

## Should I make a note of what is said?

Immediately record details of what you have been told, on the forms found in the staff rooms and offices, using the exact words or phrases used by the child, please sign and date the record. This should be handed to one of the DSLs to enable the matter to be dealt with in the appropriate way.

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

You should report the allegations to the Head Teacher.

## What should I do if the alleged abuser is the Head Teacher?

You should report the allegations to the Chair of the Trust Board, Dianna Gwilliams:  
[chair@goodshepherdtrust.org.uk](mailto:chair@goodshepherdtrust.org.uk)

### Abinger Common

Abinger Lane  
Abinger Common  
Dorking  
Surrey RH5 6HZ  
Tel: 01306 730747

### Westcott

School Lane,  
Westcott  
Dorking, Surrey  
RH4 3QF  
Tel: 01306 881136



## Appropriate behaviour

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

- As a Volunteer you may be working closely with children sometimes on a one to one basis.
- If you are working with a child on his/her own always ensure that the door is left open and that you are visible to others.
- Mobile phones should not be used whilst on school premises or accompanied visits.
- Images should not be taken of any children.
- Do not exchange emails, text messages or give out your personal details.
- Children are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or appearing to reject this. You should, however, be careful about touching children.

## Our Designated Safeguarding Lead

The schools DSLs are:

**Lead DSL Mrs Sam Sawyer – AHT / SENCo**  
**Deputy DSL: Mr Simon Coles - HT**  
**Deputy DSL Mrs Jane Lewis - Classteacher**



## Key Information about Child Protection and Safeguarding for Volunteers



**Keeping children safe is everyone's responsibility**

**A copy of the schools Child Protection and Safeguarding Policy is available on the school website or from the school office.**

Surrey Hills All Saints Primary School creatively develops each child's potential and love of learning by inspiring young minds within a happy, caring and rural community.

You have been given this leaflet to make sure you understand what is expected of you. Please ask the school if you are unclear about anything.

If you are worried about the safety of any child in our school, you **MUST** report it immediately.

## Recognising the signs of abuse

Children can experience abuse at home, at school, in fact anywhere. Children who are being abused may show signs of their unhappiness in many ways including being nervous, anxious withdrawn or isolated, they may also be angry and aggressive.



### Physical Abuse

This is when someone physically hurts or harms a child. Hitting, squeezing, biting, or twisting a child's arm or legs can cause injuries like bruises, grazes, cuts or broken bones.

### Emotional Abuse (including Domestic Abuse)

This occurs when a child's basic need for love, security, praise and recognition is not met. It may result in the child becoming withdrawn, nervous, and unhappy or lacking in confidence.

### Neglect

Neglect can result when adults fail to meet the physical or emotional needs of children, such as food, clothing, warmth, love and attention.

### Sexual Abuse

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

### Child Sexual Exploitation

This is a coercion of young people under the age of 18 into sexual activity in exchange for something e.g. money, gift, affection.

### FGM

A procedure that intentionally alters/injures the female genital organs for non-medical reasons.

### Anti-Radicalisation

This involves vocal or active opposition to fundamental British values.

## What should I do if I'm worried about a child?

Whilst working with a child you may become concerned about:

- Comments made by a child.
- Marks or bruising on a child.
- Change in the child's behaviour or demeanour.

Please report these concerns to the class teacher.

**DO NOT** conduct your own investigation, our Designated Safeguarding Leads are fully trained to deal with the situation.

## What are my responsibilities as a Volunteer?

The school is committed to safeguarding and promoting the welfare of children and as a volunteer at the school we expect you to share this commitment.

## Will I need to be DSB checked?

To help ensure that unsuitable people are prevented from working with children the school and governing body have decided that all volunteers will require a DSB check.

Information about how to apply for a DBS is available from the office. You will need to present the necessary documentation to the school for the check to be completed

Please also inform the Head Teacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the children in the school.

## 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 if this does occur as children rarely lie about such matters.

- Listen to what is being said.
- Allow the child to speak freely.
- Reassure the child, but do not make promises that might not be possible to keep.
- Do not promise that you will not tell anyone; let the child know that you will have to tell the teacher or Head Teacher so they can help him/her.
- Do not interrogate the child or ask leading or direct questions.
- Reassure the child it is not their fault and stress they have done the right thing by telling.
- Do not criticise or approach the alleged perpetrator.