

DSL – Designated Safeguarding Leaders



DBS (Disclosure and Barring Service) checks

The Bliss Charity School's Recruiting and Selection Procedures specify that all volunteers who have contact with children of a specified nature (i.e. teaching) **or** in a specified place (i.e. a school) **and** are frequently, intensively or overnight (i.e. once a week or more, four or more occasions in a 30 day period, or overnight – between 2 – 6 a.m.), will require DBS checks. This is to help ensure that unsuitable people are prevented from working with children.

If you do not have a DBS check, you will not be left unsupervised with children.

DBS information is available from the school office who can help you complete the application and advise which documentation is necessary for you to present for the ID check to be completed.

It is a requirement, also, that you inform the Headteacher immediately if you are subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

The Bliss Charity School has a Child Protection Policy and a copy is available from the school office or our website <https://www.bliss.northants.sch.uk/index.php/sguarding>

What should I 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
- Changes in the child's behaviour or demeanour

Please report these concerns to a member of staff who will pass the information on to one of the school's Designated Safeguarding Leaders.

What should 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 as children rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- 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 will have to tell their teacher or Headteacher in order that they can provide appropriate help.
- **Do not interrogate** the child or **ask leading questions.**
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Do not ask the child to write a statement.
- Do not criticise the alleged perpetrator.

After sharing the disclosure with a member of staff, record the details of the disclosure immediately, including wherever possible the exact words or phrases used by the child. Pink forms for the recording of information of this nature are available from the school office, and should be completed and returned to a Designated Safeguarding Leader to enable the matter to be dealt with in the most appropriate way.

Please ensure you have signed and dated the record.

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 another Designated Safeguarding Leader who will notify the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer you may well be working closely with children sometimes on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

For more information about expectations of adults behaviour can be found on the schools Staff Code of Conduct, available from the school office or our website

<https://www.bliss.northants.sch.uk/index.php/sguarding>

Online Safety

Computers - please refer to the Online Safety Policy, available on request or on the school website. Please report any concerns regarding misuse of computers to a member of staff.

Mobile phones - to protect children, we respectfully ask that you **do not have out or use your mobile phone** in the school building. If this is an issue please contact a member of staff on arrival.

Photographic equipment - including mobile phones. Under no circumstances should you use photographic equipment unsupervised whilst at our school unless asked to by a member of staff.

Volunteers' / visitors responsibility - all those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At The Bliss Charity School we all have a duty to safeguard and promote the welfare of our children.

Safe working within The Bliss Charity School

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally - never build a special relationship or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open or that you can be visible to others.
- Do not photograph children, exchange emails, text messages, phone numbers or give out your own personal details.
- Do not give or receive gifts unless arranged through the school
- Only touch children for professional reasons and when this is necessary and appropriate.

Health and Safety

Fire - in the event of the fire alarm please use the nearest first exit and make yourself known to an adult member of staff. Please make yourself familiar with the nearest fire exits to where you will be working or visiting.

Accidents/illness - all accidents, regardless of size, need to be reported to a first aider, please ask a member of staff (first aider posters are up around school). All accidents need to be logged on Medical Tracker.

Visitor badges -

DSL's - pink DSL lanyard and photo id cards - must be worn at all times.

Staff - black lanyards and photo id cards - must be worn at all times.

Students - blue lanyards with a student card.

Volunteers - yellow lanyards with a volunteer card.

Visitors - red lanyard with a visitor pass from Inventory System.

Contractors - green contractor lanyard with a visitor pass from Inventory System.

(Dolce, NMPAT music teachers, sports coaches - sign in using Inventory System).

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The Bliss Charity School

Mission Statement

The Bliss Charity School aims to provide a caring, secure and enriching experience; each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.

Safeguarding advice for Visitors

Please sign in using our Inventory System, a member of staff will be happy to help.

Child protection advice for volunteers and visitors - as a school we are committed to safeguarding and meeting the needs of children. We hope this leaflet will provide some useful advice and information when working with children at The Bliss Charity School.

What are my responsibilities as a volunteer?

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