Crawley Down Village C of E School

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Headteacher: Mr Oliver Burcombe

Safeguarding information

A Guide for Volunteers

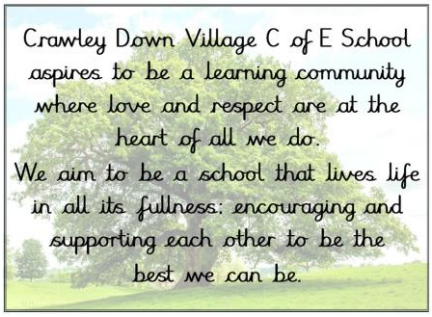
Welcome

Thank you for volunteering at our school. Your time and support make a valuable difference to our pupils.

Everyone who works or volunteers in a school has a responsibility to help keep children safe. This leaflet provides the essential safeguarding information you need before working with pupils.

Our Vision and Values







Here at Crawley Down Village C of E School, love and respect are at the heart of everything we do. We have a motto of being "Ready, Respectful and Safe". Children are praised for showing our Christian values and being ready, respectful and safe, they are awarded House Points for their team and/or RRS sticker to wear. You may wish to praise a child, please speak with the class teacher about having access to the stickers and House Points. We also try to verbally praise the children, "Well done for walking quietly down the corridor, you are being really respectful of others who are learning."

What is Safeguarding?

Safeguarding means:

- Protecting children from abuse, neglect, exploitation and harm.
- Promoting children's health, wellbeing and development.
- Ensuring children grow up in a safe environment.
- Taking action if there are concerns about a child's welfare.

Safeguarding is everyone's responsibility.

Your Responsibilities

As a volunteer, you must:

- Treat every child with dignity and respect.
- Be a positive role model.
- Follow staff instructions and school policies.
- Report any safeguarding concerns immediately.
- Maintain professional boundaries at all times.
- Never promise to keep a child's disclosure secret.

Our Designated Safeguarding Leads

If you have any safeguarding concern, report it immediately to:

				
Oliver Burcombe Headteacher DSL	Kylie Rose Deputy Headteacher Deputy DSL	Gemma Jordan Assistant Headteacher Deputy DSL	Sophie Marshall Assistant Headteacher Deputy DSL	Kylie Rose Assistant Headteacher Deputy DSL

If the DSL is unavailable, report your concern to the Headteacher immediately.

If you believe a child is at immediate risk of serious harm, tell a member of staff straight away. Do not wait.

What do you do if a child discloses something that concerns you?

Stay calm

Listen carefully to the child

Do not promise confidentiality Explain to the child that you must pass the information on.

Do not ask leading questions or make judgements Take what is said seriously. As soon as you believe that there might be a genuine issue, ask no further questions.

Reassure the child they have done the right thing.

Tell the DSL or deputy DSL without delay If these members of staff are not available to speak to straight away, speak to the class teacher who will record your concern.

Confidentiality is paramount. Do not discuss what you have heard in school verbally on social media

Recognising Possible Signs of Abuse

Physical Abuse – When a child is deliberately hurt or injured Unexplained injuries Frequent bruising Fear of going home Wearing clothing to cover injuries	Emotional Abuse Low self-esteem Extreme behaviour Withdrawal Excessive anxiety
Sexual Abuse Inappropriate sexual knowledge Sudden behavioural changes Reluctance to be with certain people Self-harm	Neglect Poor hygiene Hunger Inappropriate clothing Frequent tiredness Poor attendance

What Should You Report?

Report immediately if you notice:

- A child discloses abuse.
- Injuries causing concern.
- Neglect.
- Bullying.
- Inappropriate behaviour by an adult.
- Unsafe practices.
- Concerns about radicalisation.
- Female genital mutilation (FGM) concerns (where relevant).
- Child-on-child abuse.
- Online abuse.
- Any situation where a child may be at risk.

Remember:
You do **not** need proof. If you're worried, report it.

Volunteers are expected to:

- Have a current DBS
- Wear appropriate clothing.
- Use respectful language.
- Work where others can see you whenever possible.
- Follow school guidance for physical contact.
- Mobile phones must be switched off or be put away.
- Mobile phones should not be used in school at any time and, no photos or videos of children should be taken.
- To encourage positive behaviour and reinforce the teachers instructions and rules.
- To equally value everyone, regardless of race, gender, social background or ability.

Confidentiality & Professional Conduct

As a volunteer, you may hear or see information about children, families, staff or the school during your time with us. This information is private and must be treated with the utmost confidentiality.

You must:

- Respect the privacy of all pupils, families and staff.
- Keep any information you hear or observe within the school confidential.
- Only discuss information with appropriate school staff when it is necessary for safeguarding or your volunteer role.
- Store or dispose of any written information securely, as directed by school staff.

A good rule to follow is:

"What you see and hear in school stays in school—unless it is a safeguarding concern that needs to be reported."

Whistleblowing

If you are concerned about the behaviour of another adult working or volunteering in school:

- Report it immediately to the Headteacher.
- If the concern is about the Headteacher, report it to the Chair of Governors or relevant governing body contact.
- Never ignore concerns about an adult's behaviour.

Volunteer Declaration

I confirm that I have:

☐ Read this safeguarding leaflet.

☐ Understood my responsibilities.

☐ Been informed who the Designated Safeguarding Lead is.

☐ Know how to report concerns.

Name: _____

Signature: _____

Date: _____