



Safeguarding Induction

Resilience



Courage Resourcefulness Self-discipline

Responsibility



Honesty Reflection Decisiveness

Respect



Cooperation Communication Empathy

Who is responsible for safeguarding at The Grove?



Miss Bunce

DSL - Designated Senior Lead

We are all responsible
for safeguarding each
other – but who are the
key adults and how can
you help?



Miss Urquhart



Mrs Harrison



Mrs Begum

DDSL – Deputy Designated Senior Leads



Signing In at the School Office

-All volunteers must report to the school office to sign in before entering on to the school grounds. A staff member in the office will give volunteers a lanyard to wear.

A green lanyard means a visitor is able to be unsupervised whilst being on the school grounds.



A red lanyard means a visitor must be supervised at all times by a member of staff whilst being on the school grounds.



-Volunteers should communicate in advance with the school office when they are due to arrive and for how long they will be at the school.



Key Documents to Read

-Keeping Children Safe in Education (Part 1), available online at this link:
https://assets.publishing.service.gov.uk/media/6ac3c09c11ed58342ad8e4ac/Keeping_children_safe_in_education_2026.pdf

-The school's Child Protection Policy, available online at the school's website:
https://grovejm.herts.sch.uk/docs/policies/Child_Protection_Policy_September_2026.pdf



What do I do if I have a concern?

-Any concern must be reported to the Designated Safeguarding Lead (DSL) or one of the deputies (DDSL). These staff are:

Miss Bunce, Deputy Headteacher(DSL)

Miss Urquhart, Headteacher (DDSL)

Mrs Begum, Assistant Headteacher for Inclusion (DDSL)

Mrs Harrison, Class Teacher, Pupil Premium Champion (DDSL)

-This concern should be put in writing however a concern can be discussed verbally first with the DSL or a DDSL.

-If a child shares information with you (makes a disclosure) that you think you need to pass on, please always speak to the DSL or a DDSL. If in doubt, please always speak to the DSL or a DDSL.



Mobile Phones

-Please be aware that the use of mobile phones and personal technology devices are not permitted whilst staff and volunteers are working with or near children, whether on the school site or off the school site. Personal technology devices, including mobile phones should only be used in designated areas such as the staff room or at the discretion and in agreement with a member of the Senior Leadership Team.

-Photos must not be taken of children from any personal devices. Please always speak to a member of school staff before using any device, including a school device such as an iPad, to take a photo of children.





Other Important Information

- Confidentiality: Any safeguarding concerns must be treated with strict confidentiality. Information about other pupils and families at the school should not be shared with anyone else apart from the DSL and/or DDSL.
- Equipment health and safety: It is important to consider what supervision and safety instructions are needed beforehand when asking children to use any tools or resources. Please liaise with school staff in advance if you have questions relating to this.



DBS

Volunteers will be asked for the school to process a DBS for them. The school office will be able to process your DBS for you and liaise with you on what documents are needed.