Friends of Rivington PTFA Safeguarding and Child Protection Policy

**Introduction**

This policy sets out the principles for safeguarding within Rivington Primary PTFA.

It is relevant to all within the association and is endorsed by the committee of Rivington Primary PTFA, it will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteer’s needs.

This policy is available to view on the PTFA page on the school website, the PTFA Facebook group, and paper or electronic copies can be provided on request from the committee.

**Purpose and Scope**

The purpose of this policy is to:

* Protect children and young people who receive Rivington Primary PTFA’s services from harm.
* Provide volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Rivington Primary PTFA including committee members and other volunteers.

**Responsibility**

Parent Teacher and Friend Associations (PTFAs) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PTFA event and the duration of such events. It is best practice for PTFAs to have a set of procedures in place and guidelines for volunteers to follow at events.

All PTFA members should be aware of the people responsible for safeguarding within the school; Rivington Primary School has a safeguarding team made up of Mrs Powell, Miss Smith, Miss Tierney, Miss Cunliffe and Miss Laverick, Mrs Powell is the Designated Safeguarding Lead (DSL).

All members of the PTFA that visit school during the working day will adopt and follow school policies for signing in at the school office and other safeguarding procedures.

All PTFA members are aware that any concerns regarding events they witness or are concerned about should be raised with the PTFA Chair and DSL immediately. It is crucial that PTFA members recognise the importance of sharing information confidentially. Support will be offered if needed.

**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’ or that you won’t tell anyone else.
* Do not ask leading questions and do not interrogate the child – it is not your responsibility to investigate.
* Explain to the child what you must 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 team as soon as possible.

**Guidance for Events:**

* All Events should be risk assessed. Risk assessments should include:
  + Ensuring the ratio of adults to children is appropriate for the event.
  + First aid provision.
* 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 PTFA 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 PTFA for the event.
* Exits should be monitored to ensure children cannot leave an event unattended.
* Children should not be left unsupervised at any time.
* If this is a regulated activity the volunteer will need an Enhanced DBS check.
* Volunteers that have not had an Enhanced DBS check should not be left unattended with children.

Safeguarding is the primary concern of all events organised.

| Date | Action | Signed | Name | Role |
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| 17/4/23 | Approved for publication at EGM |  | Jen Longman | Chair |
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