



## Farnborough Primary School PTA Safeguarding Policy

### 1. Introduction

Farnborough Primary School PTA is committed to safeguarding and promoting the welfare of all children and young people. This policy outlines our approach to safeguarding within the context of our planned events and activities and interactions with children, parents, staff, and visitors.

### 2. Purpose

The purpose of this policy is to:

- Ensure that all members of the PTA understand their roles and responsibilities in safeguarding children and young people.
- Provide guidance on appropriate behaviour and interactions when working with children and young people.
- Establish procedures for identifying and responding to safeguarding concerns promptly and appropriately.
- Ensure compliance with relevant legislation and guidance, including the school's safeguarding policy and lettings policy.

### 3. Key Principles

- All children and young people have the right to be safe and protected from harm.
- Safeguarding is everyone's responsibility, and all members of the PTA have a duty to report concerns.
- The welfare of the child is paramount in all decisions and actions taken by the PTA.

### 4. Roles and Responsibilities

- The PTA Chairperson is responsible for ensuring that safeguarding remains a priority within the PTA and for promoting a culture of vigilance and awareness.

- Where appropriate, all PTA members must undergo appropriate safeguarding training and ensure they have read, understand, and adhere to the guidelines outlined in this policy.
- PTA members must ensure they are aware of the members of staff responsible for safeguarding in the school, and the name of the designated safeguarding lead.
- Any concerns about the welfare of a child should be reported immediately to the designated safeguarding lead at Farnborough Primary School or to the PTA Chairperson.

## **5. Code of Conduct**

- All PTA members must conduct themselves in a professional and respectful manner when interacting with children, parents, staff, and visitors.
- Physical contact with children should be appropriate and only occur within the parameters of school policies and guidelines.
- Confidentiality must be maintained at all times, with information shared only on a need-to-know basis and in accordance with data protection regulations.
- All members of PTA visit school during the working day will adopt and follow school policies for signing in etc. at the school office, and any other safeguarding procedures.

## **6. Events held on school premises**

- Risk assessments **MUST** be carried out before every event organised by the PTA and agreed by the school before any event takes place.
- First Aid arrangements will be included as a part of the Risk Assessment for any event.
- A named Qualified First Aider **MUST** be present at all events (Named on the Risk assessment).
- Should a child be injured or taken unwell or be upset during an event, the PTA Member should liaise with the member of staff on site and contact the parent/carer to advise to collect the child or inform as to whether further medical attention is urgently required.
- Where the PTA hosts events or activities involving external organisations and third parties, all third parties must adhere to the school's safeguarding policy and lettings policy, which includes safeguarding requirements.
- External organisations and individuals using school premises must provide the PTA with evidence of appropriate safeguarding measures including evidence of safety checks for any equipment they are bringing. They must also provide evidence of public liability insurance coverage for event and complete the relevant declaration forms.
- The PTA Chairperson must ensure that the relevant declaration forms have been completed where external organisations and individuals are using the school premises and ensure these remain on file.

- There MUST be DBS checked adults member of PTA available at all events.
- Where PTA events take place on school site and parent/carers are required to drop their child off e.g disco, film night, children must not be left unsupervised and PTA members and ad hoc volunteers should be placed in strategic places within the environment of the activity/event at all times.
- Exits and entrances for such events are to be carefully monitored, to ensure all children cannot leave an event unattended. Parents and carers need to be fully aware as to where they are to drop off and collect their children before and after an event. Other strategic areas to be manned e.g. Front and back of hall for film night.
- Where PTA events take place on school site and parent/carers are required to drop their child off PTA members or volunteers will not supervise toilet visits, in this case, a member of school teaching staff will be present and the school's safeguarding policy will be followed.

The exception to this is the KS2 Disco where children may be unaccompanied.

- At any event where children are accompanied by parents/guardians/carers e.g Summer or Christmas Fair parents/guardians/carers are required to supervise their own children and the PTA cannot be responsible for the whereabouts of children at these events.

E.g. PTA volunteers will not supervise toilet visits and the PTA cannot be responsible for the whereabouts of children at these events. The exception to this is the KS2 Disco where children may be unaccompanied. In this case, a member of school teaching staff will be present and the school's safeguarding policy will be followed.

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## **7. Organised Events and DBS checks**

The PTA rely on the help of volunteers that come from our school community and their families. 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 whether contact is unsupervised and whether or not that contact is considered regulated activity. This extends to external organisations.

Examples of PTA activities that are regulated activities could be:

- running a weekly after school club, unsupervised
- running an overnight sleepover event, unsupervised
- listening to children reading in school on a weekly basis, unsupervised

Examples of PTA activities that are not considered regulated activities include:

- Helping at a school disco two or three times a year
- Helping at a monthly film night

- Helping at a school fair
- Running a camping event where parents accompany their children
- A volunteer Santa.

As no current Farnborough Primary School PTA events fall under the regulated activity definition, DBS checks are not required for ad hoc volunteers at PTA events however there MUST be DBS checked member of PTA available at all events.

PTA members who are regularly in school unsupervised it has been agreed that these active members should have an enhanced DBS disclosure with a barred list check or be supervised by a member of PTA with an enhanced DBS disclosure.

## 8. Reporting Procedures

- Any safeguarding concerns should be reported to the designated safeguarding lead at Farnborough Primary School immediately. If the concern involves a member of the school staff, the concern should be reported to the headteacher.
- Concerns should also be reported to the PTA Chairperson, who will ensure appropriate action is taken in accordance with school procedures and legal requirements.

## 9. Review and Monitoring

- This policy will be reviewed annually by the PTA Committee to ensure that it remains current and reflects best practice.
- Any updates or changes to relevant legislation or guidance will be incorporated into the policy as necessary.

## 10. Conclusion

Farnborough Primary School PTA is committed to organising safe fundraising activities for the benefit of all children in Farnborough and their families. By working together with the school and following the guidelines outlined in this policy, we can ensure that safeguarding remains a priority in all aspects of our volunteering.

### Approvals

<b>Document Owner:</b> Victoria Cheeseman	<b>Date:</b> 29.04.24
<b>Approved by:</b>	<b>Date:</b>

### Revision History

Version	Date	Author	Description of Change
V1.0	29.04.24	Chantelle Wildman	New policy