

Safeguarding Policy Bournes Green Junior School Parents' Association

Introduction

This policy sets out the principles for safeguarding within Bournes Green Junior School Parents' Association. It is relevant to all within the association and is endorsed by the committee of Bournes Green Junior School Parents' Association.

It will be reviewed annually in September to ensure that it remains appropriate to the Organisation and its volunteers needs annually.

Responsibility

Bournes Green Junior School Parents' Association 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 member and volunteers working directly with children in school (Mother's/Father's Day Sales/discos) are required to complete a DBS check and complete safeguard training as required by Bournes Green Junior School.

Committee member and volunteers working on an adhoc basis (Christmas and Summer Fetes) are not required to complete a DBS check or to complete Safeguarding training.

Mrs Goy is the person responsible for safeguarding within Bournes Green Junior School. 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

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

- 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 Bournes Green Junior School Parents' Association committee annually before the AGM.

Policy Created - September 2021

Policy Reviewed – September 2021

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