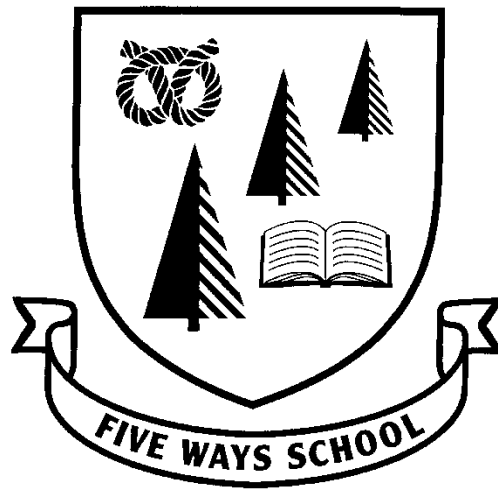


Five Ways Primary School



Safeguarding Policy

September 2024



Five Ways Primary School PTFA, Langholm Drive, Heath Hayes, Cannock, Staffordshire, WS12 2EZ

Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Five Ways PTFA.

It is relevant to all within the association and is endorsed by the committee of Five Ways PTFA.

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

Responsibility

Parent Teacher Friends 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, this may be developed with guidance from the school.

All PTFA members should be aware that Mrs Fuller is the current person responsible for safeguarding within the school. The school may provide training for PTFA members on safeguarding and the procedures to follow or the PTFA may arrange their own training for its volunteers if deemed appropriate and needed by 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 they have done the right thing in speaking to someone. 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 the safeguarding lead within school.
- 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 PTFA should have a list of any child being collected by another parent/carer. This information will be obtained from the parent at the time of booking their child's ticket.
- 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.
- Volunteers will always identify themselves at events by wearing a volunteer lanyard.
- Volunteers will never be left to supervise children without a member of staff being present.

This policy will be reviewed annually by Five Ways PTFA committee prior to the AGM.

Policy agreed by committee: October 2024.

Signed: *Amy Winters* - Chairperson

Review Date: September 2025.



Five Ways Primary School PTFA
Langholm Drive, Heath Hayes, Cannock, Staffordshire, WS12 2EZ
Tel: 01543 278 071 Fax: 01543 278 937 Email: ptfa.secretary@googlemail.com
Web: www.fiveways.staffs.sch.uk  www.facebook.com/fivewaysptfa
Registered Charity No: 1030888