

## **Model Safeguarding Policy**

### **Introduction**

This policy sets out the principles for safeguarding within Hardwick and Cambourne Community Primary School PTA.

It is relevant to all within the Association and is endorsed by the committee of Hardwick and Cambourne Community Primary School PTA.

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

### **Responsibility**

Hardwick and Cambourne Community Primary School PTA has 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 for the duration of such events.

It is considered best practice for Hardwick and Cambourne Community Primary School PTA to have a set of procedures in place and guidelines for volunteers to follow at events, these may be developed with guidance from the school

All PTA members should be aware of the person responsible for safeguarding within the school. The school may provide training for PTA members on safeguarding and the procedures to follow or the PTA 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 officer 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. The PTA should have a list of any child being collected by another parent/carers or travelling home alone
- Contact details for the child's parent/carers must be collated by the PTA for the event
- Exits should be monitored to ensure children cannot leave an event unattended
- All volunteers will need an Enhanced DBS check

This policy will be reviewed by the Hardwick and Cambourne Community Primary School PTA committee annually before the AGM.

### **Useful Links**

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

### **Availability of this policy**

This policy is publicly available through the website of Hardwick and Cambourne Community Primary School PTA,

<https://hardwick-and-cambourne-community-primary-school.secure-primariesite.net/pta-constitution-and-model-policies/>