

# Friends of St Mary's C of E Primary School

School Lane, Askham Richard

YORK, YO23 3PD



## Safeguarding Policy

### Introduction

The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. In order to do this, a wide range of measures and policies are put in place by St Mary's C of E Primary School. These are all available to view on the school website (<https://stmarysprimaryschool.co.uk>). FoSM support and abide by these policies.

This policy sets out the principles for safeguarding within Friends of St Mary's (FoSM). It is relevant to all within the association and is endorsed by the FoSM committee. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

### Responsibility

FoSM have a duty of care to consider the safety of children. This should be taken into consideration when risk assessing a FoSM event and the duration of such events.

It is best practice 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 FoSM members should be aware of the persons responsible for safeguarding within the school. The Designated Safeguarding Lead (DSL) is Mr Richard Moss and the Deputy Designated Safeguarding Lead (DDSL) is Mrs Stephanie Gee.

The school may provide training for FoSM members on safeguarding and the procedures to follow or FoSM 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 DSL, DDSL or a member of the school leadership team as soon as possible

### **Guidance for Events:**

- All events should be risk assessed
- First Aid arrangements will be included as part of the risk assessment for any event. Should a child be injured or taken unwell during an event. The Lead FoSM member will liaise with school staff to agree whether a parent/carer needs to be contacted to advise or collect the child or whether further medical attention is required
- Contact details for the child's parent/carer are available from the School Office
- 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 school will have a list of any child being collected by another parent/carer or travelling home alone
- Exits should be monitored to ensure children cannot leave an event unattended
- If this is a regulated activity\* the volunteers will need an Enhanced DBS check

### **Volunteer checks**

Not all people who have contact with children are required to have a DBS check. It will depend on how often they have contact with children and whether that contact is considered a regulated activity. However, because FoSM committee members are regularly in school unsupervised it has been agreed that all FoSM Trustees, committee members and active members should have an enhanced DBS disclosure with a barred list check.

This policy will be reviewed by the FoSM committee annually.

\* Regulated activity - if they regularly (once a week or more often, or on 4 or more days in a 30-day period)