

# HIGHCLARE SCHOOL

## CHILD PROTECTION POLICY (SAFEGUARDING)

### POLICY

#### 1. INTRODUCTION

- (a) Highclare School recognises its legal duty to work with other agencies in protecting children from harm and responding to abuse in accordance with *Every Child Matters 2003*, *DCFS Circular 0027/2004* and *Safeguarding Children and Safer Recruitment in Education (2007)*. CRB checks / Vetting and Barring procedures are followed for the appointment of **all** staff. All staff, whether part time or full time, and the Headmistress undergo child protection training (level 1) every three years; the Designated Persons, contacts and Child Protection Governor undergo child protection and inter-agency training (level 2) every two years. All members of staff, including temporary and supply staff, and volunteers are made aware of child protection and safeguarding procedures and know the name of the designated contacts, the Governor responsible for Child Protection and the School Child Protection Officer. Parents can feel confident that procedures are in place to ensure that all teaching and support staff and voluntary helpers appointed are suitable to work with children.
- (b) The 'Every Child Matters' agenda is a vital part of Highclare's Child Protection policy and procedures. Children's safety, happiness and health is at the core of the school's philosophy. Although the prime focus of the school is to secure the best educational provision for each child, we are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times. All the children at Highclare School feel secure and know that there are adults in the school whom they can approach if they are worried and know that they will be listened to. They know who is the designated child protection contact for their area of school. The same principles apply to all policies which protect and safeguard children, e.g. anti-bullying, first aid, behaviour and discipline, health and safety, restraint, confidentiality, complaints, e-safety and child protection.
- (c) We will ensure that arrangements are in place for:
  - all reasonable measures to be taken to minimise the risks of harm to children's welfare
  - all appropriate actions to be taken to address concerns about the welfare of a child, or children, working to agreed local policies and procedures in full partnership with other local agencies. Highclare follows the procedures of Birmingham Safeguarding Children Board (BSCB) for Child Protection and the framework for Assessment of Children in Need (CAF)
  - all persons working at this school to be made aware of this policy
- (d) **Early Years Provision** -Within the EYFS Settings there are designated contacts (see below). The Designated Person would inform Ofsted of any serious allegations of harm or abuse, by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. The school would inform Ofsted of the above as soon as is reasonably practicable, but at the latest, within fourteen days.
- (e) This policy is displayed on the school's website [www.highclareschool.co.uk](http://www.highclareschool.co.uk).

#### 2. AIMS

In order to protect our children, we aim to:

- (a) Create an atmosphere where all our children can feel secure, valued and listened to
- (b) Recognise signs and symptoms of abuse
- (c) Respond quickly and effectively to cases of suspected abuse
- (d) Monitor and support children at risk
- (e) Use the curriculum to raise children's awareness, build confidence and skills
- (f) Work closely with parent\carers and support external agencies
- (g) Ensure that all adults within our school who have access to children have been CRB checked in accordance with the legislation
- (h) Promote child support services through PSHE and display contact information e.g. Childline

#### 3. DESIGNATED PERSONNEL

- (a) Designated Senior Person for Child Protection - Mrs M Viles (Headmistress)
- (b) Deputy DSP for Child Protection - Mrs A Moore (Pastoral Head of Senior School), Mrs L Jude (Head of Highclare Woodfield and Abbey Juniors) and Mrs J Booker (Head of Highclare St Paul's)
- (c) EYFS designated person (St Paul's) – Mrs J Harris (EYFS Co-ordinator)
- (d) EYFS designated person (Woodfield) – Mrs S Pointon (Nursery Manager)
- (e) TOPS designated person - Miss A Reynolds (TOPS Manager)
- (f) Chair of Governing Body - Mrs L Flowith
- (g) Nominated Governor - Mrs S Watson

#### 4. PUPILS

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff of the school will often, by virtue of their day to day contact and knowledge of the children, be well placed to identify such abuse and offer support to children in need.

Highclare School teaches young people about the potential dangers of internet use so children and young people in its care are well-informed and know how to seek help outside the school. Highclare School co-operates with local authority procedures including the Police, Children's Social Care, the NSPCC and Medical Authorities.

