Which children need protection?**

You may become aware whilst 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 or bruising, or changes in the child's behaviour or demeanour

**Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.**

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

We have a team of Designated Safeguarding leads who are trained to support pupils and staff when concerns arise. At LCPS they are:  
Mr Hacking – Head Teacher  
Mrs West – Assistant Headteacher  
Mrs Abadee – SENCO

### **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.  
Listen to the child, without making judgements.  
Take what they tell you seriously, children rarely lie about such matters.  
Explain that you can't keep the information secret and must pass it on to someone who will know what to do.  
Don't interrogate the child and ask leading questions, such as "what did he do next".  
Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.  
Don't make promises that you can't keep but tell the child what you are going to do.

### **What should I do next?**

Find the Designated Person as soon as possible and give the information to him/her. You will be asked to complete a disclosure/incident form. It is important when you complete this form that you use the exact words/phrases the child used.

### **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 contact the Chair of Governors.

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

Appropriate relationships with children should be based on mutual trust and respect.  
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 can be visible to others.

Never make arrangements to meet a pupil on their own without school and parental permission.

**Do not photograph pupils, exchange e-mails or text messages, or give out your own personal details.**