

## Induction for New Staff, Governors and Volunteers

**As a new member of staff or volunteer you will be in regular contact with children and in an excellent position to get to know them well.**

You will be able to develop trusting relationships, observe changes in behaviour, and sometimes may be chosen to share a young person's confidences or concerns.

Safeguarding is everyone's responsibility - we rely on all those working with children to take any suspicions, allegations or concerns about a child seriously. It is our collective responsibility to protect all children from physical, sexual, & emotional harm, and neglect.

Anyone working in our organisation - whether paid or voluntary - is required to disclose **all** convictions, and checks will be made on anyone who has not already been vetted.

### How can you contribute?

- Ensure that your behaviour is appropriate at all times – see relevant guidance on the Oxfordshire County Council intranet at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)
- Take immediate steps if abuse is alleged or suspected
- Remember to put the welfare of the child or young person first
- Never investigate concerns yourself

### What should you do if you suspect a child or young person is being abused?

- Tell the designated member of staff or their Deputy **immediately**
- Record your concerns and give a copy to the designated staff or their Deputy

**If a child or young person tells you they are being abused:**

- Allow them to speak without interruption and accept what they say
- Never agree to keep information confidential
- Tell them you will help and explain that you must pass the information on to the designated member of staff or their Deputy
- Tell the designated member of staff or their Deputy **immediately**
- Record your concerns and give a copy to the designated member of staff or their Deputy

**If you receive an allegation involving a member of staff, a Carer or a volunteer, including yourself:**

- Immediately tell the Head Teacher or senior manager **immediately**
- Record what you have been told and give a copy to the Headteacher or manager

**All new staff & volunteers should receive safeguarding induction from the designated staff – make sure you get yours.**

### Top Tips

- Look out for any signs that cause you to be concerned about a child or young person
- Listen to what the child or young person has to say
- Always keep a record
- **Act immediately**