



AGS Friends Safeguarding Policy

1. Introduction

This policy sets out the principles for Safeguarding within **Alcester Grammar School Friends Association (AGSF)**. It is relevant to all within the association and is approved by the committee of AGSF. It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteers and members.

This policy will always be used in close conjunction with the AGS Safeguarding Policy, under the direction of the Designated Safeguarding Lead and School Principal.

2. Purpose

The purpose of this policy is to ensure the safety and well-being of all children and young people with whom AGS Friends (PTFA) come into contact with and ensure a safe and supportive environment where AGSF are working.

3. Scope

This policy applies to all events where AGS Friends are formally involved, either directly as organisers, or in support of school, including on and off school premises.

The AGSF policy will always sit under parameters of AGS Safeguarding Policy, and the role of school Designated Safeguarding Lead will be authoritative in providing guidance to PTFA.

Specific requirements for actions (e.g. risk assessment, record-keeping etc) will be the responsibility of the organising party – therefore AGSF will only be responsible for these at events which they organise.

4. Legal Framework

This policy adheres to the following key legislation and guidance:

- *Keeping Children Safe in Education (DfE, 2024)*
- *Working Together to Safeguard Children (DfE, 2023)*
- *Education Act 2002 (Section 175)*
- *Education (Independent School Standards) Regulations 2014*
- *Non-Maintained Special Schools (England) Regulations 2015*

5. Roles and Responsibilities

PTFA Committee Members will:

- Undertake DBS checks and ensure that these are maintained regularly by signing in/out on the school system.
- Complete safeguarding training as directed by AGS.

- Ensure that all events comply with this policy and report any concerns to the designated safeguarding lead.
- Ensure that this policy is subject to regular review and is amended to align with any legislative changes, as advised by school, or with changes to school policy and approach.
- Every event organised or supported by AGSF will have a nominated and trained Committee Lead responsible for ensuring Safeguarding procedures are followed and to whom volunteers will work.

School Staff will:

- Support the PTFA in implementing this policy and provide necessary training to volunteers, including recognising that PTFA members are volunteers and may not have much experience in this area.
- Designated Safeguarding Lead to advise and support the PTFA committee in discharging their responsibilities under this policy.

Volunteers will:

- Read Safeguarding Briefing document provided to them
- Follow the guidelines set out in this policy and report any concerns to the PTFA committee or designated safeguarding lead.
- Follow any directions given by DSL or lead Committee Member in relation to safeguarding responsibilities.

6. Event Planning and Risk Assessment (AGSF Organised events)

Safeguarding Supervision:

- Depending on the event, numbers and ages of young people, and whether parental supervision is present, ensure appropriate adult-to-child ratios (as agreed with Principal or DSL).
- Ensure any school policies are discussed and agreement in place before the start of an event (e.g. leaving school unaccompanied, use of toilets for adults/children, use of mobile phones etc.)
- Clear policies and guidance in place and communicated to all parties (young people, parents and volunteers) for young people leaving an event, including maintaining a register as appropriate.
- Effective supervision of premises/admission to ensure only permitted persons are present at event, working to school processes.
- Appropriate records are kept of any additional safeguarding needs for individuals (e.g. allergies, at risk plans) that maintain both confidentiality requirements but also enable effective care can be taken.

Risk Assessment: The committee will conduct a risk assessment for each event, identifying potential hazards and implementing measures to mitigate risks. (This risk assessment will provide risk management for everyone, not just young people).

Emergency Procedures: Have clear emergency procedures in place, including contact details for emergency services and a first aid kit.

7. Records to Be Kept

Attendance records, consent forms, medical information and emergency contact details will only be required where AGSF are the organisers, and parents are not present with their young person. (For events fully supported by school staff, it may be that this function can be fulfilled by school.)

Attendance Records: Document the names of all children attending the event to ensure everyone is accounted for.

Parental Consent Forms: Keep signed consent forms from parents or carers, which should include:

- Permission for the child to attend the event
- Contact details of parents or carers
- Any medical conditions or allergies the child has
- Emergency contact details

Medical Information: Maintain a record of any relevant medical information, including:

- Details of any medical conditions or allergies
- Medications the child needs to take during the event
- Instructions for dealing with medical emergencies

Emergency Contact Details: Ensure you have up-to-date emergency contact details for each child, which should be easily accessible during the event.

Incident Reports: Record any incidents or accidents that occur during the event, including:

- A description of the incident
- Names of those involved
- Actions taken in response
- Follow-up actions required

Safeguarding Concerns: Document any safeguarding concerns raised during the event, following the school's safeguarding procedures. This includes:

- Details of the concern
- Names of those involved
- Actions taken
- Reporting to the designated safeguarding lead

Volunteer Records: Keep records of the volunteers involved in the event, including:

- Names and contact details
- Confirmation read Safeguarding Briefing

Risk Assessments: Maintain copies of risk assessments carried out for each event, detailing potential hazards and measures taken to mitigate risks.

Appropriate record-keeping: in line with AGSF data and privacy notices, and information held by AGSF will be stored securely and only shared to the point of necessity.

8. Reporting and Responding to Concerns

Reporting: Volunteers and staff must report any concerns about a child's safety or well-being to the designated safeguarding lead immediately. If they are not present, they should report concerns to another DSL trained member of staff or a member of the leadership team. Any concerns about a volunteer or staff must be reported as a low level concern to the school Principal. Concerns about the Principal should be reported to the Chair of Governors.

Responding: The designated safeguarding lead will follow the school's safeguarding procedures to address any concerns raised.

9. Review and Monitoring

Regular Review: This policy will be reviewed annually and updated as necessary to ensure it remains effective and compliant with current legislation.

Monitoring: The PTFA will monitor the implementation of this policy and report any issues to the school's safeguarding lead.

This policy was last reviewed in Jan 2026