



# **Safeguarding and Child Protection**



**A quick and informative guide**

**Updated for academic year: 2021-22**

## **Introduction:**

Safeguarding and Child Protection are the most important parts of everyone's job when working with children at schools. We ask everyone who is a school volunteer with The Papillon Project (**TPP**) to follow the guidelines set out in this short booklet.

Regardless of whether you are a visitor or a volunteer, we ask that whilst you are at a school that we are privileged to work with you pay heed to our policies and procedures.

## **Keeping Children Safe:**

All adults who are a registered TPP Volunteer, and so will be working with school children regularly, must undertake a DBS (enhanced) check. This DBS (enhanced) check **must** be completed before a volunteer commences working with children.

TPP operates a strict policy that restricts unsupervised access to children to those who have not been correctly vetted.

Adults who are visiting a school during school time (e.g. to visit a school allotment on a one-off basis) will not be allowed unsupervised contact with children at any time. This also applies to any adult who visits us for a meeting at our HQ at 'The Hub' at City Academy Norwich who must be accompanied at all times.

## **Signs and Symptoms:**

- **Neglect**  
i.e. Regular unfed or unkempt
  
- **Sexual Abuse**  
i.e. Talking about sex in an inappropriate way for their age
  
- **Physical Abuse**  
i.e. Bruises or other injuries
  
- **Emotional Abuse**  
i.e. Talking about violence at home or being told that they are not wanted.

**This is not an exhaustive list – please report anything that gives you a cause for concern**

# How do I deal with a safeguarding concern?

## DO NOT:

- Promise confidentiality, ever.
- Never ask leading questions – these allegations could lead to criminal proceedings and your actions *could* jeopardise police investigations

## DO:

- Tactfully and sympathetically **listen** to the concerns of the child.
- Report any incidents or signs **immediately** in writing (via email is best). You will be asked to complete a TPP Safeguarding Concern Form so we can formally record your concern.
- Keep a note of the date and time
- Tell the child you wish to make sure that they are all right but you will need to pass on what they tell you to keep them safe from harm.

# Who do I pass my concerns onto and how?

## 1) Schools Projects Lead

**Matt Willer:** TPP's Designated Safeguarding Officer

You will be given access to a safeguarding concern form either as hard copy or digitally (Google Forms).

[safeguarding@thepapillonproject.com](mailto:safeguarding@thepapillonproject.com)

07746576843



## 2) School's Designated Safeguarding Lead (DSL)

You will be informed who this is and should be approached if Matt is not available. In any case, you **must** make Matt aware that you have done this ASAP.

## 2) Trustee with Safeguarding responsibilities

Peter Waldron is the Chair of The Papillon Project and is an alternative to Matt:

[chair@thepapillonproject.com](mailto:chair@thepapillonproject.com)



## 3) A teacher at the school

They will then be help you to contact a school's DSL

**In an emergency:** If you feel that your safeguarding concern means that someone is in immediate danger you should contact the police by dialling **999**

Prevent is the government strategy to stop people being radicalised or becoming terrorists. Concerns about any persons at a school must be passed on, no matter how small a concern might seem.

## First Aid:

### First Aiding children

If you encounter a child with any medical concerns or who seems ill you should inform a school teacher as soon as possible. Always make this aware to TPP's Schools Projects Lead or a TPP 'Allotment Guru' (senior volunteer). Unless you have an adequate First Aid qualification, as a volunteer you are not permitted to provide your own First Aid to children, this is ultimately school's responsibility.

If there is a genuine medical emergency, and one that is deemed life threatening, you must dial 999 and send someone (a child or an adult) to a school's main office to inform the school of the situation.

### First Aiding for adults

TPP's Schools Projects Lead is a qualified first aider and will be able to provide First Aid, if required, to any volunteer if a school's First Aider and First Aid room is not available (e.g. after school hours).

## Health and Safety:

Every school regularly audits their facilities to make sure that children and adults are kept safe. Whilst volunteering at a school allotment, you must follow TPP's Health & Safety policy for your own safety and the safety of others. You have a responsibility to ensure that your actions do not endanger children and fellow adults.



### **It's everyone's responsibility!**

Regardless of your position within The Papillon Project or your level of experience working with children, it is the responsibility of *every* adult to help keep children safe.