



Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Friends of Pendle School.

It is relevant to all within the association and is endorsed by the committee of Friends of Pendle School. It will be reviewed annually 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. At Clitheroe Pendle Primary School the Designated Safeguarding Leads are :

- Mrs Wendy Nunns (Headteacher)
- Mrs Jane Govender (Deputy Headteacher)
- Mrs Debbie Mercer (Assistant Headteacher)
- Mrs Joanne Schofield (4S teacher and LKS2 lead)
- Miss Kate Markham (21M teacher and KS1 lead)

The school will provide training for PTA members on safeguarding and the procedures to follow .

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 must do next and who you must talk to.
- Take notes, if possible, or write up the conversation as soon as possible afterwards.
- Contact a school DSL (Designated Safeguarding Lead), listed above. The school will ensure that there is always a DSL at a FOPS event.

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 will be available from the DSL attending the event.
- Exits should be monitored to ensure children cannot leave an event unattended.
- Where children attend events unaccompanied by their parent, staff members and DSLs will always be present. Volunteers should always be in the presence of a staff member and children should never be accompanied on a 1:1 basis by a volunteer ie the toilet. This is to protect both the child and the volunteer. On this basis, volunteers do not require a DBS.
- Mobile phones must not be used during school events where children attend unless permission has been sought from the Headteacher. Under no circumstances should photographs of children be taken.

This policy will be reviewed by the Friends of Pendle School committee annually before the AGM.

Useful Links <https://www.parentkind.org.uk/Info-sheets/Volunteer-checks>
<https://www.gov.uk/government/publications/keeping-children-safe-in-education-->