

## **Friends of St Mary's School (FOSMS)**

### **Safeguarding Policy**

#### **Introduction**

This policy sets out the principles for safeguarding within Friends of St Mary's School (FOSMS).

It is relevant to all within the association and is endorsed by the committee of Friends of St Mary's School (FOSMS).

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

#### **Responsibility**

Friends of St Mary's School (FOSMS) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a Friends of St Mary's School (FOSMS) event and the duration of such events.

It is best practice for Friends of St Mary's School (FOSMS) 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 Friends of St Mary's School (FOSMS) members should be aware of the person responsible for safeguarding within the school. The school may provide training for Friends of St Mary's School (FOSMS) members on safeguarding and the procedures to follow or the Friends of St Mary's School (FOSMS) may arrange their own training for its volunteers.

#### **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'
- 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.

- 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 Friends of St Mary's School (FOSMS) 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 Friends of St Mary's School (FOSMS) for the event.
- Exits should be monitored to ensure children cannot leave an event unattended.
- If this is a regulated activity the volunteer will need an Enhanced DBS check.

This policy will be reviewed by the Friends of St Mary's School (FOSMS) committee annually before the AGM.

Signed and agreed by

Chairperson's name:

Leanne Matthews

Chairperson signature:

*Leanne Matthews*

Date:

19th October 2023

Date for review:

19th October 2024