

## Safeguarding Policy

### Introduction

This policy sets out the principles for safeguarding within The Friends of Downview Primary School.

It is relevant to all members and is endorsed by the Committee of The Friends of Downview Primary School ("FOD").

It will be reviewed annually to ensure that it remains appropriate to FOD and its volunteers' needs.

### Responsibility

FOD is a Parent Teacher Friends Association (PTFAs) and, as such, we have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PTFA event and the duration of such events.

### Process

All volunteers must sign in at the school Reception and wear badges, complete with safeguarding information, whilst on site. A school staff member or Committee Member with an Enhanced DBS check will be present at all times. Volunteers who have not been DBS checked will not be left alone with pupils at any time.

All visitors to the school site on behalf of FOD will need to have read the 'Safeguarding Health and Safety Visitor Information' provided by Downview Primary School and have signed our event checklist to confirm their understanding.

When on site, photographs must not be taken without authorisation from a senior member of staff. Under no circumstances should photographs be taken of children.

Please be aware that school is in operation and the safety, welfare and education of the children is paramount. You must only access areas of the school that you have been authorised to, and you must try not to disrupt or distract any ongoing lessons or movement of the children around the school. If you see or hear anything that causes concern, please notify a member of the Committee and school staff.

All FOD members should be aware of the people responsible for safeguarding within the school; the Designated Safeguarding Leads (DSLs). The DSLs are:

Mrs Emma Purkis (Headteacher)

Mrs Faye Hawkins (Deputy Headteacher and DDSL)

Mrs Lisa Jackson (SENCO and DDSL)

Mrs Pauline Oliphant (Pastoral Lead and DDSL)

Should the concern relate to a DSL, Mrs Claire Youdell (Chair of Governors) should be contacted.

This policy should be read in conjunction with Downview Primary School's Child Protection and Safeguarding Policy, which we also operate under when on site -

<https://www.downviewprimary.co.uk/policies/>

The school may provide training for FOD members on safeguarding and the procedures to follow, or FOD may arrange their own training for volunteers.

## **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 DSL as soon as possible.

## **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. There should be a list of any child being collected by another parent/carer or travelling home alone. This will usually be dealt with by school staff.
- Contact details for the child's parent/carer may be collated 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 FOD Committee annually before the AGM. The next review is scheduled for October 2026.

## **Useful Links**

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

<https://www.downviewprimary.co.uk/policies/>