***Wyton School Community Association***

**Safeguarding Policy**

**Introduction**

This policy sets out the principles for safeguarding within Wyton School Community Association (WSCA).

It is relevant to all within the association and is endorsed by the committee of WSCA.

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

**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 school may provide training for PTA members on safeguarding and the procedures to follow or the PTA may arrange their own training for its volunteers

**What to do if someone has concerns about a child**

Someone may have concerns about a child because of something they have seen or heard or something a child has disclosed.

If a child discloses information then it is important to:

* Listen to the child without displaying shock or disbelief.
* Accept what is said and reassure the child without making promises that may not be able to be kept , e.g. ‘Everything will be alright now’.
* Not ask leading questions and not to interrogate the child – this is not your responsibility to investigate.
* Explain to the child what has to happen next and who has to be spoken to.
* Take notes, if possible, or write up the conversation as soon as possible afterwards.
* Contact any of the school’s safeguarding officers: Jo Phillips (Head teacher), Tracey Green (Deputy Head) or Jason Tuxworth (School Business Manager).

**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.

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.

This policy will be reviewed by the WSCA committee annually before the AGM.