



APPLETON CE (A) PRIMARY SCHOOL

GUIDANCE FOR READING HELPERS AND VOLUNTEERS

We recognise that all staff (including volunteers) and governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

ONE TO ONE WORKING

- Avoid working in isolated areas of the school building leave doors open so that you and the child you are working with can be seen.
- Make sure that the child is happy with the arrangement.
- Avoid unnecessary contact with the child (i.e. sitting too close)
- Reading helpers must only make notes in the pupils reading record. No other notes should be made or maintained by any volunteer.
- Any concern should be immediately reported to a member of the Senior Management Team (Mrs A Carnell or Mrs L McClimont).

DEALING WITH DISCLOSURES

When working with a child it is possible that they may tell you something that worries you (this could be a sign of child abuse). If this does happen please:

- Always stop and listen straight away. Listen quietly giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.
- Stay calm, make no judgements and empathise. **Never make a promise that you can keep what a child has said a secret.** Give reassurance that only those who need to know will be told. Reassure the young person that they were right to tell you.
- Don't ask leading questions – keep the open questions e.g. 'is there anything else you want to say?'
- Do not criticize the perpetrator; the student may have affection for him/her.
- Explain what you will do next – inform designated teacher (Mrs A Carnell or Mrs L McClimont).

We will need to make brief notes about what you have been told. It is important that what was actually said by the child is recorded rather than your interpretation of what they are telling you. We also need to record the date, time and any noticeable nonverbal behaviour.

Do not tell any other adults or children what you have been told.

Thank you
Mrs A Carnell
Headteacher