



*'Spurring each other on with love'*

## **PFA Safeguarding Policy**

### **Introduction**

This policy sets out the principles for the Safeguarding Policy within Bickleigh Down Church of England Primary School PFA. It is relevant to all within the association and is endorsed by the committee of Bickleigh Down Church of England Primary School PFA.

### **Responsibility**

The PFA and all its members have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PFA event and the duration of such events.

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

### **Guidance for Events**

No PFA event will be run where children are left in the sole care of the PFA members.

- PFA events that occur during school hours will have the appropriate number of school staff in attendance and the children will remain the responsibility of the school staff
- PFA events that take place out of school hours without parents in attendance (e.g. School discos) will have the appropriate number of school staff in attendance. School staff will attend some events and will be there to support the PFA in handing over the children to parents/carers after the event.
- For all other out of school hour events, parents are in attendance and are responsible for the safeguarding and welfare of their children.
- All events should be monitored to ensure children cannot leave an event unattended.
- Volunteers should only use the toilets designated for adults (staff) and children the school toilets
- DBS checks are required by the school for every PFA member for any event they will be in attendance as a volunteer. This will need to be reviewed at least every 3 years.

### **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 all right 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 will have to talk to
- Take notes, if possible, or write up the conversation as soon as possible afterwards
- Contact the school’s Designated Safeguarding Lead (DSL) or a member of the Senior Leadership Team (SLT) as soon as possible.

### **Changes to the Policy**

The committee reserves the right to change its Safeguarding policy to maintain consistency with current best practice and the needs of the charity.

This policy will be reviewed annually by the Bickleigh Down Church of England Primary School PFA committee.

For the most up to date version of the policy, please request a copy by emailing [bickleighdownpfa@yahoo.com](mailto:bickleighdownpfa@yahoo.com) or visiting the PFA section of the school website.

This policy was adopted on 28<sup>th</sup> February 2023.

Signed on behalf of Bickleigh Down Church of England Primary School PFA (Chairperson)



Hannah Walsh

This policy was reviewed as indicated below:

**February 2023 created and approved.**

Next review due February 2025.

Useful links:

<https://parentkind.org.uk/info-sheets/volunteer-checks>