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**Safeguarding Policy**

**Introduction**

This policy sets out the principles for safeguarding within St Francis School Association (the “association”). It is relevant to all within the association and is endorsed by the committee of St Francis School Association. It has been written with the support of St Francis CE Primary School’s Designated Safeguarding Lead and supports the school’s own Safeguarding Policy. It will be reviewed annually as part of the AGM to ensure that it remains appropriate to the association and its volunteers’ needs.

**Safeguarding and Child Protection**

The NSPCC defines safeguarding as the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

* protecting children from abuse and maltreatment
* preventing harm to children’s health or development
* ensuring children grow up with the provision of safe and effective care
* taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

**Responsibility**

Parent Teacher Associations (PTAs) have a duty of care to consider the safety of children and vulnerable adults. St Francis School Association seeks to work closely with St Francis CE Primary School when planning and risk assessing events to ensure they are as safe as possible. Where risks cannot be mitigated to an acceptable level, the event will not take place.

St Francis School Association has a Volunteer Policy which outlines the rights and expectations of volunteers. Where possible, procedures and guidelines for events are shared with volunteers prior to the event.

**Designated Safeguarding Lead**

All PTA members should be aware of the person responsible for safeguarding within the school (Designated Safeguarding Lead (DSL)).

At St Francis CE Primary School, the DSL is Zoe Morgan (Deputy Headteacher). The Deputy DSLs are Dawn Harrison (Headteacher) and Kate Parkes (KS2 Teacher).

**What to do if you have concerns about a child**

Individuals may have concerns about a child because of something they have seen or heard or a child may choose to disclose something to them.

When this happens, you must:

* Write down what you saw or heard, trying to use the child’s words and not including your opinion – keep it factual
* Date and sign your account
* Ensure this is given to a DSL before you leave school

If a child is making a disclosure to you, it is important to use open questions, not leading questions. The acronym TED is a helpful reminder that a child can be encouraged to ‘Tell’, ‘Explain’ and ‘Describe’ the concern.

When responding to the child making the disclosure:

* Give the child undivided attention
* Listen calmly and reassuringly
* Show concern, support and warmth but don’t show emotions (this can be hard depending on the disclosure)
* Let them freely recall what is important to them
* Take what they say seriously
* Inform the child you will need to share the information with someone else
* Ensure your own safety (for example, not being in a room on your own with the child with the door closed)

You must not:

* Promise to keep things to yourself
* Ask leading questions, e.g. did this or that happen?
* Place fault or blame, either on the child or anyone else the child talks about
* Ask why
* Promise it will all be okay
* Praise the child e.g. ‘You’re doing really well’, remain child centred and say, ‘Thank you’, ‘ok’
* Discuss anything disclosed with other children, parents or adults outside of the class teacher and designated safeguarding lead/s.

**Guidance for Events**

The following outline key procedures that will be followed for PTA events held on the school site:

*All events:*

* All Events will be risk assessed and agreed by the PTA Event Organiser and Headteacher
* A nominated person responsible for first aid will be made available at each event
* A satisfactory DBS certificate is preferred but is not necessarily essential for volunteers, particularly where parents are present. No volunteer should be left alone or unsupervised with children. The requirement for DBS or other vetting checks for volunteers will be considered on a case by case basis as part of the risk assessment process.

*Events where parents not present (e.g. Disco)*

* A school staff member will be available with access to child records including contact details for parents/carers. PTA volunteers will not have access to sensitive pupil data unless it is required for the specific function of the event and explicit prior permission has been given.
* Register will be taken at the start of the event on entry.
* No child will be able to leave school premises without a responsible adult.
* Exits will be covered to ensure that children cannot leave an event unattended.
* Where food is provided, parents will be asked to confirm any dietary requirements prior to the event. Foods provided at events will consider the school’s general policy as relates to nuts and other allergens. If allergens are present, the PTA will notify the school who can arrange for additional cleaning as required.

*Events where parents accompany their children (e.g. fayres, egg hunt, etc )*

* Children must attend events with a responsible adult. They remain the responsibility of that adult at all times.
* It is aimed that a Lost Child station will be available at larger events which parents will be made aware of prior to the event.

This policy will be reviewed annually by St Francis School Association committee prior to the AGM.

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| Last reviewed: | 01 November 2023 |
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