



Safeguarding and Health and Safety for volunteers

Botley School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

The names of the DSL on duty each day is displayed in the office reception area and you will be able to see who is on duty that day as you arrive.

Designated Safeguarding Lead

Jo Reid, Headteacher

Deputy Safeguarding Lead

Shaheen Yasin, Family Support Worker

Trained Designated Safeguarding Team

Elsbeth Doran, Inclusion Lead

Safeguarding checklist for new volunteers

- The Safeguarding policy and Keeping Children safe in Education (KCSIE) document can be found at <https://www.botleyschool.org.uk/safeguarding/>
- The key Botley School safeguarding documentation can be found on the noticeboard in the Staff Room or by asking Jo Reid, the Designated Safeguarding Lead (head.2560@botley.oxon.sch.uk)
- Please make sure you have read the Safeguarding Guide for School Visitors and Volunteers (the slim folded leaflet).
- If you have any safeguarding concerns, please speak to your main contact at school or to one of the Designated Safeguarding Leads, Jo Reid or Shaheen Yasin.

Please sign to show you have read and understood the above points:

Signed by _____ (volunteer)

Print name _____ Date _____

Signed by _____ (staff member)

Print name _____ Date _____

Health and safety checklist for new volunteers

- The Acer Trust's health and safety policy can be found on its website [Policies - Acer Trust](#)
- The key Botley School health and safety documentation can be found on the noticeboard outside the Blackbird Room (Jenny's office) or by asking Jenny, the School Operations Manager (operations@botley.oxon.sch.uk)
- Please make sure you have read the Health and Safety section of the Safeguarding Guide for School Visitors and Volunteers (the slim folded leaflet) and talked over the Fire Emergency and First Aid procedures with your main contact.
- Do not take part in, or ask anyone else to take part in, any action that might cause you or another person to be put at risk of injury or harm. You should always advise the Headteacher or Business Manager of any potential hazard or situation that you feel puts people at risk.
- Please remember slips, trips and falls are the most common cause of accidents in the workplace, so:
 - Use your eyes
 - Keep the floor tidy
 - Tell us of any tripping hazards
- If you have any health and safety concerns, please speak to your main contact at school or to the School Operations Manager, Jenny Ayres.

Please sign to show you have read and understood the above points:

Signed by _____ (volunteer)

Print name _____ Date _____

Signed by _____ (staff member)

Print name _____ Date _____