



Safeguarding Policy

Introduction

This policy outlines the safeguarding principles upheld by **Panshanger PTA**. It applies to all individuals involved in the association and is formally endorsed by its committee. The policy is reviewed **annually** to ensure it continues to meet the evolving needs of the organisation and its volunteers.

Responsibilities

Parent Teacher Associations (PTAs) have a legal and moral duty to prioritise the safety of children and vulnerable adults. This responsibility must be considered during risk assessments for all PTA activities and the duration of such events.

To uphold best practice, PTAs should:

- Establish clear safeguarding procedures and event guidelines for volunteers
- Develop these protocols in consultation with the school where appropriate
- Ensure all PTA members are aware of the school's designated safeguarding lead
- Organise safeguarding training either through the school or independently for PTA volunteers

Responding to concerns

If you suspect a child may be at risk, either through observation or direct disclosure, it is vital to respond with sensitivity and care.

If a child confides in you:

- Listen calmly and without shock or judgment
- Reassure the child, but avoid making promises you may not be able to keep (e.g. "Everything will be alright now")
- Do not ask leading or investigative questions — your role is not to probe
- Explain what will happen next and who you need to speak to
- Record what was said as accurately as possible, ideally at the time or immediately afterwards
- Report your concern promptly to the school's designated safeguarding officer or a member of the senior leadership team

Event safeguarding guidelines

To ensure safety at all PTA-led events:

- Conduct thorough risk assessments

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

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- Maintain a register for drop-off/collection events; verify children in and out
- Keep a record of any child permitted to leave with another adult or independently
- Collect contact details for each child's parent/carer
- Monitor all exits to prevent children leaving without supervision
- If the event involves regulated activity, ensure volunteers hold an Enhanced DBS check

Policy review

This policy will be reviewed annually by the **Panshanger PTA** committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

Approved and adopted by the committee of **Panshanger PTA**:

Name: _____
Position: _____
Signature: _____
Date: _____

Name: _____
Position: _____
Signature: _____
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