

CHASA (PTA) Safeguarding Policy and Protocols

Crayke Church of England Primary School



CRAYKE

CHURCH OF ENGLAND PRIMARY SCHOOL

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"Follow your pathway and we grow together with confidence"

Approved by:	CHASA Committee	Date: 18 th September 2025
Last reviewed on:	September 2025	
Next review due by:	September 2026	

Rationale

Parents send their children to school with the expectation that they will be provided with a secure environment in which their children can learn and flourish in safety. At Crayke CE Primary School to do this, a wide range of measures and policies are put in place to ensure this can happen. These are all available to view on the school website. CHASA support and abide by these policies.

Information

- This Policy statement sets out the principles for Safeguarding within CHASA - Crayke CE Primary's PTA.
- It is relevant to all within the Association and is endorsed by the CHASA Committee.
- This Policy statement and guidance will be reviewed annually alongside the School Safeguarding/Child Protection Policy and approved by the committee at the AGM

Responsibilities

Parent Teacher Associations (PTAs) have a duty of care to consider the safety of children and vulnerable adults. This MUST be taken into consideration when risk assessing a PTA event and the duration and siting of such events.

All CHASA members should be aware of the person/s responsible for Safeguarding within the school.

- The Designated Safeguarding Lead (DSL) is Judi Jackson - the Headteacher. The Deputy Designated Safeguarding Leads (DDSLs) is Caroline Helfferich.
- All school Governors are responsible for Safeguarding, with the named Designated Safeguarding Governor being Andrea Hayes.

Within the bounds of best practice, CHASA have a set of guidelines and procedures in place for committee members and other volunteers to follow at events and activities. This has been developed with guidance from the school, this is to ensure parity with the insurers, Parentkind, existing School Safeguarding Policy and procedures.

Procedures and Guidance for Events and Activities

- CHASA will ensure that child safeguarding is the main priority at every event that is held
- Active CHASA Committee Members to have an enhanced DBS check. Safeguarding policy to be made available and to be google doc signed by volunteers to say they have read and understood.
- CHASA events will be planned and organised prior to such an event with members roles being allocated – all adults to be fully aware of their role with the supervision of pupils always paramount. Reserve adults to be available wherever possible should an emergency occur and the person initially allocated to the role be absent. This information all to be included within the Risk Assessment.
- Where appropriate (e.g. film night/disco) on line sign-up sheets to be completed before events to ascertain the numbers in advance and parent/carer contact details. This will prevent long queues and delays at the start of events.
- CHASA event lead organiser to ensure ratio of adults to children is appropriate for the event.

- All activities and events to have a Risk Assessment completed before the event. These to ensure all mitigating factors are followed. Each RA to be in date and signed by the CHASA Chair, and the DSL/ DDSL.
- All completed/spent Risk Assessments to be stored as e copy/hard copy after the event.
- Comments that could be of use to further events should be noted and discussed and recorded at the next PTA meeting after the event.
- CHASA Members will receive basic training with reference to completing Risk Assessments
- A named member/s of the school staff team to be on site throughout an activity or event.
- Contact email/ numbers of DSL/DDSL's and Safeguarding Governor to be available for the member of staff on site should they need to contact for guidance/support etc.
- First Aid arrangements will be included as a part of the Risk Assessment for any event.
- A named Qualified First Aider MUST be present at all events (Named on the RA)
- Should a child be injured or taken unwell or be upset during an event, the lead CHASA Member should liaise with the member of staff on site and contact the parent/carer to advise to collect the child or inform as to whether further medical attention is urgently required
- All members of CHASA who visit school during the working day will adopt and follow school policies for signing in etc. at the school office, and any other safeguarding procedure
- There MUST be some DBS checked adults available at all events.
- Children must not be left unsupervised – adults placed in strategic places within the environment of the activity/event at all times.
- Exits and entrances to be carefully monitored, to ensure all children cannot leave an event unattended. Parents and carers need to be fully aware as to where they are to drop off and collect their children before and after an event. Other strategic areas to be manned e.g. Front and back of hall for film night.
- If there is any doubt as to whether numbers of children will be excessive to the appropriate safety ratios of an event, the event will be cancelled or postponed, even at short notice. Parents will need to be aware of this when the event is first advertised
- CHASA volunteers will always work in pairs/ groups when responsible for children and are prohibited from lone working.

All CHASA members are made aware that any concerns regarding any events that they might witness or are concerned about should be raised with the CHASA Chair and DSL immediately. It is crucial that CHASA members recognise the importance of sharing information confidentially. The DSL will ensure that the matter is dealt with as per the school Safeguarding Policy. CHASA adopts the school's complaints and whistleblowing policies in case of any concern.

Key Contact Details:

Chairperson – Rebecca Stubbins
Co-chair – Jade Bunker
Vice Chair – Beth Leggott
Treasurer – Jess Brown

Contact: bstubbins@crayke.n-yorks.sch.uk
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Contact: bleggott@crayke.n-yorks.sch.uk
Contact: chasatreasurer@crayke.n-yorks.sch.uk

DSL – Judi Jackson

DDSL – Caroline Helfferich

Safeguarding Governor – Andrea Hayes

Contact: headteacher@crayke.n-yorks.sch.uk

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