

Children, especially when they are young, are often spontaneously affectionate and tactile, particularly when away on school trips and residential trips 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.

Please ensure that you:

- Turn your mobile off when you are in school.
- Do not photograph pupils, unless requested to by the class teacher using a school camera.
- Do not give out your own personal details to pupils.

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 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 one of our Designated Safeguarding Leads immediately.

### **CONTACTS**

**Executive Headteacher:**

**Mrs C Spires**

**Designated Safeguarding Leads:**

**Mrs G Condon**

**Mrs C Spires**

**Mrs Boulcott**

**Mr Greenwood**

**Miss L Dean**

**Governor with Safeguarding  
Responsibility:**

**Mrs L Finke**

# **The Hermitage School**



## **Safeguarding Advice for Volunteers and Visitors**

### **Introduction**

Thank you for your interest in volunteering at The Hermitage School. As a school we are committed to safeguarding and meeting the needs of every child in our care. This leaflet is intended to provide useful information and advice when working with children at the school.

### **What are my responsibilities as a Volunteer?**

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**

Surrey's Recruiting and Selection Procedures specify that all volunteers who work with children three 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.

A member of our Administrative Team will inform you as to whether or not you require a DBS Disclosure. If you do not, you should not be left unsupervised with children. DBS forms are available from the school office and specify on them which documentation is necessary for you to present for the check to be completed.

It is essential that you inform the Executive 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.

The Hermitage School has a Safeguarding Policy which is available to view and download from our website.

### **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 one of our Designated Safeguarding Leads (DSLs)

### **What should I do if a child discloses that she/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.
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Listen rather than ask direct questions.
- Explain that you have to tell their teacher or a DSL in order that they can help him/her.
- Immediately record details of the disclosure, including wherever possible the exact words or

phrases used by the child.

Any written record/notes made should be given directly to one of our Designated Safeguarding Leads to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record/notes.

It is important that you **do not**:

- Interrogate the child or ask leading questions.
- Promise confidentiality.
- Criticise the alleged perpetrator.

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

You should report such allegations to the Executive Headteacher immediately.

### **What should I do if the alleged abuser is the Headteacher?**

You should report such allegations to another Designated Safeguarding Lead who will notify 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.

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