Highclare School ensures that young people are protected from possible abuse from those adults who are responsible for their care in the school, through its procedures for recruitment, through staff training and new staff induction. The staff at Highclare School are informed how to recognise child abuse and what to do if child abuse is suspected.

#### 5. STAFF

Staff adopt an open and accepting attitude towards pupils as part of their responsibility for pastoral care. Child protection (Safeguarding) issues may be addressed through the curriculum as appropriate, especially in personal, social and health education and tutorial time. They hope that parents and pupils feel free to talk about any concerns and see school as a safe place if there are any difficulties at home. Pupils' worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Staff who observe injuries which appear to be non-accidental or significant change in a pupil's behaviour, or who are told anything significant related to child protection by a pupil must report their concerns immediately to the Designated Person. A factual written record will be made. If abuse or neglect, they are required to discuss them with the Designated Person. School staff do not carry out investigations themselves, nor decide whether children have been abused. Concerns must be referred to the Designated Person, who will liaise with the specialist agencies. Accurate records relating to child protection are kept secure.

#### 6. PARENTS AND CARERS

- (a) Parents and carers will be made aware of the school policy through published information. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care Services. It will be made clear that this is a legal obligation and not a personal decision.
- (b) A copy of the school procedure is available to all parents, carers and children upon request.

#### 6. VISITORS AND VOLUNTEERS

A summary of Child Protection Information for Visitors and Volunteers and the name of the DSP should be displayed for the information of visitors to the school on all sites.

#### 7. REVIEW

This policy will be reviewed annually by the Headmistress and SLT. The Governing Body undertakes an annual review of Child Protection Policy and Procedures under its Risk Management Review process and of the efficacy with which the related duties have been discharged.

<b>Written by:</b>	<b>Confirmed by:</b>	<b>Adopted by the Board:</b>	<b>Review Date:</b>
MV/September 2009	SW (Governor) /October 2009	November 2009	July 2012



## PROCEDURES

### 1. Role of Designated Senior Person (DSP)

The DSP is responsible for:

- (a) Holding the school's copy of the current Birmingham Safeguarding Children Board (BSCB) Procedures and being fully conversant with these procedures.
- (b) Holding and being conversant with the School's copy of "Working Together To Safeguard Children"
- (c) Briefing school staff (both non-teaching and teaching staff) on relevant contents of the above guidance and procedures, and on the procedures the school should follow. This includes the briefing of new staff as part of their induction after arrival at the school (within 3 months of them starting work)
- (d) Ensuring the procedures relevant to Child Protection are followed within the school
- (e) Organising suitable refresher training every 3 years for staff generally and every 2 years for DSP and Deputy and nominated Governors, and keeping records of this - example shown below.
- (f) Liaison over Child Protection Procedures with the Social Care Services and other relevant agencies
- (g) Receiving reports of alleged or suspected child abuse within the school, or reported by a pupil relating to incidents at home or outside the school, contacting the Social Care Services Department when necessary and taking relevant action.
- (h) Taking appropriate steps if the allegation is against a member of staff or volunteer. This must be reported to the Headmistress, therefore the Headmistress should delegate any ongoing provision for the child to the Deputy DSP. This will prevent any conflict of interest for the Headmistress between the member of staff and the child.
- (i) Giving appropriate support to members of staff in such circumstances (see section on Reporting Procedures - staff allegations)
- (j) Keeping secure records of individual cases as indicated below
  - Incident report form (catalogued and cross references to the incident book) - available in each office
  - Incident book (hard bound, containing consecutive numbers of report forms, name of child, name, signature and date of person submitting the report, name, signature and date of DSP receiving the report) - locked in Headmistress's office.
  - Child school record - copies of all relevant documents
- (k) Providing continuing support to a child about whom there have been concerns who leave the school by ensuring that appropriate information is forwarded confidentially to a child's new school.
- (l) Maintaining confidentiality about information relating to Child Protection and will disclose information to other members of staff on a need to know basis only.
- (m) Informing the Governor with Child Protection Responsibility of any Child Protection issues as soon as is practicable.
- (n) Reviewing and updating the Child Protection Policy. Any deficiencies or weaknesses in the Child Protection Policy and procedures must be remedied without delay.
- (o) Bear responsibility for informing.

