Safeguarding Procedures

It is the priority of the PTA that children remain safe at all times at all events.

Penwortham Primary School has five designated safeguarding leads (trained at level 2 and above). Safeguarding is the responsibility of the school and all in the school community.

Procedures are as follows:

1. Any event held on school property, involving children, requires at least two members of the designated safeguarding leads to be present until the end of the event.
2. If possible, the event will be rescheduled to enable the designated safeguarding leads to attend.
3. The PTA event leader will submit this folder to the safeguarding lead at least 14 days prior to the event.
4. The PTA event leader will meet with the safeguarding lead to review safeguarding arrangements planned for the event.
5. The PTA event leader will have the mobile numbers of the appropriate safeguarding lead for the duration of the event.
6. In line with GDPR requirements, following the event, the event leader will delete the mobile numbers of staff and any other personal details.

Event Leader to complete:

1. Name of event leader/s:
2. Description of event:
3. Please give details of the following:
   a. Timings (include arrival of first volunteers on site through to close)
   b. Expected number of children/people on site
   c. Floor layout
d. Number of volunteers (more details to be given in Ratio template)
e. First Aiders – names and certificates checked (please confirm)

4. Name of designated safeguarding lead(s) and mobile: (school to complete)

5. Event leader will brief all volunteers of safeguarding arrangements prior to start of event, including location of First Aid station and mobile number to all volunteers.

**Risk Assessment**

A risk assessment must be completed by the event leader and submitted to a designated safeguarding lead at least 14 days prior to event taking place. The safeguarding lead will review and amend (if necessary) 7 days prior to event. Any final details will be agreed between event leader and safeguarding lead before event can take place.

Risks are heightened at whole school events which can become very crowded.

Key areas of potential risk include:

- Outdoor activities such as Beat the Goalie or the bouncy castle
- Arrangements for exiting the school grounds (ensuring children do not simply wander off site without an appropriate adult).
- Queue management

The risk assessment template is included. It can be amended as necessary to the event taking place.
**Ratio of volunteers per stall:**

When organising the volunteer rota, extra volunteers will be needed to ensure safety around the areas mentioned above.

Volunteers also need to be confirmed 14 days prior to the event, in order for safeguarding leads to have the opportunity to review the arrangements and request changes if they are deemed necessary. This will require extra lead time in planning PTA events.

The safeguarding lead may prevent the event from going ahead if they are not satisfied with the rota.

The safeguarding lead and the event leader will need to meet to discuss.

**Safeguarding checks**

PTAs have a duty of care to consider the safety and well-being of children and vulnerable adults, so make sure this is considered when risk assessing your event.

Who can be checked?

Not all people who have contact with children are required to have a DBS check. It will depend on:

- How often they have contact with children and
- Whether that contact is considered regulated activity.
What is NOT considered regulated activity?

Most activities carried out by a PTA volunteer cannot be considered regulated activity because they are not unsupervised, and are not carried out on a regular basis.

Examples of PTA activities that are not regulated could be:

- Helping at a school disco two or three times a year
- Helping at the cake stall
- Helping at a school fair
- Running a camping event where parents accompany their children
- A volunteer Santa

What is considered a regulated activity?

Regulated activity relating to children comprises of unsupervised activities, where the individual is required to teach, train, instruct, care for or supervise children.

What type of check is needed for volunteers engaged in regulated activity?

- A PTA volunteer working in a regulated activity will need an Enhanced DBS with Barred list check.
- A PTA volunteer engaging in a non-regulated activity, but having frequent supervised contact with children may be eligible for an Enhanced DBS check.
Are there any exceptions?

If a PTA volunteer has frequent contact with children, but the activity is not considered regulated activity, the school may request an Enhanced Level DBS check, which is an intermediate level of check.

At PTA events on school premises during school time such as the school disco, parents will be asked to sign in and out under the schools safeguarding policy. Safeguarding is the primary concern of all events organised.

Members Code of Conduct

Our school community consists of staff, children and parents learning and working together in an environment in which each person feels safe and valued. This derived from a nurturing atmosphere in which all individuals are treated with respect and compassion.

This guide should be viewed as a means to strengthen our community of learners. It describes the basic expectation of behaviour, as well as the rules and consequences at PTA sponsored activities.

Members’ Rights and Responsibilities

As we are a right’s respecting school, members’ Rights and Responsibilities are outlined below. Throughout this document the
word “members” refers to the children, staff and parents within the school community.

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member.
- Members have the right to expect their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members’ property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.

Guidelines for dealing with behaviour at PTA Functions

Pupil behaviour

Children will:
• Keep hands, feet and other objects to themselves.
• Show respect for all adults and other pupils by their words and actions, and listen carefully to directions when they are given.
• Respect school and personal property.
• Refrain from name calling, swearing at or teasing others.
• Not engage in activities that may injure others whether intentional or unintentional.
• Whenever a pupil violates any of the above listed rules at PTA sponsored functions, he/she becomes subject to consequences for their actions.
• If a child behaves in an inappropriate manner, the adult may verbally reprimand the child. It is suggested at this time the adult reports the child’s behaviour directly to the parents, especially in the case of a health and safety breach or to the safeguarding lead.
• In the event of continuing severe behaviour which includes:
  ▪ Wilfully endangering yourself or others.
  ▪ Wilfully destroying property.
  ▪ Engages in abusive language or behaviour

The child may be removed from the situation and the event organiser will speak to the child and parents or safeguarding lead. The parent/carer will be notified to remove the child from the event.

**Parent/Carer Responsibilities:**

• It is the responsibility of an adult attending a PTA function to report to the event coordinator, any misbehaviour by any pupil or parent that occurs at that specific PTA event.
• Parents/carers attending PTA sponsored functions with their children are expected to assume responsibility for their children’s and their own behaviour and safety.
• Parents/carers unable to accompany their children to PTA sponsored functions are expected to designate or identify an adult who will be present and who will assume responsibility for their children’s behaviour and safety. In the case of the school disco, those present representing the PTA will assume this responsibility.
• The corrective action taken by the adult may range from simple verbal reprimand to suggesting the pupil be excluded from attending future PTA sponsored functions.

Events held within School grounds – Health & Safety

The climbing frames and fitness equipment are all considered areas of increased risk and should be monitored when in use and so for all PTA events these items are out of bounds and NOT covered by the PTA Insurance or schools. Any child using this equipment will do so at their own risk and could be asked to leave.

Neither pupils nor adults including PTA members are allowed access to parts of the school, other than there designated areas where the event is being held. Toilet and medical facilities will be made accessible to all.

PTA Events Template Folder

This folder contains guidelines and templates for the event leader to complete. Each template must be fully completed and signed by the event leader and one other member of the PTA.

The completed templates must be given to the school 14 working days prior to the event taking place.
The Head/Deputy Head will give permission for the event to take place no less than 7 days prior to the event, once satisfied that all forms have been appropriately completed. The Head/Deputy Head reserves the right to cancel the event if they are not satisfied that all procedures are observed appropriately.

Priority at all events is given to safeguarding and a thorough analysis of risks relevant to the event.

Templates will be sent out by the school, once the event organiser has been identified.

September 2018