

The Blue Coat School Parents' Association Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within The Blue Coat School Parents' Association.

It is relevant to all within The Association and is endorsed by the Committee of The Blue Coat School Parents' Association.

It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteer's needs.

Responsibility

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play.

In order to fulfil this responsibility effectively, everyone should make sure their approach is child centred. This means that they should consider, at all times, what is in the **best interests** of the child.

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

It is best practice for PAs 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 PA members should be aware of the person responsible for safeguarding within the school. The school may provide training for PA members on safeguarding and the procedures to follow or the PA may arrange their own training for its 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 that they are being taken seriously. Do not make promises that you may not be able to keep, for example, "Everything will be alright now."

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.

- Do not ask leading questions and do not interrogate the child – it is not your responsibility to investigate
- Never promise a child that you will not tell anyone, as this may ultimately not be in the best interests of the child
- 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. Keeping to the facts, accuracy is important
- Contact the school Designated Safeguarding Lead or a member of the school leadership team as soon as possible
- Inform the PA Chairperson or a member of the elected Committee of above, that a disclosure has been made and reported to the school's Designated Safeguarding Lead (DSL)

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. This is the responsibility of the school and the staff who are present. The staff 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 school or the PA for the event
- Exits should be monitored to ensure children cannot leave an event unattended
- If this is a regulated activity, members of the school staff will be present who are enhanced DBS checked

This policy will be reviewed by The Blue Coat School Parents' Association Committee, annually before the AGM.

Blue Coat DSL – Mrs O'Rourke (s.ourourke@bluecoatschool.org.uk)

The Blue Coat School Parents' Association Committee:

Chairperson – Dianne Sheerin

Vice Chair – Joanne Stokes

Secretary – Jess Leong

Treasurer – Faye Nelson-McIntyre

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