



The Bolingbroke Trust and Bolingbroke PA

Safeguarding Policy

The Bolingbroke Trust is a charity registered by the Charity Commission of England and Wales. It is entirely volunteer-run and staffed. The Trustees are responsible for the governance of the charity. The Trust carries out its activities under the name of Bolingbroke Parents Association (Bolingbroke PA or the PA). All parents and carers of children attending Bolingbroke Academy are members of the PA (members).

To fulfil our purpose as a charity, we undertake fundraising, community-building and school support activities which involve children and young people (typically school pupils but also their siblings, relatives and friends). The PA Committee or individual members are responsible for running events and activities. The PA Committee are all members of the PA.

These activities may be led and staffed by members including the PA Committee. Activities may take place on school premises and require us to be present in the school in the course of preparing and undertaking these activities. Additionally Bolingbroke PA operates a website and may from time to time publish photographs of children participating in activities or benefitting from donations made by the PA.

This policy has 3 sections:

1. Activities and events involving children and young people
2. Health and safety of volunteers
3. Governance of the policy (including whistleblowing and complaints)

Section 1

Activities and events involving children and young people

The Trustees and members believe that children have a right to be protected from harm. The Trustees and members acknowledge the responsibility and duty to safeguard children and young people with whom PA members come into contact during the course of preparing and delivering our activities and online. The Trustees and members also acknowledge the need to respond to child protection concerns when these are raised.



Activities involving children and young people take place in three settings which require different safeguarding rules respectively.

Setting 1: On school premises in school time or outside school premises at school-led event

When we are on school premises and are interacting with children PA members are guests of the school and therefore subject to their safeguarding policy. All members acting in this setting are therefore required to read, understand and abide by the school's safeguarding policy which is published on the school website. This policy complies with Department of Education and Ark standards.

In addition:

1. All members are required to notify the school in advance of attending school premises on PA business. Notification must be given by email to the Principal's PA. Members must not attend school for PA business without approval from the Principal's PA. Notification must include:
 - The date and time of the proposed visit
 - The locations to be visited; and
 - The purpose of the visit.
2. When attending school premises:
 - Members must only visit areas of the school which they have been approved to visit and at the times that have been approved.
 - Members must be accompanied by a member who has a current valid DBS check or by a member of school staff.
3. Failure to comply with this policy is a major breach of safeguarding and members found by the Trustees to be in breach of the policy will no longer be able to carry out PA business and may be reported to the relevant authorities and the school.

Setting 2: On school premises outside of school time or outside school premises at a PA-led event

- No member must be alone with a child other than their own or another child that they are looking after at any time for any reason.
- When a parent / carer is present with their child, they are responsible for the child's safety.



- PA representatives must receive consent from a child's parent / carer for them to participate in a PA-organised or supervised event or activity without parental supervision. Typically consent will be granted by means of an online form.
- If this consent is not received the child must not be allowed to attend or participate in the activity unless another parent is willing to take responsibility for the child. If the child has to leave the activity PA members must ensure sufficient care is taken to ensure the child returns home safely.
- PA members can take responsibility for a child if the parent consents.

Setting 3: Online and personal data

- No online or other contact will be made with children directly by PA members under any circumstances. For the avoidance of doubt, PA communications with children will always be through their parents or the school.
- The PA will not seek, hold or use online or other contact information for children.
- The PA will seek permission for publication of photographs of children from the child or their parent (unless permitted via the school consent processes).

Section 2

Health and safety at events and activities

The Trustees take health and safety considerations seriously. The likelihood of a serious health and safety incident is low however the Trustees acknowledge that there are some risks inherent in running our events and activities and the need for procedures to protect against these.

We will maintain public liability insurance which is reviewed annually and is fit for the purpose of insuring Parents Association events and activities.

Attendees are responsible for the health and safety of their children and themselves at Bolingbroke PA events and activities.

The organisers will undertake a risk assessment prior to each event or activity.

A designated health and safety lead will be identified for each event and activity and this person will be contactable at all times during an event or activity.

If there is an incident at an event or activity which causes a health or safety concern this will be escalated to the event organiser and chair immediately. Depending on the severity of the incident, school, professional or emergency services help will be sought.



The PA Committee will review health and safety considerations after each event and activity and document recommendations on improvements needed to safeguarding measures following each review.

Section 3

Governance of the policy

Whistleblowing and complaints

It is important that PA members who suspect that safeguarding is inadequate or there have been breaches of safeguarding policy can report their concerns without fear of recrimination or sanction. Concerns should be raised to responsible individuals in the following order and can be escalated at any time to higher steps:

1. Chair of Trustees or other Trustee
2. Parent Governor
3. Safeguarding lead at Bolingbroke Academy
4. Principal of Bolingbroke Academy
5. Chair of Governors
6. Safeguarding lead at Ark
7. Ark CEO

Contact details for these people can be found in the About Us page of the PA website: www.bolingbrokepa.org, on the Bolingbroke Academy website: www.arkbolingbrokeacademy.org and the Ark website: www.arkonline.org.

Governance of this policy

The Trustees of the Bolingbroke Trust own this policy. Changes to this policy can be requested via email to: chair@bolingbrokepa.org

Review of this policy

This policy was last updated in November 2023. The policy will be reviewed at least annually by the Trustees and the PA Committee.