

As a new member of staff or volunteer (including Governors) you may be in regular contact with children & young people, develop trusting relationships, observe changes in behaviour, and share their confidences or concerns.

Safeguarding and promoting the welfare of children and young people is everyone's responsibility:

- Protecting children from maltreatment
- Preventing impairment of children's health & development
- Ensuring that children grow up in circumstances consistent with the provision of safe & effective care; and
- Taking action to enable all children to have the best outcomes.

[*Working Together to Safeguard Children, DfE '18*](#)

How can you contribute?

- Put the welfare of the child/young person first
- Understand your safeguarding procedures & the role of Designated Safeguarding Lead & Deputy (DSL/D)
- Behave appropriately at all times
- Provide a safe environment for pupils to learn
- Identify pupils who may be in need of extra help
- Act immediately if abuse is alleged or suspected
- Never investigate concerns yourself
- Do not develop personal relationships with pupils on or off line

Always ensure that the volunteer role:

- Is defined and understood by everyone
- Does not involve providing personal or intimate care to children & young people

If you receive an allegation of abuse against a member of staff, a carer or a volunteer, (from any organisation) including yourself, you must:

- Inform your Head Teacher, Principal or Senior Manager immediately unless the concern is about them
- Go directly to the Chair of Governors (or equivalent) if it is about the Head Teacher, Principal or Senior Manager
- Do not discuss the matter with anyone else
- Document what you have been told and give the record to the Head, Principal, Senior Manager or Chair of Governors etc. as appropriate.

If a child tells you something that concerns you:

- Allow them to speak without interruption
- Accept and remember what they say
- Never agree to keep information confidential

Tell them that you:

- Will try to help them
- Must always pass safeguarding concerns to the DSL/D

Always write down what you have been told (using the actual words said to you, as much as possible) and give the record to the DSL/D immediately.

Do not keep a copy for yourself.

Staff & volunteers should also be able to raise concerns about poor or unsafe practice and potential failures through their setting's whistleblowing procedures.

Recruitment checks:

Depending on the type of education setting, anyone in paid or voluntary work may need to complete the following:

- Identity, DBS, teacher prohibition, section 128 and barred list checks
- A Childcare Disqualification declaration

If you require further information go to: [*Keeping Children Safe in Education, DfE 2020*](#)

Training:

You should have **Safeguarding Children Induction** from your DSL/D as soon as you start which includes:

- Your safeguarding policy & procedures (including response to children missing from education)
- Whistleblowing procedures
- Pupil & staff behaviour policies
- The role of the DSL/D
- [*Keeping Children Safe in Education, DfE 2020*](#) (Part 1)
- Use of mobile devices, cameras & IT equipment

All staff must also receive:

- 'Basic'/'Whole-School' safeguarding children in education training from the Sheffield Children Safeguarding Partnership every 3 years
- Regular emails, updates & internal briefings about safeguarding from the DSL/D