

Safeguarding at The Romsey School

No child should suffer harm, either at home or at school, Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it. Keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you **MUST** report this to the Designated Safeguarding Lead or other senior Member of Staff in school.

Please ensure you **DO** speak to a member of the safeguarding team in person and **DO NOT** email your concern. If you unable to make appropriate contact please phone

Hampshire Children Services ;

01329 225379

0845 600 4555

Child Protection Officers at Romsey School are:
DESIGNATED SAFEGUARDING LEAD;
Mr Colm McKavanagh—Headteacher



CPO@romsey.hants.sch.uk
Office in ground floor, main block

SENIOR MEMBERS OF STAFF trained in Child Protection:- —



jmarlio@romsey.hants.sch.uk
Designated Safeguarding Lead Teacher
Office in ground floor, main block



Mr Andrew Marks
Deputy Headteacher
amarks@romsey.hants.sch.uk



Mrs Annie Eagle
Deputy Headteacher
aeagle@romsey.hants.sch.uk
Offices in ground floor, main block



Mrs Jan Lefley—Community Manager
jleffley@romsey.hants.sch.uk
Office in the Community Office

**GOVERNOR WITH SAFEGUARDING
RESPONSIBILITY:- Mr Steve Wildridge**



The Romsey School

Safeguarding information for Visitors, Students, Temporary and Supply Staff

The Romsey School
Greatbridge
Romsey
SO51 8ZB
01794 512334
CPO@romsey.hants.sch.uk

Safeguarding information for Visitors, Students, Temporary and Supply Staff

Thank you for your interest in becoming a volunteer or supply staff. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at The Romsey School.

What are my responsibilities as a volunteer, student or supply worker ?

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

DBS Checks

Romsey School's Recruiting and Selection Procedures specify that all volunteers/students/supply workers who work with children four or more days in a 30 day period will require an enhanced DBS (Disclosing and Baring)

As a volunteer your DBS will only remain valid for a three month period provided you volunteer within that time at the school.

Rules for students slightly differ in that work experience students under 16yrs of age do **not** require DBS clearance however, they must **never** be left alone with pupils. Students over 16yrs of age do require a DBS check which is arranged by their own college or university. Students with any queries related to DBS's should please contact Sue Stehr in the main office

DBS checks help ensure that unsuitable people are prevented from working with our children.

Sue Stehr, HR Officer will inform you as to whether or not you require a DBS. Completion of the online DBS application is undertaken at Romsey School and Sue Stehr will advise which documentation is necessary for you to present for the check to be completed.

The Romsey School has a Safeguarding Policy and a copy is available on the school website.

What should I do if I am worried about a child?

Whilst working with a child you may become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour.

Please report any concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's child protection team

What should I do if I suspect or a child discloses that he / she is being harmed?

Although the likelihood of this is small it is important to know what to do. It is essential that we remain vigilant and report any concerns regarding a child's welfare to the DSL and class teacher. If a child does disclose that they are being harmed you must:-

- Listen to what is being said without displaying shock or disbelief, accept what is being said.
- Allow the child to talk freely.
- Do not interrogate the child or ask leading questions.
- Reassure the pupil it is not their fault.
- Do not criticise the alleged perpetrator.
- Explain you will have to tell a member of staff in order that you can help him/her.
- Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Please ensure that you have signed and dated the record and
- Hand it to a designated member of staff.
- **DO NOT** email this information. It is essential that you speak to a member of the safeguarding team immediately.

What should I do if the alleged abuser is a member of the school staff ?

You should report such allegations to

Jonathan de Sausmarez (Executive Headteacher) or Colm McKavanagh (Headteacher)

What should I do if the alleged abuser is the Headteacher ?

If the allegation is against the Headteacher, the person receiving the allegation will contact LA-DO or nominated governor directly.

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/student /supply worker you may well be working closely with children sometimes on a one to one basis. 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. Always ensure a member of staff knows where you are and with whom.

Visitors & Volunteers should never be left alone with children.

Be mindful of the school dress code and always behave with integrity and in a professional manner.

Do not photograph pupils, unless requested to by the class teacher.

Designated Safeguarding Lead [DSL]

Colm McKavanagh—Headteacher

Child protection trained members of staff:

Jenny Marlio—Safeguarding lead teacher

Annie Eagle—Deputy Headteacher

Andy Marks—Deputy Headteacher

Jan Lefley—Community Manager

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