

Guidance for School Safe Working Policy

Safe Schools - Safe Children - Safe Staff*

Updated March 2013

Companion to

*'Guidance for Safer Working Practice for Adults who Work with
Children & Young People in Education Settings' DCSF 2009'*



*Refers to all paid staff, volunteers, visitors and adults on placements
(Can be used as template for policy or basic guidance for staff)

Guidance For Safe Working Practice

The aims of this guidance are to:

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional or abusive conduct
- Ensure that all staff are aware of appropriate and inappropriate conduct and practice.

More detailed guidance on safe working is contained in;

- *'Guidance for Safer Working Practice for Adults who Work with Children & Young People in Education Settings' 2009'*
www.erscb.org.uk

This guidance should also be read in conjunction with

- *Working Together to Safeguard Children 2010*
- *Safeguarding Children & Safer Recruitment in Education (DCSF-2007)*
- *Dealing with Allegations against Teachers & Other Staff (DfE)*
- *Reasonable Force (DfE-Oct 2012)*
- *ERSCB G 5.11 Guidelines & Procedures 'Allegations of abuse made against people who work with children'*
- *Screening, Searching & Confiscation (DfE-2011)*
- *Using Facebook Safely- A guide for professionals working with young people (Y&HGFL 2011)*

For advice & support on this guidance or related Safeguarding & Child Protection in education matters including allegations against staff contact;

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Basic Principles

- If no specific advice, policies or guidelines for a specific situation exist, or if you are unsure consult a senior manager.
- If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or does not allow time for advice to be sought, record these actions with a Senior Manager
- If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect, log your concerns immediately with the appropriate senior member of staff.

Staff Responsibilities

All staff have responsibilities to ensure the Safeguarding of children;

- Work and behave safely and responsibly at all times to fulfil your duty of care and not abuse in any way your position of trust.
- Respond to any concerns about a child's wellbeing that you may have or are brought to your attention in line with the school and ERSCB CP policy
- Respond in the same way to concerns that involve the behaviour of other adults in the school by following the school procedures for 'Whistle Blowing' as outlined in the school policy, ERSCB Guidance & LA policy.
- Review your own practice and follow school policies and procedures and seek advice when unsure.
- **Understand that it is professionally and morally unacceptable for staff not to carry out these responsibilities**

School Responsibilities

In order for staff to carry out these responsibilities the school will ensure that:

- all new and existing staff receive adequate CP and related induction and continuing training as laid down in the school CP and other related policies
- all staff are made aware and regularly reminded of the school procedures for reporting concerns and related Safe School policies.
- staff concerns and opinions will be sought and taken into account in the regular review of related policies and procedures.
- all staff are aware of the School & LA 'Whistle Blowing' procedures by which adults can voice their concerns, made in good faith, without fear of repercussion.
- provide a safe working environment for staff and provide guidance about safe working practices.
- ensure that the Duty of Care to staff is carried out

Sharing Concerns and Recording Incidents

Do

- be familiar with the schools system for recording Child Protection and other concerns about children and young people
- take responsibility for recording any incident, and passing on information where you have concerns or concerns are disclosed to you by, or about a child
- report appropriately and confidentially any behaviour by colleagues that raises concern
- be aware of the procedure to follow if you feel that your concerns about the behaviour of other staff or volunteers or inadequacies in safeguarding arrangements are not investigated fully or appropriately

Confidentiality

Do

- treat information you receive about children and young people in a discreet and confidential manner
- be aware that the discussion of internal school matters including via the internet / Social Networking systems will be regarded as breaches of confidentiality and /or data protection

Power and Positions of Trust

Do not use your position

- to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- to form or promote relationships which are of a sexual nature, or otherwise inappropriate or which may become so.

Propriety and Behaviour

Do

- be aware that behaviour in your personal life may impact upon your work with children and young people
- follow professional codes of conduct at all times

Do not

- behave in a manner, which would lead any reasonable person to question their suitability to work with children or act as a role model.

Dress and Appearance

Do not

- wear clothes, jewellery etc at school or in off site school activities that are likely to be viewed as offensive, revealing, or sexually provocative or distract or cause embarrassment
- wear clothes, jewellery, shoes etc that could present a Health & Safety risk

Gifts, Rewards and Favouritism

Do

- be aware of the schools policy on the giving and receiving of gifts
- ensure that gifts received or given in situations which may be misconstrued are declared
- only give gifts to an individual young person as part of an agreed reward system

Infatuations

Do

- report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with you or another adult
- always maintain professional boundaries

Communication with Children and Young People (including the Use of Information Technology)

Do

- report any internet or other communication by a child or young person to you as soon as possible.
- ensure that you understand & follow the school 'Acceptable Use policy'
- ensure that you understand and apply the maximum security setting for any internet based Social Networking sites or systems

Do not

- give personal contact details to children or young people, including mobile telephone numbers, email addresses or website / social networking sites
- not use emails, social networking sites, mobile phones, other internet systems or written communication of any kind to send personal messages to a child/young person
- only use equipment e.g. mobile phones, email provided by school to communicate with children, making sure that parents have given consent for this form of communication to be used in line with school policy
- only make contact with children for professional reasons and in accordance with the above and school related policies.

