

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are not clear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any young person in your school, you **MUST** report this to the person Designated Safeguarding Lead in your school.

## Contacts:

### Education Safeguarding Advisory Service:

**Advice Service:**  
01296382732

### Team Manager/Education Safeguarding Advisor:

Therese McAlorum—01296382192

### Referrals to Social Care:

**First Response Team**  
0845 4600 001

**Out of Hours (Emergency Duty Team)**  
08009997677

**BSCB**  
01296383485  
[www.bucks-lscb.org.uk](http://www.bucks-lscb.org.uk)

[safeguardingineducation@buckscc.gov.uk](mailto:safeguardingineducation@buckscc.gov.uk)



**Mrs S. Chapman Allen**  
Inclusion Manager  
Designated Safeguarding Lead



**Miss J. Digweed**  
Head Teacher



**Mr P. Clifford**  
Deputy Head

Welcome to Iver Village Junior  
School

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**Child Protection and  
Safeguarding  
Guidance**

### What are my responsibilities as a Volunteer?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children. In every school you will find a child protection policy document and it is very helpful to find out where it is and read it through.

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

In every school there is a Designated Safeguarding Lead specially trained in child protection who will know what to do. If you are concerned about a student you must inform Sarah Chapman-Allen (inclusion Manager) who is the person responsible for Child Protection and Safeguarding at Iver Village Junior School, you must inform her at the earliest opportunity. If she is not available, please complete the safeguarding sheet (Pink Sheets) which are available in the staff room.

### What should I do if a child discloses that s/he is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality.

Listen to the child, without making judgements.

Take what they tell you seriously, children rarely lie about such matters.

Explain that you can't keep the information secret and must pass it on to someone who will know what to do.

Don't interrogate the child and ask leading questions, such as "what did he do next".

Try and convey to the child that they are not to blame for what has happened, though at the same time avoid criticising the abuser.

Don't make promises that you can't keep but tell the child what you are going to do.

**Report immediately to  
Sarah Chapman Allen—Safeguarding Lead**

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

**Never make arrangements to meet a pupil on their own without school and parental permission.**

Do not:

- ◆ photograph pupils
- ◆ exchange e-mails or
- ◆ exchange text messages, or
- ◆ give out your own personal details
- ◆ Accept/allow the children to have contact with you via social media

**We believe all our pupils have the right to grow up safe from harm**