

Safeguarding Do's & Don'ts for Visitors & Volunteers:

Do:	Don't:
<ul style="list-style-type: none"> • Find out who the Senior Designated Officer is • Maintain boundaries • Do not ask children or young people to undertake personal jobs or errands • Declare any gifts you are offered/receive • Do not give gifts or rewards as an individual • Ensure that selection processes are fair • Be aware that contact may be misconstrued • Consider how contact is made • Be prepared to explain your actions • Be sensitive to culture, religion, gender • Consider Health and Safety Regulations • Consider what is appropriate • Avoid, wherever possible, one to one situations involving pupils • Avoid remote and secluded areas • Avoid “engaged” signs • Dress safely and appropriately for the tasks that you are required to undertake • Treat all persons with respect and dignity 	<ul style="list-style-type: none"> • Adults must not have sexual relationships with pupils • Adults must not communicate with pupils in ways that could be interpreted as sexually suggestive or provocative • Adults must not make sexual remarks to pupils • Adults must not discuss their own sexual relationships with pupils • Do not disclose personal contact details • Do not access Social Networking Sites with pupils • Do not use force as punishment • Do not assume that all children seek physical comfort if they are distressed • Never touch a child in a way that might be considered indecent • Avoid physical contact when children are in a state of undress • Avoid visually intrusive behaviour • Announce intention if entering a changing room • Do not change in the same place as pupils • Do not share showers/bathrooms • Do not use mobile phones to take pictures • Do not take pictures in secret

Always consider how your actions could be perceived by other adults

If a child discloses information to you or you suspect child abuse

Do:

- Do allow the child to do the talking
- Do listen – take the child seriously
- Do remain calm & caring
- Do tell the child who you are going to tell and what you are going to tell
- Do make sure the child/informant understands confidentiality. Make it clear that the information may have to be shared with other professionals but only those who need to know
- Do record the conversation as soon as possible afterwards. (You should always use the child's own words)
- Do refer to the SDO
- Do write up a full report for the SDO, attaching any contemporaneous notes you may have made
- Do share your concerns – you are not expected to handle it alone
- Do make a referral yourself if you do not agree a decision made by the SDO - you have a duty of care to act yourself.
- Do contact the parent/carer to inform them of what you are going to do if appropriate
- Do seek support for yourself – safeguarding supervision is available
- If a third party informs you of possible child abuse you must advise them to pass it on BUT you must not assume that they will and also make a referral yourself.

Don't:

- Do not examine the child
- Do not ask closed/leading questions – allow the child to tell their own story
- You are allowed to ask 'TED' questions - Tell me, Explain, Describe
- Don't Panic!
- Don't alert any adult who may be involved.
- Investigate
- Do not postpone or delay the opportunity to listen
- Do not ask leading questions – allow the child to tell their own story
- Do not allow your own feelings, such as anger, pity, shock to surface
- Do not make false promises e.g. say you will keep 'the secret'
- Do not interpret what you have been told, just record it
- Do not allow any breach of confidentiality but make it clear that the information may have to be shared with other professionals but only those who need to know
- Do not delay in referring to your SDO immediately
- Do not take photographs of any injuries
- Do not ask the child to repeat the disclosure
- Do not Contact the family before referral if this is likely to place the child at increased risk of harm