

## Safeguarding Children

If you are concerned about a child for any reason you must speak up.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

If you have concerns about a child, based on something you have observed or witnessed, please pass these onto the staff present from their school. Please also inform the Designated Person for the Trust (Sarah Helme [admin@csoc.org.uk](mailto:admin@csoc.org.uk)), so that we can follow this up with the school.

If you concern is about the staff present at the event (school or CSoC) please pass this onto the Designated Person for the Trust (Sarah Helme [admin@csoc.org.uk](mailto:admin@csoc.org.uk)).

It is important that you do the following:

- Pass on you concern without delay
- Record accurately without judgements what you observed or heard
- Others will determine if your report is a Safeguarding concern. Your statement may support statements made by other people and be very important in making a case.

Please always ask if you are unsure of the instructions you have been given or don't know how to use a particular resource or piece of equipment. There will always be someone happy to help.

**Please visit our website to find further information for volunteers (volunteers handbook) as well as our Safeguarding policy. <http://csoc.org.uk/>**

## Contact Us

**Email:** [admin@csoc.org.uk](mailto:admin@csoc.org.uk)

**Web:** <http://csoc.org.uk/>

**Address:**  
**Church Schools of Cambridge,**  
**C/O St Philips Church centre,**  
**185 Mills Road,**  
**Cambridge,**  
**CB1 3AN**



THE CHURCH  
SCHOOLS OF  
CAMBRIDGE

Thank you for the time and expertise you give to our charity. We are very grateful that you are willing to help us to run events and enhance the learning experience for the children.

## VOLUNTEERS GUIDE

It is an important role that we feel warrants a set of useful guidelines that run alongside the essential details that have been presented to all volunteers in the past. We hope the information will make you more confident and comfortable when you work with us.

## Helpers at events and legal duties

In any work with children, volunteers accept a duty of care. However, when we welcome volunteers to support our events we accept that staff must take reasonable steps to ensure that helpers take care of children's safety.

- You will always be working under the supervision of the Project Officer or other staff and there will be class teachers and other adults accompanying the children, and you will not be left in sole charge of children.
- We ask volunteers to familiarise themselves with our Safeguarding Children Policy and offer Safeguarding training to those who have not received it or require a refresher.
- We require all our volunteers to have an DBS (disclosure and barring service) check.

## First Aid

Children visiting an event may have a range of allergies and medical conditions. This information is provided in advance to our staff and the staff accompanying the children will be carrying any necessary medication. In the case of children with nut allergies, their staff are trained in the use of an Epi-pen.

In an emergency, please seek the help of a member of staff immediately! Anaphylactic shock must be treated urgently.

School staff are first aid trained and can assist with minor accidents requiring attention.

## Supervising children

When you are at an event the children will be expected to treat you as a member of staff. Please expect and accept only the highest standards of behaviour from them.

When you are supervising children the following points will help:-

- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- Be friendly towards them.
- Avoid shouting.... if you speak normally they will have to be quiet in order to hear what you are saying.
- Give clear instructions in as much detail as is appropriate.
- Don't be afraid to quietly and calmly correct a child that is misbehaving but try to avoid physical contact with the children.
- Encourage the children with praise whenever possible.
- Do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults working with them.
- Encourage them to be polite to one another.
- You will sometimes see children being disciplined. Please be aware that you will not always know what has happened previously, or the warnings that have been given.

## Confidentiality

Whilst you are working with us you may become aware of confidential information about the children. Confidentiality is vital to building trust between schools, staff and children. Confidentiality protects you, it protects the child and their family; it gives peace of mind to all parents and it also maintains the professionalism of the Trust. Please respect this.

## Security

When you arrive at the site, please make yourself known to the member of staff running the event.

## Mobile Phones

We request that volunteers do not use mobile phones whilst interacting with children. Mobile phones must never be used to take photographs. The Trust has a camera to take pictures of events.

## Fire Safety

Please make yourself familiar with the fire evacuation protocols for the building you are in.

When you are in school the children will be expected to treat you as a member of staff. Please expect and accept only the highest standards of behaviour from them.