



New Staff, Governors, Volunteers

As a new member of staff or volunteer (including Governors) you may be in regular contact with children & young people, develop trusting relationships, observe changes in behaviour, and share their confidences or concerns.

Safeguarding and promoting the welfare of children and young people is everyone's responsibility:

- Protecting children from maltreatment
- Preventing impairment of their health & development
- Ensuring they grow up with the provision of safe and effective care
- Taking action to enable them to have the best outcomes.

How can you contribute?

- Put the welfare of the child/young person **first**
- Understand your safeguarding procedures & the role of Designated Safeguarding Lead & Deputy
- Behave appropriately at all times
- Provide a safe environment for pupils to learn
- Identify pupils who may be in need of extra help
- Act immediately if abuse is alleged or suspected
- **Never** investigate concerns yourself

Always ensure that the volunteer role:

- Is defined and understood by all
- Does not involve providing personal or intimate care to children & young people

If you receive an allegation of abuse against a member of staff, a carer or a volunteer, (from any organisation) including yourself, you must:

- Inform your Head Teacher, Principal or Senior Manager **immediately**
- If it is about the Head Teacher, Principal or Senior Manager, you must go directly to the Chair of Governors and inform them
- Do not discuss the matter with anyone else
- Document what you have been told and give the record to the Head, Principal, Senior Manager or Chair of Governors as appropriate.

If a child or young person tells you something that concerns you:

- Allow them to speak without interruption
- Accept and remember what they say
- **Never** agree to keep information confidential

Tell them that you:

- Will try to help them
- Must always pass safeguarding concerns to the Designated Safeguarding Lead or Deputy (DSL/D)

Always write down what you have been told (using the actual words said to you) and give the record to the DSL or DSD **immediately**.

Do not keep a copy for yourself.

Staff & volunteers should also be able to raise concerns about poor or unsafe practice and potential failures through their setting's **whistleblowing procedures**.

Recruitment checks:

Depending on the type of education setting, anyone in paid or voluntary work may need to complete the following:

- Identity, DBS, teacher prohibition and barred list checks
- A Childcare Disqualification declaration.

For further information go to: [Keeping Children Safe in Education DfE 2016](#), Part 3).

You should have **Safeguarding Induction** from the Designated Safeguarding Lead or Deputy at your setting as soon as you start, which includes:

- **Your safeguarding policy & procedures**
- **Whistleblowing procedures**
- **Staff behaviour policy (safeguarding)**
- **The role of Designated Safeguarding Lead and Deputy (DSL/D)**
- **Keeping Children Safe in Education, DfE 2016 (Part 1 as minimum)**
- **Using mobiles, cameras & IT equipment**

All staff must receive 'Basic' safeguarding children training from the Sheffield Safeguarding Children Board every 3 years, and regular updates from the DSL/D within the setting.