**Harewood School PTA Safeguarding Policy**

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| **Academic year** | **Designated Safeguarding Lead** | **Deputy Designated Safeguarding Lead/s** | **PTA Committee** | **Policy Review date** |
| 2022 - 23 | Mr A Ratcliffe | Mrs J Burnley  Mrs J Flowerdew | Carolina Lascelles (Chair)  Emma Silverton (Secretary)  Nicola Dobson (treasurer) | April 2023 |

**Introduction**

This policy sets out the principles for safeguarding within **Harewood School PTA.** It is relevant to all within the association, endorsed by the committee and shared with our volunteers.

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

**Safeguarding** refers to the protection, safety and promotion of the welfare of all pupils including when in off-site provision or activities.

**Child** is any pupil under the age of 18.

**Responsibility**

Parent Teacher Associations (PTAs) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PTA event and the duration of such events.

It is best practice for PTAs to have a set of procedures in place and guidelines for volunteers to follow at events, this may be developed with guidance from the school.

All PTA members should be aware of the person responsible for safeguarding within the school. The current safeguarding members of staff are:

Mr A. Ratcliffe (Headteacher, Designated Safeguarding Lead)

Mrs J. Burnley (Assistant Headteacher, SENDCo, Designated Safeguarding Lead)

Mrs J. Flowerdew (School Business Manager, Designated Safeguarding Lead)

As required by law all our members of staff undertake regular training for Child Protection. Please contact one of the staff mentioned above with any concerns about a child in any context, not only during events run by the PTA.

**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.
* Confidentiality: Part of the success of safeguarding involves sharing information in a timely manner. This would be with the sole purpose of benefiting the child. Only ever share information of this kind with the designated safeguarding leads at School. Keep in mind this information is highly sensitive.

**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 PTA 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 PTA for the event. This information will be deleted once the event finishes following GDPR.
* 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.

**PTA volunteers during events at school**

All visitors must sign in on arrival and collect a visitor’s badge which must be worn at all times when in school.

**Equality and Diversity**

We are committed to anti-discriminatory practice in line with school policy and recognise children’s diverse circumstances. We ensure that all children have the same protection, regardless of gender, faith, social background etc.

This policy will be reviewed by the **Harewood School PTA** committee annually after the AGM.