#### Child Protection Training

<u>Staff\Governors</u>	<u>Date of last Training</u>	<u>By whom</u>
Named Governors	November 2008	Birmingham City Council
Additional Governors Trained	January 2010	In house training
DSP\Headmistress Core Training	May 2006	Birmingham City Council
Deputy DSP Core Training	October 2009	Birmingham City Council
EYFS/TOPS designated contacts	February 2010	Birmingham City Council
DSP update	May 2010	Birmingham City Council
Deputy DSP update	tbc – Oct 2011	Birmingham City Council
Teaching staff (by individual name)	All staff January and	In house training - Mrs A Sargent
Support staff (by individual name)	February 2010.	(Teenage Pregnancy Midwife Co-ordinator HEFT/BEN PCT)
Teaching and Support Staff	September 2010	In house training - DSP

### 2. Role of Governors

An annual report is made to the Governing Body on Child Protection issues in September. There is a designated Governor, who has the responsibility for liaising with the Designated Person over Child Protection, undertaking an annual review of the school's Child Protection Policy and procedures and of the efficacy with which the related duties have been discharged.

### 3. The role of all staff within the school

#### i. Recruitment

Highclare School recognises that all vacancies in a school, whether teaching or non-teaching positions, represent an opportunity for unsuitable people to seek employment to gain access to children. Highclare School adopts all the recommendations of the DfES publication 'Safeguarding Children and Safer Recruitment in Education' (1<sup>st</sup> January 2007) and the Independent Safeguarding Authority. At all points during the recruitment and selection process those members of staff responsible for the procedures will be vigilant in the need to help deter, reject or identify people who might be unsuitable to work with children.

Highclare School includes the following sentence in all job information in response to enquiries for specific jobs. 'The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment are subject to receipt of satisfactory references and replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Criminal Records Bureau'.

Highclare School takes up references, looks into career history and ascertains the reasons for an applicant leaving previous employment.

At least one person on a interviewing panel must have attended safer recruitment training.

#### ii. Staff training

All designated staff responsible for Child Protection must be trained in Child Protection and receive Level 2 training, including local Inter-agency training and attend refresher training at two yearly intervals.

All other staff working with children will receive appropriate child protection training which will be kept up to date by refresher training every three years.

A written record will be kept of all staff training.

#### iii. New Staff Induction

All staff new to the school will be given specific training to ensure that they have a full understanding of the school's procedures for child protection. This training will also include the school's policy on procedures to promote safe working practice and to avoid false allegations of inappropriate behaviour by the member of staff and what to do if the allegation is against an employee of the school. All new members of staff will be given full documentation to assist them to recognise signs of abuse, how to respond to a pupil who seeks to reveal incidents which are child protection concerns and what to do following such revelation (see: (d) Reporting Procedures) Training will be given to all peripatetic staff and Sixth Form mentors of younger pupils.

#### iv. Recognition of Child Abuse

Child abuse can be physical, sexual, emotional or neglectful. Recognition of signs and symptoms is dependent upon professionals being open to the possibility of non-accidental injury or other forms of abuse and sharing possible concerns.

It is the responsibility of staff to report concerns, not to decide whether it is child abuse or not.

The warning signs:

- No single symptom or sign is sufficient to confirm that abuse is taking place.
- Highclare School provides all staff with written documentation, produced by Birmingham City Council, which informs them of the indicators of child abuse.

All staff have a duty to safeguard children from abuse. This relates to the protection of children up to the age of eighteen from abuse and neglect by parents, others with parental responsibility, guardians, adult visitors to the school, other responsible adults or other children.

