



Plaxtol School Association

Safeguarding Policy

This policy sets out the principles for safeguarding within Plaxtol School Association (PSA). It is relevant to all within the association and is endorsed by the PSA Committee. It is distinct from any policies the school may publish.

Responsibility

The PSA has a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PSA events 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 PSA members should be aware of the person responsible for safeguarding within the school:

- Plaxtol School Lead Designated Safeguarding Lead (DSL) is **Mrs Claire Rowley**, Head Teacher.
- **Mrs Natalie Spratt**, Assistant Headteacher, and **Mrs Katherine Housley**, SENCO, are also DSLs.
- The Plaxtol School governor with responsibility for safeguarding is **Mrs Sally Shewell**.

The school will provide training for key PSA members on safeguarding and the procedures to follow via the school Volunteer Key Guidance pack or the PSA may arrange their own training for its volunteers. Full details are at:

www.plaxtol.kent.sch.uk/safeguarding/

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 (see above)

Guidance for Events:

- All PSA events should be risk assessed, with the Risk Assessment being shared with the PSA Chair, Head Teacher and volunteers involved in the event.
- 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 PSA should have a list of any child being collected by another parent/carer or travelling home alone.
- Contact details for the child's parent/carer may be collated by the PSA for the event but will be deleted afterwards.
- Exits should be monitored to ensure children cannot leave an event unattended.
- If the event is a regulated activity the volunteer will need an Enhanced DBS check. The School Office keeps a list of PSA volunteers who have DBS checks. Information on what a regulated activity is at: www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children

Useful Links

www.parentkind.org.uk/Info-sheets/Volunteer-checks

www.plaxtol.kent.sch.uk/safeguarding/