

Friends of Wymondham College Prep Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Friends of Wymondham College Prep (FOWCP). It is relevant to all within the association and is endorsed by the committee of Friends of Wymondham College Prep. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

Responsibility

Friends of groups have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a FOWCP event and the duration of such events.

It is best practice for Friends of groups 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 FOWCP members should be aware of the person responsible for safeguarding within the school. The school may provide training for FOWCP members on safeguarding and the procedures to follow or the FOWCP may arrange their own training for its volunteers

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.

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
- Take notes, if possible, or write up the conversation as soon as possible afterwards
- Contact the school safeguarding officer or a member of the school leadership team as soon as possible, information displaying staff members responsible for Safeguarding are displayed in public areas of the school.

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 FOWCP will 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 FOWCP for the event, data will be managed in accordance with the FOWCP Data Protection and GDPR policies.
- 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.

Useful Links

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

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

Agreed and signed by:

| Name | Signature |
|--|------------|
| Reviewed September 2024 as part of the annual review. No changes necessary so just published again | D Orsborne |
| | |
| | |
| | |
| | |