

## Child Protection Advice

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 children and we hope this leaflet will provide some useful advice and information when working with children at Martley C.E. Primary School.

### What are my responsibilities?

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.

### DBS checks

Martley C.E. Primary School's Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' – i.e. unsupervised activities such as teach, train, instruct or supervise children; and work in a 'specified place' such as a school; and this work is regular i.e. once a week or more or 4 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. If your work with children means that you are supervised at all times, this may not be required.

The School Administrators, Miss Jessica Owen and Mrs Gabby Lewis, will help you to complete the DBS on-line application form and advise which documentation is necessary for you to present for the ID checks to be completed. You can apply to join the 'update service' at the same time to ensure that your certificate is portable. You must show your certificate to the Headteacher as soon as you receive it. The Headteacher may ask you to give signed consent so that he can use the update service. He 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.

**It is a requirement, also, that you 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.**

**Martley C.E. Primary School has a Safeguarding Policy and a copy is available from the School Office.**

### 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 the school's Designated Safeguarding Lead.

### 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 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
- Do not promise confidentiality but explain to the child that you may have to tell their teacher or Headteacher in order that they can provide appropriate help
- **Do not interrogate** the child or **ask leading questions**
- Reassure the pupil that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Yellow forms for the recording are available from the school office and in the staff room, and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way.

**Please ensure you have signed and dated the record.**

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

You should report such allegations to the Headteacher immediately.

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

You should report such allegations to the Chair of Governors.

### What should I do if I witness worrying behaviour by another adult at school?

You should always report this to the Headteacher.

### How do I ensure that my behaviour is always appropriate?

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

As a volunteer or regular 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 the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

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

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 school's DSL 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.

Copies of the school's safeguarding Children policy, our Staff code of Conduct and Part 1 of 'Keeping Children Safe in Education' are available from the DSL and a copy is on display in the staffroom. It is expected that you will read these so that you have a further understanding of safeguarding at Martley CE Primary school.

If you are worried about the safety of any young person in our school, you must report this to the DSL.

## CONTACTS

**Headteacher:**

**Mrs Lucy Cox**

**Designated Safeguarding Lead for Safeguarding Children (DSL):**

**Mrs Lucy Cox**

**Deputy DSL:**

**Mrs Michelle Gunston**

**Early Years DSL:**

**Mrs Joanne Stratford**

**Governor with Safeguarding responsibility:**

**Mrs Lisa Watson**

**Chair of Governors:**

**Mrs Lisa Watson**

**Edited September 2025**



# Martley C.E. Primary School & Pre-school



**SAFEGUARDING ADVICE  
FOR  
VOLUNTEERS  
&  
REGULAR VISITORS**



