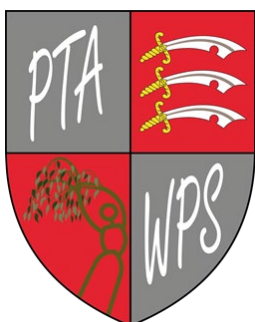


# WILLOWBROOK PTFA SAFEGUARDING POLICY – FEBRUARY 2025

Registered Charity: 1046576



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## Safeguarding

### Introduction

This policy sets out the principles for safeguarding within Willowbrook Primary School Parent, Teacher and Friends Association (PTFA).

It is relevant to all within the association and is endorsed by the committee of Willowbrook Primary School PTFA.

### Responsibility

It is best practice for PTAs to have a set of procedures in place and guidelines for volunteers to follow at events, this may have been developed with guidance from the school. The school's safeguarding statement can be viewed here:

<https://www.willowbrook.essex.sch.uk/page/?title=Safeguarding&pid=52>.

All PTFA Committee members need to be aware of the person responsible for safeguarding within the school. The PTFA will also endeavour to have a trained Safeguarding individual at all events.

### What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. 'Everything will be alright now'
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate
- Explain to the child what you have to do next and who you have to talk to
- Take notes, if possible, or write up the conversation as soon as possible afterwards
- Contact the school safeguarding officer or a member of the Committee lead on safeguarding as soon as possible

### Guidance for Events:

- All Events should be risk assessed
- Events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. The PTFA should have a list of any child being collected by another parent/carer or travelling home alone
- Contact details for the child's parent/carer may be collated by the PTFA for the event
- Exits should be monitored to ensure children cannot leave an event unattended
- If this is a regulated activity the volunteer will need an Enhanced DBS check.

It will be reviewed annually at the Annual General Meeting to ensure that it remains appropriate to the Organisation.

*Version dated: 17<sup>th</sup> February 2025*

