

All children have the right to grow up safe from harm

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 person who gave it to you if you are not clear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in your school, you must report this to the Designated Safeguarding Lead in your school.

Please read this leaflet alongside the Safeguarding and Child Protection Policy and Procedures and its associated appendices:

- Safeguarding and Child Protection Policy and Procedures
- Appendix 1: The Management of Safeguarding
- Appendix 2: Staff Code of Conduct*
- Appendix 3: Safeguarding and Promoting the Welfare of Children: Quick Reference Guide
- Appendix 4: Record of Concern
- Appendix 5: Working to Eliminate Risk
- Appendix 6: Indicators of Harm
- Appendix 7: Whistleblowing Policy*
- Appendix 8: Safer Recruitment*
- Appendix 9: Front Hall Notice
- Appendix 10: Non-Collection Procedure
- Appendix 11: Children Missing in Education
- Appendix 12: Extra guidance on Prevent duties

- Appendix 13: Extra guidance on sexual imagery
- Appendix 14: Notice for staff toilet doors

**not available publicly – only on staff network*

USEFUL CONTACTS

Please phone the School Office on 020 7723 8700 or a.jauregui@abercornschool.com for further contact details of the below.

Designated Safeguarding Lead:
Headmaster, Christopher Hammond

Deputy Designated Safeguarding Lead for Senior School:
Deputy Head, Laurence Séguier

Deputy Designated Safeguarding Lead for Upper School
Deputy Head, Maria Casey

Designated Safeguarding Lead for Lower School and Early Years:
Deputy Head, Rebecca Stewart

Chair of the Board: Mr John Clarke

Designated Governor for Safeguarding:
Mrs Andrea Greystoke

Please contact the Bursar who will make Board details available to you, if you require them.

A comprehensive list of further contact details can be found in the Safeguarding and Child Protection Policy



ABERCORN SCHOOL

SAFEGUARDING ADVICE FOR VOLUNTEERS AND REGULAR VISITORS

Updated	Review Date	Version
September 2022	September 2023	2022.03

Please help us all to safeguard the children in our care by following the guidelines in this leaflet

Safeguarding advice for volunteers

Thank you for your interest in becoming a volunteer. This leaflet is designed to provide some useful advice.

As a school, we are committed to safeguarding and meeting the needs of children, young people and vulnerable adults. This leaflet will provide some useful advice and information when working with children in schools.

DBS checks

Part of the safeguarding policy requirement is that staff working in school are checked by the Disclosure and Barring Service (DBS). This is just to help ensure that unsuitable people are prevented from working with children. The Head will be able to advise you further on this if you wish.

Whilst you are waiting for the checks to be completed, it is very important that you are not left to work with children or young people without the supervision of a member of the school staff. You should also inform the Head 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.

What are my responsibilities as a volunteer?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children. At Abercorn School you will find the Safeguarding Policy documents on the School website and the School Office, and it is important that you read them through.

Which children need protection?

You may become aware whilst working with a child that there are some problems at home or elsewhere that give you cause for concern.

You may become aware of unexplained marks or bruising, or changes in the child's behaviour or demeanour.

Sometimes children display aggressive behaviour, become withdrawn and uncommunicative or unable to concentrate.

What should I do if I am worried about a child?

In every school there is a Designated Safeguarding Team specially trained in Child Protection who will know what to do. At Abercorn School, these are Christopher Hammond, Laurence Séguier, Maria Casey and Rebecca Stewart. You should report your concerns to them that day. Rebecca Stewart should be contacted for Early Years children. They will deal with the matter in an appropriate way.

What should I do if a child discloses that they are being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality.

- Listen to the child, without making judgements.
- Take what they tell you seriously; children rarely lie about such matters.
- Explain that you can't keep the information secret and must pass it on to someone who will know what to do.
- Don't interrogate the child and ask leading questions, such as "what did they do next?"
- Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.
- Don't make promises that you can't keep, but tell the child what you are going to do.

What should I do next?

Find the Designated Safeguarding Lead as soon as possible and give the information to them or to one of the other named persons. Use the Record of Concern Form available from the Office but do not delay passing on the information if you cannot find the form.

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

You should report such allegations to the Head. If the allegation is about the Head, contact the Chair of the Board or the designated Safeguarding Governor who will contact the Chair.

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 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 their own, always ensure that the door is left open or that you can be visible to others.

Never make arrangements to meet a pupil on their own in addition to their normal lesson time without the agreement of school staff or the pupil's parents. Do not take photographs, contact by telephone, exchange emails or text messages with pupils.

Do not arrange to give children lifts in your car without prior permission from the Head. Avoid being over-familiar, as this can easily be misinterpreted by a young person.

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.