Friends of Indian Queens School (FOS)

Safeguarding Policy

Introduction

This policy sets out the principles for safeguarding within Friends of Indian Queens School (FOS). It is relevant to all within the association and is endorsed by the committee of Friends of Indian Queens School (FOS). It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs annually.

Responsibility

Friends of Indian Queens School (FOS) have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a Friends of Indian Queens School (FOS) event and the duration of such events.

It is best practice for Friends of Indian Queens School (FOS) to have a set of procedures in place and guidelines for volunteers to follow at events, this may be developed with guidance from the school.

All Friends of Indian Queens School (FOS) members should be aware of the person responsible for safeguarding within the school. The school may provide training for Friends of Indian Queens School (FOS) members on safeguarding and the procedures to follow or the Friends of Indian Queens School (FOS) may arrange their own training for its volunteers.

Friends of Indian Queens School (FOS) recognises its responsibility to safeguard and promote the welfare of children. All volunteers and committee members will follow the school's safeguarding and child protection procedures, report any concerns immediately to the Designated Safeguarding Lead (DSL), and comply with the requirements of Keeping Children Safe in Education 2026.

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 school leadership team as soon as possible. Morris Smith (DSL) or Mark Harding (DDSL)

- If there is an immediate concern about a child or their family any member of the association can phone the MARU for advice and guidance if the school safeguarding officer/school leadership team are not available.

  Contact details: MARU 0300 1231 116
  multiagencyreferralunit@cornwall.gov.uk
  If the concerns arise out of office hours contact 01208 251300

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 Friends of Indian Queens School (FOS) 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 Friends of Indian Queens School (FOS) 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.

This policy will be reviewed annually by the Friends of Indian Queens School (FOS) committee prior to the AGM.

Date adopted: 16th October 2025