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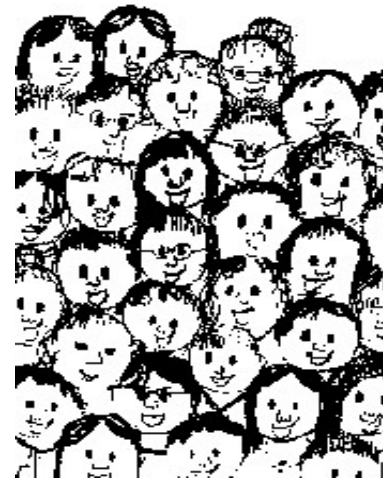
- report all health & safety issues without delay
- keep students safe and protect them from physical and emotional harm
- look after yourself
- treat **everyone** with respect
- provide a positive example you wish others to follow
- work with another appropriate adult in all planned activities whenever possible
- make sure you are seen and/or heard by others if working alone with a student
- respect peoples' right to personal privacy
- create an environment in which people feel comfortable in pointing out attitudes and behaviours they don't like
- report and challenge all inappropriate and/or abusive activities, such as ridicule or bullying
- familiarise yourself with your school code of behaviour
- report any gifts you receive & ensure they are not of significant value or intention
- give gifts to pupils **only** as part of an agreed reward system
- follow procedures for reporting all allegations against staff, carers and volunteers (Oct 06)

Remember: someone may misinterpret your actions, however well intentioned. Ask yourself are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equally?

**Further information and advice can be found on the Sheffield safeguarding website—
safeguardingsheffieldchildren.org.uk**

SAFEGUARDING

Advice from the
Sheffield Safeguarding board.



children safeguarding

As a Volunteer helper in school you will be in regular contact with children and in an excellent position to get to know them well. You may be in a position 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 everybody in our school 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
- Take immediate steps if abuse is alleged or suspected
- Remember to put the welfare of the child first
- Never investigate concerns yourself
- **If you suspect a child or young person is being abused** tell the Child Protection Liaison Officer (CPLO) or their Deputy **immediately**
- The CPLO will ask you to record your concerns and give them a copy.

What to do 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 a teacher in school

- Tell the Child Protection Liaison Officer (CPLO) or their Deputy **immediately**
- Record your concerns and give a copy to the CPLO or their Deputy

If you receive an allegation involving a member of staff, a Carer or a volunteer, including yourself: immediately tell the Head Teacher or senior manager **immediately**

Record what you have been told and give a copy to the Headteacher
All new parents should receive safeguarding induction leaflet if you have any further questions please ask the CPLT.

Behaviour Guidelines.

DO NOT:

- use your position to gain access to information for your own advantage or another's detriment
- intimidate, threaten, coerce or undermine anyone
- engage in any sexual activity (even consensual) with a student under 18 years who is attending your educational establishment
- play games or have physical contact that is inappropriate
- jump to conclusions about people's behaviour without checking facts
- investigate any allegations by yourself
- make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter
- create a personal relationship with a pupil where one does not already exist
- give **any** personal details about yourself or others, to a pupil unless you have agreed this with a senior member of staff
- allow any pupil to access any of your personal accounts on social networking sites
- rely on your good name to protect you - it may not be enough
- believe that an allegation could not be made against you, it could