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**QMSU Safeguarding Children**

**Volunteer Agreement**

Queen Mary, University of London Students’ Union takes the safeguarding of children and young people seriously and the following do’s and don’ts are to protect you as a Union volunteer as well as the children and young people you may come into contact with. This agreement refers to the Union Safeguarding Children Policy and Procedure which can be found, together with other safeguarding information at [www.qmsu.org](http://www.qmsu.org)

All volunteers have a responsibility to ensure that they are able to recognise signs of child abuse or neglect, how to respond to it and how to report it. It is important too that volunteers should avoid situations in which their interaction with children could lead to accusations against them personally. In this context, the definition of **a child is anybody** **up to the age of 18.**

**Students’ Union Volunteers must not:**

* Spend time alone with a child or young person, and in particular must not provide physical assistance in going to the toilet or in any other form of intimate personal care.
* Allow or engage in inappropriate touching of any form
* Use bad language or make any inappropriate comments or gestures to a child or young person
* Have any contact with a child or young person outside the volunteering activity. This includes via email or mobile or through social media
* Take photographs or videos of children or young people using any personal camera or mobile device. *[Photographs and video recordings may only be taken on the Union’s camera equipment, and only if expressly authorised by the member of staff or the external organisation responsible for the activity]*
* Engage in any personal relationship with a child or young person taking part in the activity.
* Let concerns about child abuse or neglect go unrecorded or not acted upon

**In the event that a child discloses information that concerns you, or if you have any other concern, you must:**

* Listen to what a child or young person is saying and stay calm, taking care not to be judgmental or jump to conclusions
* Raise your concern with the Union’s Nominated Safeguarding Officer, but do not discuss it with anyone else
* Make a full written record of any incident or disclosure using the Safeguarding Record Form, making sure that you date and sign the form

**You should not:**

* Panic or show shock or distaste to the child
* Probe for more information than is offered. Keep questions to a minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading
* Make promises to keep secrets or not to tell anyone
* Be worried to report your concerns; remember the child's or young person’s welfare must come first

**For more information on how to recognise abuse and neglect, please refer to the Students’ Union’s Safeguarding Children Policy and Procedure and the Distant Learning Introduction to Safeguarding Training through Tower Hamlets Council. These can be found at** [**www.qmsu.org**](http://www.qmsu.org)

For any concerns regarding Safeguarding and any of the children or young people on your volunteering sessions, please contact the relevant Students’ Union Nominated Safeguarding Officer,

**Bronwen Eastaugh,** Student Engagement Manager

020 7882 2770

b.eastaugh@qmul.ac.uk

**Samantha Howard,** Volunteering Coordinator

020 7882 2913

samantha.howard@qmul.ac.uk

**Ashley Marshalleck,** Community Sport Coordinator

020 7882 5765

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**Alvin Ramsamy,** Deputy Chief Executive Officer

020 7882 5764

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**As a QMSU Volunteer, I agree that:**

* I will follow the appropriate behaviour for a volunteer as outlined above
* I understand and will follow the procedures outlined if a child or young person discloses details of abuse and/or neglect to me or if I have concerns about a child or young person
* I will contact the relevant Nominated Safeguarding Officer for the Union with any queries, questions or concerns on Safeguarding and my volunteer role

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| **Signed:** |  |
| **Date:** |  |

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| **Name:** |  |
| **Activity Group/Area (Team Up, Aspire etc):** |  |
| **Email Address:** |  |