



Norfolk Safeguarding  
Children Partnership

# Safeguarding and Child Protection

A quick guide



**A quick and informative guide for all adults  
working with young people at school**

**Updated for academic year: 2025-26**

## 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 who 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 working with children to adults 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.

## Key indicators that *could* be a cause for concern:

- **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.
  
- **Physical Extremism & Radicalisation; the PREVENT strategy**  
i.e. Radicalisation or extremism is where someone holds views that are intolerant of people who are of a different ethnicity, culture, religion, gender or sexual identity. **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.

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

# How do I deal with a safeguarding concern?

**Important:** It's paramount that you make your concern as soon as possible. If you disclose your concern to a school first it's crucial that you also make The Papillon Project aware too.

**Keeping children safe is everyone's responsibility**



**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.

## **DO NOT:**

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

## **DO:**

- Tactfully and sympathetically **listen** to the concerns of the child. Keep a note of the date and time
- Report any incidents or signs **immediately to the school first** in writing (via email is best). You will be asked by The Papillon Project to complete a **TPP Safeguarding Concern Form** so we can formally record your concern and to ensure that key information has been correctly communicated to the school.
- 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?

## THE SCHOOL

As a priority, you must ideally inform the school first and as soon as possible.

## 1) A School's Designated Safeguarding Lead (DSL)

You will be informed who this is at your school and is the most important person to communicate a safeguarding concern to at a school.

**AND**

It is paramount that you inform **BOTH** the school and the charity.

## 2) Teacher at the school

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

## THE PAPILLON PROJECT

You must also inform The Papillon Project of your safeguarding concern

### Papillon Project's safeguarding team

- 1) **Matt Willer**  
Project Lead  
**Designated Safeguarding Lead**
- 2) **Emily Milden**  
Deputy Project Lead  
**Alternative Designated Safeguarding Lead**
- 3) **Harriet Watson**  
Deputy Project Lead  
**Alternative Designated Safeguarding Lead**

**Tom Greenwood:**  
**Trustee with Safeguarding responsibilities**

One of the team will give you access to a safeguarding concern form either as hard copy or digitally (Google Forms).

Email your concern to:

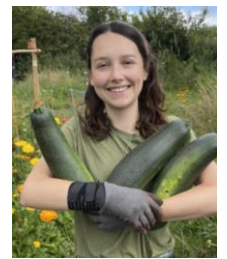
[safeguarding@thepapillonproject.com](mailto:safeguarding@thepapillonproject.com)

**Email all concerns to:**

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

## 2) Chair of Trustees

Peter Waldron is the Chair of The Papillon Project and can be contacted if there is a safeguarding concern about a member of charity staff  
[chair@thepapillonproject.com](mailto:chair@thepapillonproject.com)



**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**



## First Aid:

### First Aiding children

If you encounter a child with any medical concerns or who seems ill you should inform the school or the link teacher as soon as possible. Always make this aware to a member of charity staff too and as soon as possible. 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

Charity staff are qualified first aiders 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), but only if charity are also on site and working alongside volunteers. It is the responsibility of the school to provide First Aid cover, as for any school guest, if charity staff are not present.

## 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 and TPP's Health & Safety quick guide (please [click here](#)) 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.