



Bishop Aldhelm's CE Primary School

Loved by God; United in Learning

Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

Safeguarding policy

2023-24

Introduction

Please read this in conjunction with the school's Safeguarding Policy.

This policy sets out the principles for safeguarding within Bishop Aldhelm's PSA.

It is relevant to all within the association and is endorsed by the committee of Bishop Aldhelm's PSA.

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

Responsibility

Bishop Aldhelm's PSA has a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PSA event and the duration of such events.

It is best practice for PSAs 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 PSA members should familiarise themselves with the school safeguarding policy and our policy is to be used in conjunction the school's own policy.

All PSA members should be aware of the person responsible for safeguarding within the school. Miss Sharpe is the school's Designated Safeguarding Lead (DSL) and the following members of staff are Deputy DSL's:

Mr Tait

Miss Draper

Mrs Loughman

Mrs Strickland

The school may provide training for PSA members on safeguarding and the procedures to follow or the PSA may arrange their own training for its volunteers. We require all committee members to have an enhanced DBS check to support the smooth running of events and safeguarding responsibilities.

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.



Bishop Aldhelm's CE Primary School
Winston Ave, Poole, BH12 1PG
01202 715100
office@bishopaldhelms.poole.sch.uk



Bishop Aldhelm's CE Primary School

Loved by God; United in Learning

Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

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
- Complete a My Concern form and hand it into the DSL or one of the DSL's as soon as possible.

Guidance for Events:

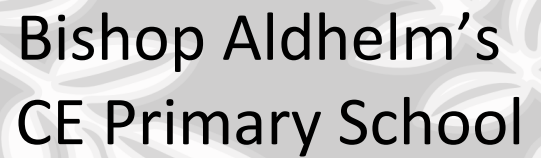
- All Events should be risk assessed
- Events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. The PSA should have a list of any child being collected by another parent/carer or travelling home alone
- Contact details for the child's parent/carer may be collated by the PSA for the event
- 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.
- When volunteering on-site all volunteers are required to wear either a green or red lanyard. Green for those who have had DBS checks completed, red for those who have not. All members will be responsible for ensuring the adequate supervision of those who are not DBS checked whilst on site.

This policy will be reviewed by Bishop Aldhelm's PSA committee annually before the AGM.

Useful Links <https://www.parentkind.org.uk/Info-sheets/Volunteer-checks>



Bishop Aldhelm's CE Primary School
Winston Ave, Poole, BH12 1PG
01202 715100
office@bishopaldhelms.poole.sch.uk



Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

'The Behaviour and Safety of Pupils at the School'

Child's name (Victim) & Class	
Child's name (Perpetrator) & Class <i>if applicable</i>	
Date of Concern/Matter/Incident (dd/mm/yy)	

Safeguarding	<p>Once this form is completed it must be handed to:</p> <ul style="list-style-type: none"> - Deputy Headteacher (Lizzie Sharpe) if it is a: <ul style="list-style-type: none"> - Safeguarding concern/matter/incident - Racial concern/matter/incident - Behaviour concern/matter/incident - E-Safety (Online Safety) concern/matter/incident - Pastoral Care Worker (Kelly Hawkins) if it is a Pastoral Care concern/matter/incident or if it is an 'Other' concern/ matter/ incident
Racial	
Behaviour	
E-Safety	
Pastoral Care	
Other	

Please give a copy to the class teacher(s) and scan & attach to the My Concern record

Please continue on a separate sheet and attach it to this form if more space is required.



Bishop Aldhelm's CE Primary School
Winston Ave, Poole, BH12 1PG
01202 715100
office@bishopaldhelms.poole.sch.uk



Bishop Aldhelm's CE Primary School

Loved by God; United in Learning

Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe



PROUD TO BE A
MUSIC MARK
SCHOOL



Bishop Aldhelm's CE Primary School
Winston Ave, Poole, BH12 1PG
01202 715100
office@bishopaldhelms.poole.sch.uk