#### (a) Categories of abuse

- i. **Physical Abuse** - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- ii. **Emotional Abuse** - Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger (see Anti-Bullying Policy for procedures), or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- iii. **Sexual Abuse** - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex), or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- iv. **Neglect** - Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food or clothing, shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate carers or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## (b) Signs and Symptoms

The following behavioural signs may or may not be indications that abuse has taken place, but the possibility should be considered: Many symptoms of distress can point to abuse, but there may be alternative explanations.

### (i) **Physical Signs of Abuse**

- Any injuries, e.g. bruises, burns, bites, fractures etc. not consistent with the explanation given for them.
- Injuries, which occur to the body, in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention.
- Neglect - under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained stomach pains.
- Cuts\scratches\substance misuse.

### (ii) **Emotional Signs of Abuse**

- Changes or regression in mood or behaviour; particularly where a child withdraws or becomes clingy. Also depression\aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviour.
- Persistent tiredness.
- Running away\stealing\lying.

### (iii) **Signs of Possible Sexual Abuse**

- Any allegations made by a child concerning sexual abuse.
- Child with excessive preoccupation with sexual matters, and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares; sometimes with overt or veiled sexual connotations.
- Eating disorders - Anorexia, Bulimia

#### v. Procedures if child abuse is suspected

If a member of staff suspects that a child may be at risk of harm or if a pupil discloses something that points to this, it is the responsibility of the person concerned to report their concerns as soon as is practicable and before leaving the site to the named member of staff responsible for child protection in that area of the school. All staff have the right to refer directly to Children's Social Care and the telephone numbers of the local contacts are in (d) Reporting Procedures.

Even if the detail seems trivial, if something causes concern, pass it on and keep a record of having done this, but not the detail.

#### (c) Disclosure about abuse

- (j) Information relating to a child protection concern may come to any member of staff through visible clear evidence, disclosure of information from a child or adult, an allegation from a child or adult or indirect evidence.

Never promise a child who wishes to talk to you in confidence that you will not tell anyone else. Don't investigate the matter yourself, do not ask leading questions, but pass on the detail, as divulged by the pupil. The school's Child Protection Officer will decide what course of action should be taken, including contact with the local Children's Social Care, NSPCC or Police within 24 hours of a disclosure or suspicion of abuse.

Allegations of abuse against another pupil (if not dealt with under the anti-bullying policy) will be dealt with according to these procedures. On no account should the pupil against whom the allegations have been made be approached by the person to whom the initial disclosure has been made.

#### (ii) Disclosures - What to do if a child discloses

- Listen - To the child. Allow him\her to talk freely
  - Ask - Can ask questions but keep to minimum and make sure they're "non leading", e.g. don't say "was it ....."?" instead ask "Can you tell me who it was?" If they won't answer, don't push them or offer suggestions.
  - Stop - Don't ask any more questions. **We are here to gather information in order to make a referral, and not to investigate**
  - Tell - The child they are not to blame.
  - Take seriously - What the child has said. We should not make judgements about the information given.
  - Affirm - "I'm glad you've told me. It was right to tell me. You have been brave and strong to tell me."
  - Refer - Tell the child you must tell other people who can help. Tell the DSP as soon as possible who will make the decision whether to refer or not.
  - Monitor - Monitor the child on an ongoing basis
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- **NEVER TELL A CHILD YOU WILL KEEP A SECRET THEY TOLD YOU.**
  - **NEVER TAKE PHOTOGRAPHS OF MARKS, ASK THE CHILD TO WRITE DOWN THEIR ACCOUNT OR ASK A CHILD TO REMOVE CLOTHING.**

(d) **Reporting Procedures**

(i) **What should be reported?**

Child Abuse to be reported includes abuse of a pupil by a staff member or other adult, abuse at home, which a pupil reports to staff, abuse by a stranger outside school, and abuse of one pupil by another. The key issues identifying the problem as abuse rather than an isolated instance of bullying considered within normal bounds in the school community are:-

- The frequency, nature and severity of the incident(s).
- Whether the victim was coerced by physical force, fear or by a pupil or group of pupils significantly older than him or herself, or having power or authority over him or her.
- Where there is a difference of two (2) years or more in terms of developmental rather than chronological age.

