

- internet use should be according to school policy and there should not be any access to inappropriate material or unauthorised images of children
- any taking or recording of images of pupils should take place with regard to the law, school policy and the need to safeguard the privacy, dignity and safety of pupils
- communication with pupils should never be sexually suggestive; staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school.

CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF:

- You must report to the Headteacher/Senior Manager any concern that indicates that a member of staff or a volunteer may be a risk to or may have acted inappropriately towards children
- If the concern is about the Headteacher/Senior Manager you must report it to the Chair of Governors or, in their absence, direct to the Senior Adviser for Safeguarding Children in Education
- If you feel unable to report the matter within school you must seek safeguarding advice from the Senior Adviser for Safeguarding
- Record what you have noticed or what has been said and sign and date it
- You should follow the procedures but you have a responsibility to whistle-blow if all else fails
- **KEEP THE MATTER CONFIDENTIAL.**

Advice can also be sought from the LADO and/or the Family Front Door (Access Centre). There are procedures for dealing with concerns, allegations and disclosures which take account of the seriousness and sensitivity of these situations.

Contacts

- Senior Adviser Safeguarding Children in Education - tbc
- Local Authority Designated Officer (LADO) - 01905 843311
- Family Front Door (Access Centre) - 01905 822666

HR Consultancy for Schools

Safe Working Practice for Staff in Education Settings



An introduction leaflet for all staff and volunteers working with children to help establish safe working practice in schools, academies and all settings where children receive formal education

Document No: 33(a)

Date: September 2015

**This leaflet summarises key points from the Guidance for
Safer Working Practice for Adults who work with Children and
Young People in Education Settings – DCSF March 2009**

STAFF - includes all adults working with children, in whatever capacity or setting, paid or unpaid.

CHILDREN - includes children and young people under the age of 18.

SCHOOL - includes any setting in which children/young people receive formal education.

HEADTEACHER - is the senior manager in the setting.

UNDERPINNING PRINCIPLES

Staff should:

- be aware that the welfare of the child is paramount (Children Act 1989)
- understand their responsibilities to safeguard and protect children and young people
- be responsible for their own actions and behaviour, and avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work, and be seen to work, in an open and transparent way
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion and belief, sexual orientation, marital status, or trade union membership
- discuss and report concerns or take advice immediately from their line manager or another senior member of staff over any incident which may give rise to concern
- keep a record of any concerns, decisions made and further actions
- be familiar with local child protection arrangements
- know the procedures for handling allegations against staff and to whom they should report concerns

SAFE WORKING PRACTICES

- staff must report concerns about other staff behaviour in the interests of both staff and children involved
- staff must keep to confidentiality protocols and discuss any information sharing issues with senior staff if in any doubt
- staff should be careful not to misuse their power and influence over children
- staff should ensure their behaviour remains professional at all times, including their dress and use of language
- staff should not receive gifts, other than small tokens of appreciation
- staff should not give gifts, other than as part of an agreed reward system or given to all children equally
- staff should guard against any pupil forming an infatuation with them and report any such concerns to senior staff
- physical intervention should never be inappropriately used, should follow relevant procedures and be clearly recorded and reported
- physical contact should be minimal, time limited, age appropriate and in response to the needs of the child at the time
- intimate care and first aid should only be administered according to relevant procedures and care plans
- staff working in one to one situations should ensure there is visual access and remote or secluded areas should be avoided
- staff should not engage in personal email or telephone contact with pupils, including instant messaging, text messaging, and social networking sites, etc.
- any out of school contact should be planned in advance and agreed with senior staff and parents
- home visits should be planned and agreed with senior managers and risk management plans should be in place and adhered to
- only authorised areas of the curriculum should include any sexual or other sensitive material; staff should take advice from senior staff if there is any chance of misinterpretation