



Friends of Shap School (FoSS)

Safeguarding Children Policy

SHAP ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL

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| Approved by: | | |
| Name: | Katie Chappell | Rachael Newton |
| Position: | Head teacher | Chairperson - FoSS |
| Date: | Spring Term 2026 | |
| Proposed review date: | Spring Term 2027 | |

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

| Version Number | Version Description | Date of Revision/Reviewed |
|-----------------------|----------------------------|----------------------------------|
| 1 | Original | October 2024 |
| 2 | Updated DDSL details | January 2026 |

1. Purpose

FoSS is committed to safeguarding all children and vulnerable individuals who may come into contact with our charity through events, activities, fundraising and community engagement.

2. Scope

This policy applies to all FoSS volunteers, committee members, partners and representatives working on behalf of FoSS.

3. Key Principles

- The safety and welfare of the child is always the top priority
- Activities will be inclusive, well supervised and risk assessed
- Volunteers will act in the best interests of children at all times
- Concerns will be reported, not investigated by volunteers

4. Our Responsibilities

FoSS will:

- Maintain at least two safeguarding-trained committee members at all times
- Ensure DBS checks and appropriate training are in place for volunteers undertaking regulated activity
- Complete risk assessments for all events, including safeguarding considerations
- Ensure school staff presence and first aid cover at all child-attended events
- Provide reasonable adjustments to support accessibility and inclusion

5. Recognising Abuse

FoSS adopts the DfE safeguarding definitions including the following forms of harm:

- Physical abuse
- Emotional abuse
- Sexual abuse and exploitation (including grooming and CSE)
- Neglect
- Bullying (verbal, physical, cyber, racist, homophobic or exclusionary)
- Online abuse
- FGM
- Honour-based abuse
- Radicalisation and extremism (Prevent Duty)

6. If a Child Discloses Abuse

Volunteers must:

- Listen calmly without shock or judgement
- Reassure the child they did the right thing by speaking out
- Avoid leading questions

- Make notes as soon as possible
- Report immediately to the school DSL or senior staff

7. Reporting a Safeguarding Concern

FoSS volunteers must report any concern to the school or relevant authority without delay.

School Safeguarding Contacts

- **Designated Safeguarding Lead (DSL):** Katie Chappell
Tel: 01931 716274
- **Deputy DSL:** Julie Hunter
Tel: 01931 716274
- **Deputy DSL:** Suzanne Hutchinson
Tel: 01931 716274

Local Authority Contacts

- **Westmorland & Furness Safeguarding Hub:** 0300 373 2724
- **Local Authority Designated Officer (LADO – Cumbria wide):** Report via Katie Chappell will follow LADO referral guidance

8. Safer FoSS Events – Core Requirements

All FoSS events must include:

- A completed risk assessment with safeguarding noted
- A named first aider on site
- Monitored exits to prevent children leaving unattended
- A school staff member present throughout child-attended events
- Registers and check-in/out for drop-off events, including named collectors
- DBS-checked adults for regulated activity
- Secure handling of any collated personal contact details

9. Conduct in School

Any FoSS volunteer visiting school during the working day will:

- Sign in at the office
- Wear a visitor badge
- Follow school safeguarding and behaviour procedures

10. Review Cycle

This policy is reviewed annually prior to the FoSS AGM or sooner if statutory guidance changes.

Policy Commitment

FoSS ensures all grant-funded activity prioritises child safety, inclusion and equitable access for every pupil and family within our school community.