

Contact details

St. Paul's CE (VA) Primary School

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St. Paul's Learners...

Work together
Make connections
Are curious
Share learning
Are resilient
Take risks
Listen well



St. Paul's Golden Rules

Show respect
Be kind
Listen and learn
Try your best

Once again, thank you for finding some spare time to come and volunteer in our school. If you have any further questions, please contact the office and the staff will be happy to help.



St. Paul's CE (VA) Primary School

Volunteer/visitor Safeguarding Leaflet



Thank you so much for volunteering at St. Paul's Primary School. We welcome visitors and volunteers to work with us in school to support and enrich our children's learning. If, after helping, you feel you have any other particular skills that could add to our wider curriculum (for example running a club or providing an opportunity for children that isn't already catered for), please feel free to contact the school office and let us know.

We hope this leaflet will help inform you of some of our procedures and aims. St. Paul's is a friendly, supportive and hardworking team and we hope your time with us is rewarding and happy.

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 the children at St. Paul's.

'Life in all its fullness'

John 10:10

Our Vision

St Paul's is a community school providing a high quality education for all our children. We are ambitious about our learning, proud of our achievements, and desire to do our best for ourselves and for the world around us.

- **Curious Learners**
- **Caring and Ambitious**
- **Heart of our Community**

Visitors and volunteers at St. Paul's

Please do:

- ✓ Be positive and praise the children
- ✓ Treat all children equally and with respect and expect to be treated with respect
- ✓ Report any potential child protection issues with one of the CP Officers (see below)
- ✓ Refer any behaviour management issues to the class teacher
- ✓ Speak to a member of staff if you have any general concerns
- ✓ Report any Health and Safety issues to the Headteacher
- ✓ Be punctual
- ✓ Report any first aid requirement to a member of staff
- ✓ Provide a positive role model for children in terms of language, dress code and behaviour

Child Protection procedures

If whilst working with a child you become concerned about:

- comments made to you
- marks or bruises
- changes in behaviours or
- disclosure of sensitive information
- inappropriate behaviour

Please report these concerns immediately to a Designated Member of Staff for Child Protection (Mrs Darrell, Mrs Ray or Miss Flowers). Do not speak with anyone else about what has been disclosed or what your concerns are.

4 main categories of abuse to be aware of:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Wider safeguarding: These threats can take a variety of different forms, including:

- exploitation by criminal gangs and organised crime groups;



- trafficking;
- online abuse;
- sexual exploitation;
- influences of extremism leading to radicalisation;
- Female Genital mutilation
- Breast ironing
- County lines

Receiving a disclosure

If a child tells you that they have been hurt or abused, how should you respond?

- Listen
- Explain
- Pass on – **straight away**
- Record

Never promise confidentiality

Safeguarding

Volunteers must sign in the Visitors' book located at the office at the beginning of the session and sign out at the end. Collect a visitor lanyard from the office and wear it to show the staff and children you have authorisation to work in school. Whilst in school please do not open the outside doors to anyone other than recognised staff and pupils.

Confidentiality

The most sensitive issue around parent/volunteer helpers in school is confidentiality. Parents hand their children over to the school trusting they are safe and that their progress and welfare will be treated with complete confidentiality. Confidentiality must be maintained at **ALL** times. No child, named or otherwise, can be discussed outside of school. If a parent/carer approaches you to discuss an incident or pupil progress, you must direct them to speak to the class teacher. Do not make any other comment as this would be highly inappropriate. Confidentiality also applies to details about members of staff.

