

Guidance for New Staff, Governors and Volunteers

The Willows Primary School

Guidance for New Staff, Governors and Volunteers

As a new member of staff or volunteer you will be in regular contact with children and in an excellent position to get to know them well.

You will be able to develop trusting relationships, observe changes in behaviour, and sometimes may be chosen to share a young person's confidences or concerns.

Safeguarding is everyone's responsibility - we rely on all those working with children to take any suspicions, allegations or concerns about a child seriously. It is our collective responsibility to protect all children from physical, sexual, & emotional harm, and neglect.

Anyone working in our organisation - whether paid or voluntary - is required to disclose **all** convictions, and checks will be made on anyone who has not already been vetted.

How can you contribute?

- Ensure that your behaviour is appropriate at all times - see **Staff Handbook**
- Take immediate steps if abuse is alleged or suspected
- Remember to put the welfare of the child or young person first
- Never investigate concerns yourself

What should you do if you suspect a child or young person is being abused?



Record your concerns and give a copy to the designated or their deputy

If a child or young person tells you they are being abused:

- Allow them to speak without interruption and accept what they say
- Never agree to keep information confidential
- Tell them you will help and explain that you must pass the information on to the designated person or their deputy
- Tell the designated person or their deputy **immediately**
- Record your concerns and give a copy to the designated person or their deputy

If you receive an allegation involving a member of staff, a carer or a volunteer, including yourself:

- Tell the Headteacher or senior manager **immediately**
- Record what you have been told and give a copy to the Headteacher or manager

All new staff & volunteers should receive safeguarding induction from the Education Welfare Service/Participation Team – make sure you get yours.

Top Tips

- Look out for any signs that cause you to be concerned about a child or young person
- Listen to what the child or young person has to say
- Always keep a record
- **Act immediately**