

All staff and volunteers (including temporary and supply staff) have an integral responsibility in being alert to the signs of abuse and ensuring that the school environment is safe and secure for children and that appropriate procedures are followed. The responsibility to refer children thought to be at risk rests with the person who has the concern.

WHO IS RESPONSIBLE ...

We aim to provide a safe environment for children and staff and will take appropriate action to the Police or Local Authority if this is challenged.

Staff are trained to recognise radicalization and extremism as well as vulnerable people. We aim to stop extremist speakers and events and manage access to extremist material.

Lingfield Prep has a duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism.

PREVENT

M. Hodge MP September 2010

Every child deserves the right to grow up in a safe and secure environment where they are protected from harm and have the chance to fulfil their potential. All those involved in working with and caring for children have a duty to do everything they can to ensure this is the outcome for all children.

Lingfield Prep fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working at the school. This policy is in compliance with the DfE document *Safeguarding Children and Safer Recruitment in Education 2007* and takes account of the DfE document *Every Child Matters and The Children's Act 2004*.

Code of Behaviour FOR SAFEGUARDING CHILDREN

Lingfield Prep School



Guidance for Volunteers

Dear Parent/Carer

Thank you for volunteering to help with our school trip/visit. Your help is very much appreciated by both the staff and the children and we are glad that parents/carers are able to participate and enjoy some of the same experiences as the children. In order to maintain the smooth running of the event and in order to ensure that all Health Safety policies and Child Protection Policies are adhered to we would be grateful if you could read and address the guidelines below:

- Please give your details to the school office.
- Please read our Code of Behaviour for Safeguarding Children (overleaf).
- Only the class teacher or teaching assistant should take children to the toilet, unless the volunteer has a DBS certificate.
- Children must be supervised at all times.
- Mobile phones must be switched off/on silent and should not be used during the trip/visit.
- Photos may only be taken using a school camera and thus used for school purposes only. Please do not take photos on your phone or a personal camera.

Sharing and Confidentiality

As a general rule all personal information acquired or held in the course of working with children and families should be treated as confidential and particular care should be taken with sensitive information. Information should be shared on a 'need to know' basis. Anyone receiving information, knowing it is confidential, is also subject to a duty of confidence. Whenever information is given or received in confidence there should be a clear understanding as to how it may be used or shared. It should be made clear that confidentiality cannot be promised to a pupil giving evidence.

**Report any concerns immediately to a member of staff or to the Designated Safeguarding Person:
Mrs Jacky Shackel x 202 or 01342 833372**

FOR FURTHER GUIDANCE ...

The following publications have further guidance to help staff and volunteers. Please ask in the office if you would like further information.

- **'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (Jan 2009),**
- **'What To Do If You're Worried A Child is Being Abused'.
'Working Together to Safeguard Children March 2013'**
- **'Keeping Children Safe in Education' (September 2019)**
- website www.surreycafis.org.uk/safeguarding - choose SSCB Procedural Framework, where you can find procedures and protocols when needed.

Signed:.....
(I have read and agree to follow the guidelines contained herein).

- YOU MUST ...**
- Treat all children with respect.
 - Always be an example of good conduct that you wish others to follow.
 - Ensure, whenever possible, that there is more than one helper present during activities with children.
 - Respect all children's right to personal privacy.
 - Remember that someone else might misinterpret your actions, no matter how well intentioned.
 - Recognise that special caution is required in moments when you are discussing sensitive issues with other helpers or staff.
 - Dress modestly.
- YOU MUST NOT ...**
- Put yourself in a vulnerable position, such as being alone with a child in a room with the door shut.
 - Show favouritism to an individual.
 - Touch a child inappropriately.
 - Ignore any concerns you have.
- WHAT TO DO ...**
- Listen
 - Never stop the child/person who is freely recalling significant events
 - Do not question or prompt
 - Explain that you are concerned for his/her well being and it may be necessary to pass any information to another person.
 - Record the information given and action taken as soon as possible – taking care to record the timing, setting and the personnel present, as well as what was said in the person's 'actual' words.
 - You must refer, you must not investigate. Do not contact the subject of the allegation.
 - Take any necessary urgent action with regard to injury.
 - Pass any concerns immediately to a member of staff.
 - Do not promise confidentiality, as any information received may have to be acted upon by other authorities.
- If a child/person discloses abuse:**