



The Friends of Chandlers Field School

Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within The Friends of Chandlers Field Primary School (also referred to as the PTA).

It is relevant to all within the association and is endorsed by the committee of the PTA.

It will be reviewed annually before each AGM, to ensure that it remains appropriate to the Organisation and its volunteers needs.

Responsibility

Parent Teacher Associations (PTAs) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PTA event and the duration of such events.

It is best practice for PTAs to have a set of procedures in place and guidelines for volunteers to follow at events, this may be developed with guidance from the school.

All PTA members should be aware of the person responsible for safeguarding within the school. The school may provide training for PTA members on safeguarding and the procedures to follow or the PTA may arrange their own training for its volunteers.

Key Personnel

Designated Safeguarding Lead (DSL) is: **Lynn Williams** Headteacher

Contact details: 0208 224 4731 info@chandlers-field.surrey.sch.uk

Deputy DSL(s) are:

- John McKee** Deputy Headteacher
- Adele Coombs** Assistant Headteacher
- Lynn Scott** Home School Link Worker
- Helen Placito** Children's Centre Co-ordinator
- Sarah Childs** Outreach Worker

The nominated child protection governor is: **Bernadette Lyons**

The Chair of Governors is: **Sarfraz Ali** chairofgovernors@chandlers-field.surrey.sch.uk

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. 'Everything will be alright now'
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate
- Explain to the child what you have to do next and who you have to talk to
- Take notes, if possible, or write up the conversation as soon as possible afterwards
- Contact the school safeguarding officer or a member of the school leadership team as soon as possible
- Never promise to 'keep it secret' or that you won't tell someone in authority. It is best to manage the child's expectations early on by saying something like 'I am here to help and listen but can't promise to keep it a secret'.

Guidance for Events:

- All Events should be risk assessed
- Events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. The PTA should have a list of any child being collected by another parent/carer or travelling home alone.
- Contact details for the child's parent/carer may be collated by the PTA for the event.
- Exits should be monitored to ensure children cannot leave an event unattended.
- If this is a regulated activity the volunteer will need an Enhanced DBS check.

This policy will be reviewed by the FOCFS committee annually before the AGM. Date of last review: 7/5/21

Useful Links

<https://www.parentkind.org.uk/Info-sheets/Volunteer-checks>

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