

# **Child Protection Advice for Volunteers and Visitors**

At SEVA School, we are committed to safeguarding and ensuring the needs of our pupils is met.

## **What is safeguarding?**

It is the process of protecting individual children, identified as either suffering or at risk of suffering significant harm as a result of abuse or neglect. All those who come into contact with children through either paid or voluntary work have a duty to ensure that they follow the set safeguarding procedures to ensure the welfare of the children they come into contact with.

## **DBS checks**

All volunteers and visitors who work with children in SEVA School are required to have an up-to-date DBS check.

## **If a child says something to you which gives cause for concern:**

- Listen and accept what is being said
- Allow the child to talk freely
- Reassure the child but DO NOT promise to keep any secrets
- DO NOT INTERROGATE the child or ask LEADING QUESTIONS
- Try not to act shocked, even though the information may be disturbing

## **How should I record the details of the disclosure?**

If it is appropriate, try and make notes during the conversation. Try and record the information as soon as you can, using exact words and phrases, and record body language where possible.

## **What should I do if a member of staff gives cause for concern?**

You should report the allegation to the Executive Principal. If the allegation is about the Executive Principal, then you should inform the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or the Chair of Governors.

## What should I do if I am worried about a child?

If you become concerned about a child whilst working with them, please report this immediately to:

### Deputy Designated Safeguarding Lead



**Ms Jane Morgan**

### Designated Safeguarding Lead



**Miss Kirsty Bowie**

If these members of staff are not available, please go to another member of the Senior Leadership Team.

Once you have verbally give the information, you will be asked to follow this up by filling out a disclosure form that is located in the staff room or the photocopier room.

## Health and Safety Advice

### Fire Precautions

In the event of a fire alarm that sounds continuously at any time, everyone must leave the building immediately, using the nearest fire exit, which is clearly marked. You will be directed to the assembly point, which is the playground area.

### Smoking

In order to maintain a healthy and safe environment, smoking is not allowed within the school buildings or the grounds. Please respect our no smoking policy.

### Aggressive behaviour

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal

and a ban from site and possible prosecution.

### **Work Equipment**

Contractors coming onto site must report to the school office before commencing work. All electrical equipment brought onto site must comply with current legislation and have been tested in line with the Electricity at Work Regulations.

### **First Aid Advice**

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained person. If you have a medical condition which you would like us to be aware of so that we can offer some support, please inform a member of staff on arrival.



## **SAFEGUARDING**

## **HEALTH & SAFETY**

## **FIRST AID**

### **Advice for visitors and volunteers**

### ***Welcome to SEVA School***

We hope that this leaflet provides all the information you need to make your visit enjoyable and safe. If you do require further

information, please do not hesitate to ask a  
member of staff.

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