

CSA Safeguarding Policy

1. Purpose

The Collis School Association (CSA) is committed to safeguarding and promoting the welfare of all children and adults at risk who attend or participate in CSA events and activities.

Safeguarding means protecting children and adults at risk from harm, abuse and neglect.

Safeguarding is everyone's responsibility.

The CSA recognises its duty of care and will put appropriate safeguarding arrangements in place for its events and activities, in consultation with the school's Safeguarding Team.

2. Scope

This policy applies to all CSA committee members, volunteers and third parties involved in organising or delivering CSA events and activities.

3. Safeguarding Principles

The CSA will:

- Follow the safeguarding policies and procedures of Collis Primary School.
- Prioritise the safety and wellbeing of children and adults at risk at all times.
- Ensure safeguarding considerations are included within CSA event risk assessments and event safety plans.
- Consider safeguarding arrangements when engaging third-party contractors, performers or activity providers, where relevant to their role and contact with children.
- Provide clear guidance to volunteers before and during events.
- Take appropriate action if concerns arise about a child's welfare.

4. Roles and Responsibilities

The CSA committee is responsible for ensuring appropriate safeguarding arrangements are in place at CSA events.

Where appropriate, events should designate:

- **Event Coordinator** – responsible for coordinating the event and ensuring safety arrangements are in place.
- **Safety Officer** – responsible for monitoring safety during the event and responding to incidents or emergencies. At smaller events, this role may be undertaken by the Event Coordinator.

All CSA committee members and volunteers must follow this safeguarding guidance and raise concerns promptly.

5. DBS Checks

The CSA requires all **CSA committee members** to have a Collis DBS check, completed as soon as practicable after joining the committee.

Other volunteers will be subject to DBS checks where their role or activities are eligible or constitute regulated activity with children. Occasional volunteering at CSA events will not normally constitute regulated activity.

Where there is uncertainty, the CSA will seek advice from Collis Primary School and/or refer to current DBS guidance.

A DBS check does not replace appropriate safeguarding procedures, supervision, risk assessment or the CSA's duty of care.

6. Volunteer Conduct

All CSA committee members and other volunteers are expected to:

- Treat children and adults with respect and fairness.
- Follow guidance and instructions provided before and during events.
- Avoid unnecessary physical contact with children.
- Not exchange personal contact details or communicate directly with children outside organised activities.

7. Supervision of Children

Unless clearly stated otherwise, children attending CSA events remain the responsibility of their parents, carers or school staff (where appropriate).

CSA committee members and volunteers should:

- Avoid being alone with a child where possible.
- Ensure activities take place in open, visible areas.
- Work in pairs or groups when supporting children at events.
- Refer any welfare concerns immediately to the school's Designated Safeguarding Lead (DSL) or other appropriate school staff.
- If urgent, or a child is at risk contact Single Point of Access (SPA) (details in section 11).

8. Lost or Missing Children

Larger events should have a clear procedure for managing lost children. This should include:

- Identifying a designated Lost Children Point.
- Ensuring volunteers know how to report a lost child immediately.
- Keeping the child supervised and safe until reunited with their parent or carer.
- Recording the incident where appropriate.

9. Photography and Filming

The CSA will follow Collis Primary School's policies on photography and filming and comply with applicable data protection legislation. Identifiable images or film of children or adults will not be taken or used in CSA communications or promotional materials, including social media, advertising, presentations, or in the school newsletter, unless consent has been confirmed.

10. Alcohol Sales

Where alcohol is served at CSA events, arrangements will be made to ensure responsible service and compliance with licensing and age-verification requirements (see also the Challenge 25 Policy), and that children remain under the supervision of their parents or carers.

11. Safeguarding Concerns

If a CSA committee member or volunteer has a concern about the safety or welfare of a child or adult at risk, they must:

1. Report the concern immediately to the school's Designated Safeguarding Lead (DSL) or, if they are unavailable, an appropriate member of school staff present.
2. In urgent situations or where the child is at risk contact SPA (Numbers below)
3. Not investigate concerns themselves.
4. Call 999 if in immediate danger.

Relevant contact details:

- Single Point of Access (SPA) - Monday to Friday 8am to 5.15pm 020 8547 5008 or out of hours 020 8770 5000
- Schools Designated Safeguarding Leads - safeguarding@collis.richmond.sch.uk
- DSL and DDSL - Sophie Macartney, Paul Dowsett, Heather Busby-Steers, Kevin Hogston

The CSA Event Coordinator or Safety Officer (where applicable) must have these contact details available throughout the event.

12. Policy Review

This safeguarding policy will be reviewed annually by the CSA committee and updated where necessary to ensure it remains consistent with school safeguarding arrangements and relevant legislation.

Version Control

Version	Date	Author	Changes
1.0	6 March 2026	Helen Swainger/Secretary	Initial version
2.0	6 October 2026	Helen Swainger/Secretary	Minor amends following SummerFest. Also added safeguarding definition and expanded DBS section. Draft for review by school.
3.0	7 October 2026	Paul Dowsett	Added contact details and main heading change. Added contacting 999 in a SG emergency. Adopted at AGM on 16 October 2026.