

St. Peter's Catholic Voluntary Academy
(Part of the St. Thomas Aquinas Catholic Multi-Academy Trust)
Mill Lane, Earl Shilton, Leicestershire, LE9 7AW

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Essential safeguarding information for all volunteers

All adults who enter school need to be aware of the school's practices regarding safeguarding. As your role may involve contact with children we would like to draw your attention to some basic rules and policies. All of the documents highlighted in red below can be found under 'Information for volunteers' in the parent tab on our school website [Information for volunteers - Saint Peter's Catholic Voluntary Academy \(stpetersprimary.org\)](http://stpetersprimary.org)

Firstly, in order to ensure the safety of our children, we need you to complete the following:

1. Fill in the [academy application form](#) for volunteers.
2. Initiate a DBS check. This is a free service which we will carry out for you. Please hand a **birth certificate** and **utility bill/council tax statement** together with your **passport** or **driving licence** to Paul Phillips who will return them to you immediately. One of these documents **MUST** show your current address.
3. Fill in the 'childcare disqualification check' which is available as a download on on the volunteer page of our school website (a hard copy can be obtained from the main office).
4. Watch our yearly safeguarding video which was delivered to staff by Paul Phillips and Helen White. We will arrange to send you this so you can watch it at your leisure.
5. Return a signed copy of this letter to Mr. Phillips or main office.

SAFEGUARDING IS THE RESPONSIBILITY OF ALL

- The document entitled '**Keeping Children Safe in Education**' is a national publication which is released by the Department for Education. It should be read by all adults who are in contact with children.
- Our school has four members of staff with enhanced safeguarding training. They are called Designated Senior Leads, or DSL's. These members of staff are Helen White, Jan Coghlan, Paul Phillips, Jane Moreton and Rachel Pritchett. If you notice signs of abuse, please report it to one of the DSL's who will then follow the correct procedure. Please be discreet and do not attempt to solve the problem yourself.
- If something related to the safety of children concerns you and it's out of school hours, please call the police.
- If the behaviour of a member of staff concerns you, please report this to Mrs. White.
- If the behaviour of the Head Teacher concerns you, please report this to the CEO of the Academy (Neil Lockyer). His contact details are on the home page of our website.
- Regarding the above, please read our **Whistleblowing policy**.
- Please read our **Staff Code of Conduct**.
- Confidentiality is a must when working in school as the inappropriate passing on of information can be damaging. Please read our **Confidentiality policy**,
- Our **Behaviour policy** is bespoke to this school and is based on self-regulation. We have a positive approach to behaviour management.

Signed Date