

# **SAFEGUARDING PROTOCOLS FOR REIGATE PARISH CHURCH PRIMARY SCHOOL PTA**

## **Introduction**

According to the Department of Education statutory guidance [Keeping Children Safe](#) in education, safeguarding and promoting the welfare of children and young people is everyone's responsibility. This includes paid/unpaid work and volunteering.

## **PTA Safeguarding Policy Statement and Guide for Members**

**1. The safety of children is of paramount importance.** Parents send their children to school each day with the expectation that school provides a secure environment in which their children will flourish. In order to do this, a wide range of policies and procedures are in place at Reigate Parish Church Primary School.

These are available to view on the school website [www.reigate-parish.surrey.sch.uk](http://www.reigate-parish.surrey.sch.uk) under the:

Reigate Parish Church School Child Protection and Safeguarding Policy.

Last Updated Nov 2018

Approved by CS&L Nov 2018

The PTA fully supports and abide by these rules.

2. Reigate Parish Church Primary School Safeguarding Policy is updated on an annual basis and approved by the Governing Body.

3. The Designated Child Protection Leader (lead DSLO) is Frances Davis, Head Teacher. The Deputy Child Protection Leader (Deputy CPLO) is Mrs Charlotte Jagtiani. Other trained Safeguarding Teachers are Tara Wallace (Ladybirds) and Emily Molica (SENCO).

4. RPCPS PTA will ensure that it prioritises child safeguarding at every event that is held. We will complete a risk assessment, which will be reviewed and approved by the school. The risk assessment

will consider the safeguarding element. The RPCPS PTA Secretary will assume the role of Safeguarding lead within the PTA.

5. All members of the PTA that visit the school during the day will adopt and follow school policies for signing in at the office and other safeguarding procedures. All PTA members who volunteer in school need to be checked by the Disclosure and Barring Service as per the school's specifications.

6. All PTA members are aware that any concerns regarding events they witness or are concerned about should be raised with the PTA Secretary and Lead DLSO immediately. It is crucial that PTA members recognise the importance of sharing information confidentially. Support will be offered if needed. Should the alleged abuser be the Head Teacher the matter should be reported to the Chair of Governors: [chairofgovernors@reigateparish.surrey.sch.uk](mailto:chairofgovernors@reigateparish.surrey.sch.uk).

7. Brief and accurate written records will be kept of all incidents and child protection concerns. The PTA staff member is to complete the form which the school use to report these incidents.

8. First Aid arrangements will be included as part of the risk assessment for any event. Should a child be injured or unwell during an event, the Lead PTA member will liaise with school staff or other PTA trustees to agree whether a parent/carer needs to be contacted to advise or collect the child (if not present) or whether further medical attention is required.

9. RPCPS PTA will aim to have upwards of one third of parent helpers with DBS clearance (as notified by the school office) at any event help out of normal school hours. Team organisers must submit a list of parent helpers to the PTA Secretary or the school office prior to any out-of-hours event so that clear identification can be used to denote which parent helpers can be alone with children. Briefings will be given before these events so parent helpers are clear about the safeguarding guidelines. **All PTA Trustees must be DBS checked.**

10. At present no events occur off-site which include children. If in the

future this changes, new protocols will be raised to cover this situation.

11. Some rare allegations may be so serious that they require intervention by Local Social Services and/or Police.

Contact for **Childrens Services Multi Agency Safeguarding Hub (MASH)**

Availability: 9-5pm, Monday to Friday

Phone: 0300 470 910

Out of Hours: 01483 517898

**Reigate and Banstead Childrens Services**

Phone: 0300 123 1620

**Police**

Phone: 999

## **12. Safe working practices for volunteers**

RPCPS has issued a leaflet entitled Safeguarding Information for Parents and Carers who Volunteer in class, on trips and parent readers.

The information includes:

1. What to do if I am worried about a child?
2. What to do if a child discloses that s/he is being being harmed?
- 3 Do's and Don'ts for any Parent Volunteer.
4. How do I ensure that my behaviour is always appropriate?

The PTA requires PTA Volunteers to read this information in order to comply with the schools Child Protection and Safeguarding Policy.

**Updated November 2018**