



# **Safeguarding and Child Protection (quick guide)**



**A quick and informative guide**

**Updated for 2023**

## 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.
  
- **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.



## 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?

## 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.

## Papillon Project's safeguarding team

- 1) Matt Willer:  
**Designated Safeguarding Lead**
- 2) Harriet Watson:  
**Alternative Designated Safeguarding Lead**
- 3) Tom Greenwood:  
**Trustee with Safeguarding responsibilities**

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)



## 2) Teacher at the school

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

## 2) Chair of Trustees

Peter Waldron is the Chair of The Papillon Project and can be contacted if there is a safeguarding concern about any member of the charity's safeguarding team

[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 a school teacher as soon as possible. Always make this aware to TPP's Schools' Projects or Deputy Schools' Project Lead. 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 and Deputy Schools' Project Lead are 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 is highly recommended that you view the charity's non-site specific risk assessment (please [click here](#)). We also highly recommend that you read a school's site-specific risk assessment too.



### **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.