(ii) **Process of reporting**

- All concerns must be passed to the DSP who will seek advice\make a judgement as to whether a referral to the relevant authority or any other action needs to be taken. If a decision is made to make a referral, the matter would be referred immediately to the appropriate Birmingham Children, Young People and Families Duty Offices, according to where the child lives, by telephone (within 24 hours), with a written confirmation of the telephone referral.

***Heart of Birmingham (HoB)***

- ***Aston - 0121 303 2334*** Covers: Aston, Bordesley Green, Handsworth Wood, Ladywood, Lozells and East Handsworth, Nechells, Soho, Sparkbrook, Sparkhill, Springfield.

***East & North Birmingham***

- ***Yardley - 0121 303 6541*** Covers: Acocks Green, Erdington, Hodge Hill, Kingstanding, Oscott, Perry Barr, Shard End, Sheldon, South Yardley, Stechford and North Yardley, Stockland Green, Sutton Four Oaks, Sutton New Hall, Sutton Trinity, Sutton Vesey, Tyburn, Washwood Heath.

***South Birmingham***

- ***Edgbaston - 0121 303 1888*** Covers: Bartley Green, Billesley, Bournville, Brandwood, Edgbaston, Fox Hollies, Hall Green, Harborne, Kings Norton, Longbridge, Moseley, Northfield, Quinton, Selly Oak, Weoley castle.

*Outside normal office hours, please contact the Emergency Duty Team on 0121 675 4806.*

- Any requests made by the local Social Services Department should be followed with regard to:
  - Informing a pupil's parents
  - Seeking a medical examination or treatment for the pupil
  - Ensuring immediate protection needed for a pupil who has been the victim of abuse, a pupil who has given information about abuse and a pupil against whom an allegation has been made
  - Informing people at school (including any other members of staff) of the allegation.
- Inform the pupil / adult who made the allegation of what the next steps are to be, having agreed these with the School Liaison Officer
- Take any necessary steps for the longer-term protection and support of each pupil who has made allegations of abuse, or is alleged to have suffered from abuse, taking the pupil's wishes fully into account.
- Ensure that any pupil being interviewed by the police has a supportive member of staff of their own choice to accompany them
- Notify DCFS of any allegation by the school
- Ensure co-operation by the school in any subsequent investigation by SSD or police
- Make arrangements, where feasible, for any pupil who has been the subject of abuse to be able to receive any necessary continuing counselling and support (by agreement where appropriate).

- Inform (as an instance of ‘serious harm to a pupil’) both:
  - The local District Health Authority
  - The Department of Health at CS2C, Room 2 – 6 Wellington House, 133-155 Waterloo Road, London, SE1 5UG
  - Ofsted, within 14 days of the allegation
  - The Independent Safeguarding Authority (ISA), providing the name of any person whose services are no longer used because he or she is considered unsuitable for work with children, within one month of them leaving school. (P O Box 181, Darlington, DL1 9FA, Tel 0300 123111)
- The school will consider taking disciplinary action against any member of staff, or agent of the school, whether employed, contracted, a volunteer or student, where it believes pupils are at risk of abuse from that member of staff, even in cases where there is to be no criminal prosecution.
- Where the school has ‘low level’ concerns that do not amount to allegations or suspicions of specific abuse but which may indicate the possibility of abuse occurring, one of the Designated Persons will discuss these with the School Liaison Child Protection Officer.
- If a disclosure is made or a member of staff has reason to believe abuse has occurred, an incident report form (available from all offices) should be completed as soon as possible and passed to the DSP. Any original notes should be signed, dated and securely attached to the incident report form. All staff must be aware of the high level of confidentiality of notes and individual staff members should pass all notes and records onto the DSP. There is a copy of an incident form at the back of this policy.
- Upon submitting an incident form the member of staff and the DSP should catalogue the form, sign and date the incident book in order the procedure has been followed.

