

## **Safeguarding Policy - The Parents Association of Bournes Green Schools**

### **Introduction**

This policy sets out the principles for safeguarding within The Parents Association of Bournes Green Schools. It is relevant to all within the Association and is endorsed by the Committee. It will be reviewed annually to ensure that it remains appropriate to the Charity and its volunteers needs annually.

### **Responsibility**

The PA Committee members and volunteers have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PA event and the duration of such events.

Committee members and volunteers who support events on school grounds, during school hours where pupils are in the school without their parents are required to complete a DBS check and complete safeguard training as required by the schools.

The Designated Safeguarding Lead for the school may provide training for PA members on safeguarding and the procedures to follow.

### **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

### **Guidance for Events:**

- All Events should be risk assessed
- 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 PA 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 PA for the event
- Exits should be monitored to ensure children cannot leave an event unattended
- If this is a regulated activity the volunteer will need an Enhanced DBS check.

This policy will be reviewed by the Parents Association of Bournes Green Schools annually and will work alongside the Safeguarding requirements outlined by the school, Academy and Department for Education.

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