

St Mary's Catholic Primary School P.T.F.A Evesham

Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within St Mary's Catholic Primary School P.T.F.A. Evesham.

It is relevant to all within the association and is endorsed by the committee of St Mary's Catholic Primary School P.T.F.A. Evesham.

It will be reviewed in 12 months to ensure that it remains appropriate to the Organisation and its volunteers' needs annually.

Responsibility

Parent Teacher Friends Associations (PTFAs) 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.

It is best practice for PTFAs 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 PTFA members should be aware of the people responsible for safeguarding within the school (Designated Safeguarding Lead – DSL: Miss J Smith; Deputy Designated Safeguarding Lead – Mrs T Howard). This information is displayed in all areas of the school, as well as on our school website. The school may provide training for PTFA members on safeguarding and the procedures to follow or the PTFA 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, 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 safeguarding leads (Miss J Smith or Mrs T Howard) or a member of the school leadership team 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
- Contact details for the child's parent/carer may be collated by the PTFA for the event
- Exits should be monitored to ensure children cannot leave an event unattended

All committee role members will have enhanced DBS checks. Volunteers without enhanced DBS checks will not be left alone with children.

This policy will be reviewed by St Mary's Catholic Primary School P.T.F.A. Evesham committee annually before the AGM.

Policy approved by St Mary's Catholic Primary School P.T.F.A. Evesham February 2021

Next review date March 2023