



EXWICK HEIGHTS PRIMARY SCHOOL  
Exwick Lane, Exeter, EX4 2FB

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## Safeguarding Policy 2023

Protecting people and safeguarding responsibilities is a priority for Exwick Heights Primary school PTFA. As part of fulfilling our duties, Exwick Heights Primary School PTFA must take reasonable steps to protect people who come into contact with our charity from harm.

This includes:

- People who benefit from the charity's work
- Staff
- Volunteers
- It may also include other people who come into contact with Exwick Heights Primary School PTFA charity through its work.

Exwick Heights Primary School PTFA responsibilities are to:

- Make sure all trustees & volunteers know about safeguarding and people protection
- Check that people are suitable to act in their roles
- Know to spot and refer or report concerns
- Have a clear system of referring or reporting to relevant organisations as soon as you suspect or identify concerns
- Be quick to respond to concerns and carry out appropriate investigations
- Not let one trustee dominate your work- trustees should work together

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

We acknowledge that Exwick Heights Primary School PTFA work with vulnerable groups, including children, and must always act in their best interests and ensure we take all reasonable steps to prevent harm to them. It is essential safeguards are in place within our organisation not only to protect and promote the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. In line with the Charity Commission guidance, this policy is put into practice, reviewed at least once a year and is available to be viewed by the public. Our Charity holds the Safeguarding of children at the highest possible level, and it is central to all events and activities organised. In addition, it is part of all risk assessments for events undertaken.

Making a Difference Together

**The purpose of this policy is:**

- To protect children and young people who receive Exwick Heights Primary School PTFA services. This includes the children of adults who use our services.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection. Legal framework

This policy applies to anyone working on behalf of Exwick Heights Primary School PTFA, including all volunteers, students, staff of the school and the board of trustees of this charity. We work in partnership with Exwick Heights Primary School and their own Safeguarding and people protection policies.

**We believe that:**

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

**We recognise that:**

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies are essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Working with the designated Safeguarding leadership team at Exwick Heights Primary School.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures in partnership with Exwick Heights Primary School.
- Recruiting volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment
- Ensuring that we have effective complaints and whistle blowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance Procedure

If any of the Exwick Heights Primary School PTFA trustee's or volunteers have any concerns, the following procedure should be followed, which is in accordance with Exwick Heights Primary School's Safeguarding policy.

Any concern should be discussed in the first instance with Exwick Heights Primary School's Designated Lead, or in their absence, one of the Deputy Designate Leads. If at any point, there is a risk of immediate serious harm to a child, a referral should be made to Children's Social Care or the police immediately. Anybody can make such a referral.



### 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:

- All Events should be risk assessed
- Events where children are dropped off and collected – a register should be available of any child being collected by another parent/carer or travelling home alone
- Contact details for the child's parent/carer may be provided to the PTFA for the event if required
- 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.

This policy will be reviewed by the Exwick Heights Primary School PTFA committee annually.