(iii) Allegations about members of staff or volunteers

- All child protection allegations relating to staff or volunteers must be reported directly to the Headmistress without informing the subject of the concern/allegation. The Headmistress will immediately inform the Chair of Governors
- The full evidence will be made available to the member of staff, subject of the allegation, as soon as is agreed appropriate within the ongoing needs of any investigation by the Police, Social Care Services, or by any disciplinary process.
- The member of staff must be regularly updated on any progress and advised about how to access support e.g. from unions, counselling service.
- In some cases it may be necessary for the staff member to be suspended while an investigation is carried out. It must be recognised that any decision to suspend a member of staff is without prejudice and on full pay, and is not an indication of any proof or of any guilt.
- Any complaint or concern of a child protection nature received by any person and relating to the Headmistress must be passed in confidence to the Deputy DSP who will contact the Chair of Governors, who will then contact the Education Services Lead Officer for advice and support (Tel. 0121 303 5118).
- All staff need to be aware of their vulnerability to allegations and must conduct their practice accordingly. All staff must adhere to the school guidance in respect of safe conduct - refer to section in procedures headed “Safe Working Practices for Staff” on next page.

#### **4. Pupil Record Transfer**

Whilst there is no legal requirement to transfer information about a pupil from one school to the next, it makes sense to share information. The Local Authority request that where a case is closed school should not pass on information. However, the authority would hold information from a previous case, so that if new concerns are raised then the previous case detail can be retrieved, as this would not be destroyed centrally. It is the responsibility of the Child Protection Officer to notify the Local Authority if a child with a child protection plan goes missing, is excluded or leaves the school.

## **5. Talking to Children about Child Protection Issues**

Children are encouraged to talk to whoever they feel comfortable with.

Children should know who the named Child Protection Designated Contact is for their part of the school and should feel that the school is the safe place for them.

Highclare School displays the telephone number for Childline and for the NSPCC.

Highclare School teaches children the safe use of the internet, through PSHE lessons and other specially arranged sessions, eg. Assembly.'

Useful publications:

'Safeguarding Children and Safer Recruitment in Education' DfES 2007

'What to do if you are worried a child is being Abused'

'Summary: Department of Health

Websites: [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk), [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

## **SAFE WORKING PRACTICES FOR ALL STAFF**

All staff must be aware that their day-to-day working practices should adhere to the following fundamental principles.

The times when staff are most at risk of an allegation being made against them are:

1. Working alone with pupils
2. In physical contact with pupils

Principles for safe working practices for these situations are given below:

### **Working alone with pupils, wherever possible:**

- Be visible and open in your practice - try to work with door open or with glass panel in door.
- Tell people where you are and what you are doing.
- When possible work with children in open and visible settings.
- Share jobs which put you in a vulnerable position.
- Let children do as much as they can for themselves.
- Record and report information immediately.
- If something goes wrong tell report it to the relevant staff member as soon as possible - keep MT informed, especially if anything you have done may have repercussions.
- Do not create a reputation for yourself.
- Consider your role and its boundaries.
- Always offer support rather than assume it is needed.
- Treat the students with dignity and respect.
- Look after the students in the same way in which you would expect to be looked after.
- Use the same rules you would in any situation - basic common sense.
- Can you look another adult in the eye and justify what you did?

### **Communication with Individual Pupils**

- Do not communicate by personal e-mail or text.
- Do not send personal cards - if you do write, use school paper and keep a copy.
- Do not give personal mobile numbers to pupils.
- Do not meet with individual pupils outside school.

### **Physical Contact**

- Always avoid unnecessary physical contact.
- Child initiated contact is different but acknowledge it, don't prolong it.
- Redirect attention away from personal matters which may arise.
- Contact during class activities should be restricted to what is appropriate and should as be as visible as possible to others.
- If a child is in a distressed state, physical contact can be given but discretion should be used over the level and justification. Avoid this in a one to one isolated area.
- Avoid physical contact in isolated areas.
- Apparently sexualised behaviour should be discouraged. Discuss with DSP.

### **Abuse of trust**

All education staff need to know that inappropriate behaviour with or towards children is unacceptable. In particular, under the Sexual Offences Act 2003 it is an offence for a person over 18 years (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 years where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child.

### IN-SCHOOL CHILD PROTECTION PROCEDURES

Child suspected of being abused / discloses abuse





