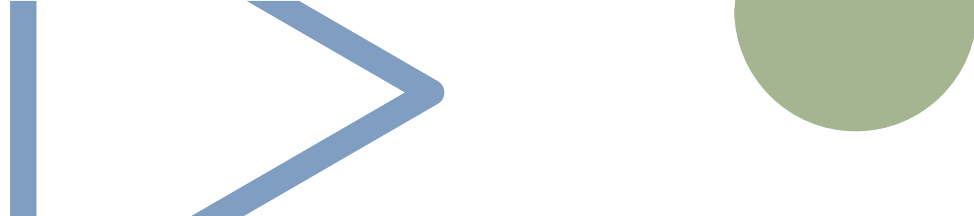


# Safeguarding – a volunteer's guide





A warm welcome and thank you for volunteering your time at our school.

We believe education is a collective effort, so with your help we can create the best environment for our children to be: nurtured, inspired and for them to thrive.

At Roundwood Primary, we pride ourselves on strong relationships with parents and carers, as together we are all responsible for children's care and protection.

All children have the right to be safeguarded from harm and exploitation.



At Roundwood Primary, our safeguarding team is:

- The Designated Safeguarding Lead – Mrs Hooft  
Headteacher
- 3 Deputy Designated Safeguarding Leads – Miss Smith  
Mrs Brennan
- A governor responsible for safeguarding – Mrs Chandarana



- As valued members of the school community we want to ensure that you are aware of the importance of safeguarding and your role in promoting a safe and secure environment for our students.
- Our safeguarding practices follow the "Keeping Children Safe in Education" (KCSIE) document, a comprehensive set of guidelines and procedures that schools in the United Kingdom follow to protect children from harm. These guidelines cover various aspects of safeguarding, including child protection, online safety, and promoting the well-being of children. It is updated annually and we all follow the guidelines and procedures rigorously
- As a volunteer, you play a crucial role in helping us maintain a safe and nurturing environment. Here are some key points we would like you to be aware of:

Safeguarding Policies like: child protection, online safety, latest version of KCSIE are available in their entirety on the school's website or from the office on request.



# Child Protection:

It is essential to be vigilant and observant of any signs or disclosures of abuse, neglect, or harm. If you have concerns about a child's safety or well-being, you must immediately report them to the designated safeguarding team, or another member of the school staff.

Never attempt to investigate or address the situation independently.

What should I  
look for?



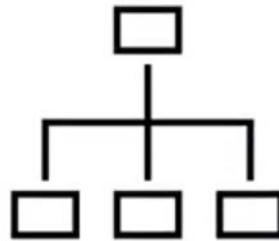
There are different types of abuse to look out for:



Emotional abuse



Domestic abuse



Organisational abuse

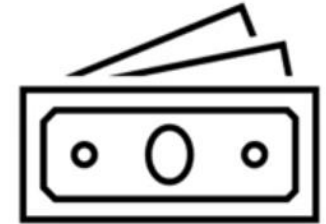


Sexual abuse



Discriminatory abuse

Financial abuse



Physical abuse

If you see something, say something.

# Confidentiality:

It is vital to respect the privacy and confidentiality of the students and their families.

Do not disclose or discuss personal or sensitive information about students unless it is necessary for the well-being or safety of the child, or if you have obtained appropriate consent.

Only share key information with the Safeguarding team



# Code of Conduct:

We expect all volunteers to adhere to a code of conduct that promotes respect, professionalism, and appropriate boundaries when interacting with students, staff, and other volunteers.

This includes treating everyone with dignity, using appropriate language, and refraining from any form of physical or verbal abuse.

Before you volunteer in school, we will ask you to confirm you will follow our code of conduct.

**Be kind and respectful to everybody**



# Health and Safety:

Familiarise yourself with the school's health and safety policies and procedures, which you will have been sent at the start of each academic year.

If you notice any hazards or have concerns about safety, promptly report them to the School Office to be dealt with.

Share any concerns  
with the school office



# Online Safety:

Schools have rigorous online safety policies and procedures. These are some of the key points we share with the children:

## Online Safety:

- Do not to share personal information
- Only talk to real-life friends or family
- Use privacy settings
- Be the same respectful and kind person you are in real life
- Only use secure and legal sites to download
- Check attachments and pop-ups for viruses
- Use Public Friendly Wi-Fi that has filters on
- Understand the different online platforms used and what they can do.



# Protect yourself:

As a volunteer, be mindful of your own personal safety during your volunteering hours. Avoid putting yourself in potentially risky situations, such as being alone with a student or being in an unfamiliar environment without proper supervision. Always work in well-lit and visible areas.

Do not use your mobile phone in school unless in one of the designated areas (School Office, staffroom)

Am I protected too?



At anytime, you may be concerned about information that suggests a child is being neglected, or experiencing physical harm, emotional harm or sexual harm.

You may see clear signs, you may notice changes in behaviour, you may pick up on emotional distress... or a child may disclose an experience to you.

Harm can be caused by many different people in many different places.

It can happen anywhere.

It is everybody's responsibility to raise any concerns.

If you see something,  
say something.



# Reporting Procedures:

It is essential to be aware of the school's reporting procedures for safeguarding concerns. Familiarize yourself with the designated safeguarding leads and the appropriate channels to report any concerns or incidents you may witness or become aware of during your volunteer time.

Here they are in summary:

DSL  
Mrs Hooft

DDSLs  
Miss Smith  
Mrs Brennan

Safeguard Governor  
Mrs Chandarana



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



**LISTEN** – Listen carefully to what is being said to you and try not to interrupt.



**REASSURE** – Reassure the child that it is not their fault, and they did the right thing in telling you.



Be calm, Be attentive but do not judge. Ask non-leading questions to clarify by saying...



Tell me more...

Explain that to me ...

Describe what happened...



Inform the DSL team without delay.



Make a written record using the child's words as much as possible. Sign and date it.



Pass the record to the Safeguarding team as soon as possible.



What should I do if the disclosure is about a member of staff or volunteer?



Follow the same procedure but you must report this to the Headteacher.

If your concern or disclosure is about the headteacher, you must report to the Chair of Governors.

Chair of Governors:

**Lanna Shaw –**

[governors@roundwoodprimary.herts.sch.uk](mailto:governors@roundwoodprimary.herts.sch.uk), or a message can be passed on via the School Office.

In the unlikely event no-one can be reached for your concerns, please use the numbers below:

**Non-emergency CPSLO (Child Protection Liaison Officer)**

01992 588182 or 01992 555980

**Urgent Children's Services**

0300 123 4043

**LADO – local authority designated officer**

01992 588168



We appreciate your commitment to safeguarding and creating a safe environment for our students.

By following these guidelines, you contribute to the overall well-being and development of the children in our care.

If you have any questions or require further clarification, please do not hesitate to reach out to the designated safeguarding leads or a member of the school staff.

Thank you for your support in making our school community a safe and inclusive place for all.

Whatever our role, we all care and are responsible to protect our children.



## Checklist for each visit:

Have you signed in at the office?  
Wear your visitor badge at all times.  
Do not use your mobile phone in school unless in  
a designated area.  
Tell someone if you have any concerns.

And remember....  
Don't try to investigate or give your opinion.  
Don't share personal information.  
Don't accept personal information.  
Don't put yourself in a situation where you are  
alone with a child.

If you see something,  
say something.

