Parentkind
Bringing together home & school

Hillbrook PFTA Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Hillbrook PFTA.
It is relevant to all within the association and is endorsed by the committee of Hillbrook PFTA.
It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs annually.

Responsibility

Parent Teacher Associations (PTAs) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a PFTA event and the duration of such events.

It is best practice for PFTAs 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 PFTA members should be aware of the person responsible for safeguarding within the school. The school may provide training for PFTA members on safeguarding and the procedures to follow or the PFTA 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:

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

- 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 PTA 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 PFTA 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.

Useful Links

https://www.parentkind.org.uk/Info-sheets/Volunteer-checks

Approved By Trustees	Date: 16th July 2024
Next review by: This policy will be reviewed by the Hillbrook PFTA committee annually before the AGM.	

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