

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 2018](#)

## How can you contribute?

- Put the welfare of the child/young person **first**
- Understand your safeguarding procedures & the role of Designated Safeguarding Lead & Deputy
- 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 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 as appropriate.

## If a child or young person 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 Designated Safeguarding Lead or Deputy (DSL/D)

**Always** write down what you have been told (using the actual words said to you) and give the record to the DSL or DSD **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 and barred list checks
- A Childcare Disqualification declaration.

If you require further information go to: [Keeping Children Safe in Education, DfE 2019](#)

You should have **Safeguarding Children Induction** from the Designated Safeguarding Lead or Deputy (DSL/D) at your setting as soon as you start which includes:

- Your safeguarding policy & procedures
- Whistleblowing procedures
- Staff behaviour policy (safeguarding)
- The role of the DSL/D
- [Keeping Children Safe in Education, DfE 2019 \(Part 1\)](#)
- 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