

Child Protection summary for all temporary staff and volunteers



This summary sheet is for staff who work or help in school (helping on school trips – please see additional guidance attached) on supply or other short contracts (even for only a day.) Reading and understanding the information on this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils

As an adult working or helping in school (including volunteer reading and helping on school trips) you have a duty of care towards all pupils. This means that you should act at all times in a way that is consistent with their safety and welfare

You should follow the principles of safer working practice, which includes use of technology: on no account should you take images of pupils on personal equipment, including your mobile phone.

If the behaviour of another adult in school gives rise to concern you should report it to the Designated Safeguarding Lead (DSL) or Headteacher.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the deputy DSLs who are Mrs Jackie Green (Head Teacher) and Mrs Sue Saxby (Deputy Head Teacher/ DSL), Mrs Nicola Smith, Mr Michael Hall (KS2 Leader for Achievement), Mrs Valerie Osborne, Mrs Beulah Johnson (SENCO).

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account on a Record of Concern form and give it to the DSL or deputy.

If a pupil talks to you about (discloses) abuse you should:

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell the DSL or deputy DSL without delay
- write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Share any concerns, don't keep them to yourself.

Confidentiality about all other aspects concerning a child or children in the school is essential other than when reporting on a concern or disclosure to the DSL

This school has a safeguarding policy and more detailed procedures on child protection which are available from the DSL and on the School website

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At Malmesbury Park, the safety of each child is always our first concern. Taking a group of school-children on a visit is not the same as taking your own children out. There will be some things the children are required to do or not allowed to do. **Please follow the direction of the leader of the visit at all times** and ask for direction if you are unsure of anything or have any concerns at all. Specific guidelines are below:

Rules and guidelines for adult helpers on the trip

- Please wear appropriate clothing for the trip and the current weather, including footwear. Often a school trip will involve a lot of walking.
- Each child should eat only the food they have brought as a packed lunch. **Do not** give food, sweets or other treats to children (even your own).
- Please do not smoke on the trip, even away from the children's view.
- First aid should be only administered by a first aider from the school or the place we visit, unless in an emergency.
- Know how many children has been assigned to your group and count them whenever you stop. You cannot count them too often!
- On the journey, sit near the children in your group and encourage that all safety precautions (such as sitting down and strapping in) are adhered to.

Learning

- Talk to the children on the trip – what can they see? What are they currently learning? What is their favourite subject to learn about in school. We are very proud of our children – they love to chat and often have a lot to say!
- Encourage children to work as a group (if asked) on the tasks they have been assigned. Do not give them the answers but help them to organise themselves and discover the answers for themselves.

Behaviour

We expect all children to maintain the highest levels of behaviour and discipline both in and out of school. They will **all** understand this. Please ensure excellent behaviour in your group by verbally reminding children of the expectations. Alert a member of staff immediately if you are having difficulties with the behaviour of any child.

To Sum Up

Children learn many things from visits, and not just "school work." They learn how to behave in public places, how to speak to a range of adults and how to take some personal responsibility for themselves and their belongings. We thank you for making this visit possible for these children. Have a wonderful time!