



Wensum Junior School - An Evolution Academy Trust School

*Headteacher: Ms V McConnell
Deputy Headteacher: Mr P Hubery*

Turner Road
Norwich
NR2 4HB

Tel: 01603 620877
Email: office@wensum.norfolk.sch.uk
Website: www.wensumjunior.co.uk

Safeguarding for Volunteers & Visitors

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Wensum Junior School.

All who come into contact with children through their work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS checks

All volunteers who work with children at our school require an enhanced DBS Disclosure. If you do not have an enhanced DBS Disclosure you must not be left unsupervised with children. Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

How can I assure that my behaviour is always appropriate?

As a volunteer you may well be working closely with children sometimes on a one to one basis. If you are working with a child on his/her own always ensure that the door is left open or that you can be visible to others.

What do need to do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- A change in behaviour from a child

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Safeguarding Lead member of staff.

What do 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 what is being said without displaying shock or disbelief; accept what is being said
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can help him/her.

Immediately record details of the disclosure, including the exact words used by the child. Forms for recording this are available from the staff room and should be completed and returned to the Designated Safeguarding Lead to enable the matter to be dealt with in the most appropriate way. Please ensure forms are signed and dated.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to a Deputy Designated Safeguarding Lead who will notify the Chair of Governors.

Who is the Designated Safeguarding Lead?

Mr M Wigg

Who are the Deputy Designated Safeguarding Leads?

Ms V McConnell and Mr P Hubery

