

# Confidentiality

The guidance below aims to ensure that all volunteers and outside partners to the school are made aware of the importance of confidentiality.

Volunteers at St Peter's:

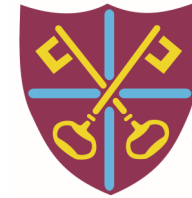
- Should not discuss any events or incidents which take place in school with anyone except teaching staff
- Should remember that even positive comments outside of school are a breach of confidentiality
- Should be aware of the sensitive and personal nature of information which they may overhear and make sure this is not repeated
- Should not use this position of privilege within the school to further the interests of their own child
- Should take great care when discussing the school in a social context. Individual children and/or families should never be mentioned in this kind of arena. This includes social networking sites such as Facebook
- Must bear in mind that information about individual children is confidential and should not be discussed with anyone, including the child's parents
- Should understand that confidentiality covers both academic attainment and behaviour
- If approached by other parents or friends about school issues, you should refer them to the child's class teacher or the headteacher

Remember:

If a child tells you, or wants to tell you something, you must **never** promise confidentiality or to keep a secret. You have a duty to ensure the information is passed on to the DSL team.

If a child asks you to keep something a secret, use a response like: 'I can't keep it a secret. I have to tell Mr McKenzie, because it's his job to make sure everyone is safe and happy'. You **MUST** always immediately report any incidents like this to the DSL team, even if the child has declined to tell you anything.

# St Peter's Catholic Primary School



# Information for volunteers

Thank you for offering to  
volunteer at St Peter's.

This leaflet has been given to you to make sure you understand the important part that volunteers play in ensuring that all children are safe and what is expected of you in terms of confidentiality.

Please keep this leaflet in a safe place, so that you can read it again if you need to.

# Important Safeguarding Information for all Volunteers

No child should suffer harm, either at home or at school.  
**Everyone** who works in or visits our school has a responsibility to make sure that all our young people are safe.

One of our DSLs will meet with you before you take up your voluntary role, to share more information. Please keep this leaflet in a safe place, so that you can read it again if you need to.

## What should I do if I am worried about a child?

If while you are volunteering with us in school, especially when you are with children, you become concerned about:

- comments made by a child
- marks or bruising on a child
- changes in the child's behaviour or demeanour

or if you are worried about the safety of any young person in our school **for any reason, you MUST** report this to one of our Designated Safeguarding Leads (DSLs).

It is vital to report a concern, however minor it may seem and it is not your responsibility to investigate the concern. You can speak to us in person, or contact us via email: [dsl@stpeters-leatherhead.surrey.sch.uk](mailto:dsl@stpeters-leatherhead.surrey.sch.uk)



Richard McKenzie



Jacqui Shabankareh



Marianne McDonnell



Ruth Hall

## Our school Designated Safeguarding Leads are:

Mr Richard McKenzie - Headteacher (Lead DSL)  
Mrs Jacqui Shabankareh - Deputy Head  
Mrs Marianne McDonnell - Deputy Head  
Mrs Ruth Hall - Senior Teacher

## What should I do if I have a safeguarding concern or am worried about the conduct of a member of the school staff?

You should report any concerns about members of staff to the Headteacher.

## What should I do if I have a safeguarding concern or am worried about the conduct of the Headteacher?

You should report any concerns to the Co-Chairs of Governors, Ian Page & Tim Hinton. Their contact details may be found in the [Safeguarding & Child Protection Policy](#) on our website

## Do I need to have a DBS check?

All adults who work (even voluntarily) in 'regulated activity' i.e. unsupervised activities with children; in a place such as a school; regularly (3 or more days in a 30 day period) **require an enhanced DBS Disclosure**. This is to help ensure that unsuitable people are prevented from working with children.

If you are volunteering as a one-off (e.g. a school visit), you do not volunteer directly with children (e.g. changing books) or your work with children means that you are supervised at all times, then you **may not require a DBS check**.

You will be informed as to whether or not you require a DBS check by the School Office, who will also provide you with guidance on how to complete the online DBS application, and explain the documentation you will need.

We also encourage any parents who are considering volunteering their time to undertake a DBS check so that you can help in a wider range of ways. If you do not have a DBS check you will not be left unsupervised with children.

It is a requirement, that, should you become subject to any criminal investigation, caution or conviction after your DBS check is completed, you inform the Headteacher immediately.

St Peter's school also has a [Safeguarding & Child Protection Policy](#) and a copy is available on our website or from the school

## How do I ensure that my behaviour as a volunteer is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. We do not use discriminatory language or derogatory terms like 'stupid, idiot, dumb' about children at any point.

We expect all children to address staff as Mr/ Mrs/ Ms/ Miss 'Surname' and ask that any volunteers in school do the same.

As a volunteer or regular visitor you may well be working closely with children. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them by appearing to reject this in an alarmed way. If a child is spontaneously affectionate or tactile with you, move your body so that you are side by side and gently remove their hand or arm. Remind them in a kind way that cuddles are for at home, not school.

If you are working with a pupil on his/her own always ensure that the door is left open or that you can be visible to others.

Never exchange e-mails or text messages, or give out your own personal details to any child. If you are sent a request to 'friend' or 'follow' by a child from school, you must decline and report this to the DSL.

## Use of Mobile Phones / Other Devices

Please ensure that mobile phones are turned off/ on silent and are put away (e.g. in a closed bag) before entering school. If you need to take or make a call, please use the entrance vestibule.

**Do not photograph pupils or staff using your own device under any circumstances.**