Social Contact

Do

- make senior colleagues aware of any on going community activities or social contact with pupil's families
- log any concerns you may have about contact with children or their families in the community or in your private life
- consider the appropriateness of the social contact according to your role

- advise senior management of any unplanned social contact you have with a child
- be aware that you should ensure that your behaviour in social situations where you may be in the company of pupils and / their parents must not compromise your position as a member of staff

Do not

- have social contact with children or young people unless this is part of a family or established parental social or community arrangement

Sexual Contact

Do

- ensure that your relationships with children and young people clearly take place within the boundaries of a respectful professional relationship

Do Not

- have sexual relationships with any pupil
- be aware that sexual relationship with a pupil under 18 is a criminal offence, regardless of consent
- be aware that a sexual or otherwise inappropriate relationship with any pupil over 18 will also be regarded as a disciplinary offence
- have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
- make sexual remarks to, or about, a child/young person
- discuss your own sexual relationships with or in the presence of children or young people

Physical Contact

Do

- be aware there are occasions when it is entirely appropriate staff to have some physical contact with a child
- be aware it is crucial that in all circumstances, staff should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.
- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described

- never touch a child in a way which may be considered indecent
- always be prepared to report and explain actions and accept that all physical contact be open to scrutiny

Do Not

- indulge in horseplay

Activities that require Physical Contact

Do

- always explain to a child the reason why contact is necessary and what form that contact will take
- follow recommended guidance and protocols
- conduct activities where they can be seen by others

Behaviour Management and Physical Intervention

Do

- adhere to the school's behaviour management and physical intervention policy and use physical intervention as a last or emergency resort in order to prevent harm to the pupil or others
- record and report as soon as possible after the event any incident where physical intervention has been used.

Do Not

- act outside the school behaviour policy & procedures
- act in temper
- use physical intervention as a punishment
- use more force than required for longer than required
- compromise safety & dignity of all involved
- touch in a way that could be seen or portrayed as inappropriate
- use force as a form of punishment
- use sarcasm, demeaning or insensitive comments or degrading treatment

Children and Young People in Distress

Do

- consider the way in which you offer comfort and reassurance to a distressed child and do it in an age-appropriate way
- record and report situations which may give rise to concern from either party

Respect and Privacy

Do

- avoid any physical contact when children are in a state of undress
- avoid any visually intrusive behaviour
- follow the school procedures in ensuring privacy and safety in changing areas
- avoid any visually intrusive behaviour
- change for PE or other activities in staff designated places

First Aid

Do

- adhere to the school's policy for administering first aid or medication
- make other adults aware of the task being undertaken
- explain to the child what is happening.
- report and record any administration of first aid or medication
- have regard to any individual health plan which is in place

One to One Situations

Do

- avoid meeting in remote or secluded parts of the school
- inform other adults about meetings beforehand, assessing the need to have them present or close by
- ensure there is an open door or visual access
- consider the needs and circumstances of the child/children involved
- use your professional judgement in such meetings and report any situation does or says anything that gives cause for concern

Do not

- arrange meetings with children or young people off the school site unless in exceptional circumstances and with the approval of Senior Manager and parents
- use 'engaged' or equivalent signs on internal doors
- Create blind or potentially vulnerable places within your teaching areas by for e.g. covering internal or external windows

Home Visits

Do

- agree the purpose for any home visit with senior management,
- adhere to agreed risk management strategies
- always make detailed records including times of arrival and departure and work undertaken
- ensure any behaviour or situation of concern is reported

Transporting Children and Young People

Do

- ensure that you do not transport pupils in any situation other than as part of school arranged activity
- ensure that any impromptu or emergency arrangements of lifts are logged and can be justified if questioned
- be aware that the safety and welfare of the child is your responsibility until they are safely passed over to a parent/carer
- ensure parental consent and record details of the journey in accordance with agreed procedures
- ensure that all arrangements ensure vehicle, passenger and driver safety including having proper and appropriate insurance for the type of vehicle being driven
- avoid situations where allegations against you or misunderstandings can arise

Trips, Educational visits & Extra Curricular Activities e.g. sports or music & Drama events etc

Do

- always have another adult present in out of school activities, unless otherwise agreed with a senior manager
- undertake risk assessments in line with the school and LA policy where applicable
- have appropriate parental consent to the activity
- ensure that parents are aware of the visit / activity
- ensure that your behaviour remains professional at all times
- ensure that any adult volunteers are appropriately, vetted, supervised and briefed

Photography and Video

Do

- be clear about the purpose of the activity and about what will happen to the images when the activity is concluded
- be able to justify images of children your possession
- ensure the child/young person understands why the images are being taken
- report any concerns about any inappropriate or intrusive photographs found

Do not

- use equipment not provided or authorised by the school
- take or display photographs without parental consent

Access to Inappropriate Images and Internet Usage

Do

- ensure that school equipment is not used to view or download adult pornography or other inappropriate material
- ensure that pupils are not exposed to or have access to inappropriate material
- ensure that school IT and internet policies are followed at all times

Do not

- use personal IT or other photographic equipment in school without arrangement with Senior staff

Remember

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