



Friends of Orton Wistow School (FOWS) Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Friends of Orton Wistow School (FOWS).

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

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

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 FOWS event and the duration of such events.

All FOWS members should be aware of the person responsible for safeguarding within the school.

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.

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 Friends of Orton Wistow School (FOWS) 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 FOWS 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.

Changes to the policy

The Committee reserve the right to change this policy to maintain consistency with current best practice and the needs of the organisation. This policy will be reviewed annually by the Friends of Orton Wistow School committee at the AGM but may be amended at any time at the discretion of the current elected committee.