A group of children's drawings

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**Fantastic Fox Wood PTA**

**Safeguarding Policy**

Date: March 2025

Renewal Date: March 2026

1. **Introduction**

Fantastic Fox Wood 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, activities and interactions with children, parents, staff, and visitors. The PTA members will fully adhere to Fox Wood School Safeguarding Polices ad procedures.

1. **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.

1. **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.

1. **Roles and Responsibilities**

• The PTA Chair and Co-Chair are 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, Lianne Buchanan.

• Any concerns about the welfare of a child should be reported immediately to the Safeguarding Team at Fox Wood School or to the PTA Chair or Co-Chair.

1. **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 the PTA visiting school during the working day will adopt and follow school policies for signing in/out at the school office, and any other safeguarding procedures.

1. **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 and 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.They must also provide evidence of public liability insurance coverage for events 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 a DBS checked adult member of PTA available at all events.

**•** 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.

**•** Due to the nature of Fox Wood school and complex health needs of the children, PTA events during the school day where parents/guardians/carers are not in attendance will be supervised as usual by school staff - PTA volunteers will not supervise toilet visits. will take place in school time with school staff responsible for the children- PTA volunteers will not supervise toilet visits.

1. **Organised events and DBS checks**

The PTA rely on the help of volunteers that come from our school community and their families.

For PTA members who are regularly in school, it has been agreed that they should have an enhanced DBS or be supervised by a member of PTA with an enhanced DBS.

The Chair and Co-Chair of Fantastic Fox Wood PTA have had an enhanced DBS. All other volunteers will be supervised by either school staff or the Chair or Co-chair of the PTA.

1. **Reporting concerns**

**•** Any safeguarding concerns should be reported to the Designated Safeguarding Lead at Fox Wood School immediately. If the concern involves a member of the school staff, the concern should be reported to the headteacher.If the concern is regarding the headteacher, this should be reported to the Chair of Governors.

• Concerns should also be reported to the PTA Chair or Co-chair, who will ensure appropriate action is taken in accordance with school procedures and legal requirements.

1. **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.

1. **Conclusion**

Fantastic Fox Wood PTA is committed to organising safe fundraising activities for the benefit of all children within Fox Wood School 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**

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| Document Author: Laura Simms | Date: 04.03.2025 |
| Approved By: Rachael Penn | Date: 04.03.2025 |
| Agreed by school representative: Lianne Buchanan (DSL and Deputy Head) | Date: 04.03.2025 |

**Revision History**

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| **Version** | **Date** | **Author** | **Description of Change** |
| V1.0 | 04.03.2025 | Laura Simms | New Policy |