

APPENDIX 1

Basic Principles in Reacting to Suspicions, Allegations and/or Disclosures

What To Do	What Not To Do
Stay Calm.	Don't panic.
Listen, hear and believe.	Don't probe for more information. Questioning may affect how the disclosure is received at a later date.
Give time to the person to say what they want. Re-assure and explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed.	Don't make assumptions, don't paraphrase and don't offer alternative explanations. Don't promise confidentiality to keep secrets or that everything will be ok (it might not).
Act immediately in accordance with the procedure in this policy.	Don't try to deal with it yourself.
Record in writing as near as verbatim as possible what was said as soon as possible.	Don't make negative comments about the alleged abuser.
Report to the lead member of staff.	Don't gossip with colleagues about what has been said to you.
Record your report.	Don't make a child or young person repeat a story unnecessarily.

APPENDIX 2: Safeguarding guidelines for Volunteers

What are safeguarding and child protection?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or 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.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection guidance and legislation applies to all children up to the age of 18.

Whose responsibility is it?

Safeguarding is everyone's responsibility. Any of us could hear or see something that makes us concerned for the welfare of a child. It's important for us to ensure that we report these concerns correctly. When you choose to report something, it could mean the difference between harm being prevented or not.

What counts as a concern?

A concern could be anything that leads you to be concerned that the child may be suffering abuse. This abuse could be: physical abuse, emotional abuse, sexual abuse or neglect or other forms such as criminal exploitation. Abuse can be perpetrated by adults or another child or children and bullying can constitute abuse.

What should I do if I have a concern?

If you are concerned about the welfare of a child while you are in a school you should speak to the school's designated safeguarding lead, or a member of the school's safeguarding team, as soon as possible. The Facilitator should ask for their name and contact details upon arrival at the school in case needed or you can ask any member of school staff. You should also call the DRM Office to inform DRM's Safeguarding Lead or a member of the safeguarding team.

If a child discloses something that gives you concern for their wellbeing listen, explain that you will have to pass it on but only to those who need to know, which includes a member of staff at school and a member of staff at DRM. Never promise a child that you can keep something secret, as this may not be possible, depending what they wish to tell you.

If you have a concern that arises outside of a school or you are made aware of allegations, incidents or concerns about yourself you must inform DRM’s Safeguarding Lead immediately.

What if a young person tries to contact me outside of the session?

If a student tries to contact you outside of your volunteering (e.g. via a social media platform), do not interact with the young person and contact the DRM Office and ask to speak to a member of the safeguarding team so that you can inform them and they can advise you on how to deal with it.

Safeguarding guidelines:

Do:	Don't:
<ul style="list-style-type: none"> - Follow instructions given to you by school staff and abide by the school’s safeguarding policy as well as DRM’s policies and procedures in relation to safeguarding - Ask to speak to the school’s designated safeguarding lead if you have a concern about a child’s welfare, and inform a member of the DRM safeguarding team - Wear appropriate clothing and have appropriate conversations - Take photo ID and a copy of your DBS with you for the school reception - Ask for a member of staff to escort you to the staff toilets, staff room, canteen or to reception. 	<ul style="list-style-type: none"> - Wander off on your own, stay as a group at all times - Take any photographs, or video or audio recordings while on the school premises - Use inappropriate language or discuss topics relating to sex or sex education - Give students your contact details or tell them your full name - Stay behind to talk to a young person without someone else in the room - Promise to keep anything a young person tells you a secret - Disclose safeguarding concerns to anyone in the school apart from the designated safeguarding lead or their deputies - Drink or smoke on school premises

Contact details

Safeguarding team: safeguarding@diversityrolemodels.org 020 3795 9211

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